

**Workload Policy of the Tenure and Tenure-track Faculty
Khoury College of Computer Sciences
Northeastern University**

Approved by faculty vote on May 14, 2026

**Approved by the Dean of the Khoury College of Computer Sciences
on May 14, 2026**

Provost approved on July 31, 2026

Tenured and Tenure-track Workload Bylaws

This document describes the workload policies for tenured and tenure-track faculty. The bylaws reflect the Khoury goals of achieving excellence in research, teaching, and service.

Teaching activities include (but are not limited to) preparing class material, delivering lectures, meeting with students, managing TAs and class discussions in-person and online, responding to students' posts and emails, grading, and submitting final grades.

Research activities include (but are not limited to) writing proposals, conducting research, writing papers, advising students, attending conferences and other meetings in the research community.

Service activities include (but are not limited to) serving on college and universities committees, serving in administrative roles within the college, and service to the research community, including program committees, editorial boards, and funding panels.

The workload for all tenured and tenure-track faculty are made up of 6 units *typically* split as follows:

- For pre-tenure faculty these 6 units are split in 3.5 research, 2 teaching, and 0.5 service
- For research active tenured faculty these 6 units are split in 3 research, 2 teaching, and 1 service
- For research inactive tenured faculty these 6 units are split in 4 teaching and 2 service

The teaching load policies for tenured and tenure-track faculty described below represent guidance for a faculty member's baseline teaching load. This baseline teaching load is subject to modification by the dean, at the dean's discretion, and by the faculty member through course buyouts. Generally speaking, a faculty member will not be permitted to buy out of teaching below 2 courses per academic year, again, subject to the discretion of the dean. These teaching load policies apply to disciplinary faculty only; For interdisciplinary faculty, the workload policy specified above will be prorated to the percentage of their appointment in Khoury, subject to the discretion of the dean.

Course reductions are applied according to university policies in cases of family leaves, parental/adoption leaves and medical leave, as described in Faculty Handbook.

Pre-tenure Faculty

The baseline teaching load for a pre-tenure faculty member will be 2 courses per academic year throughout the pre-tenure probationary period, subject to any modifications explicitly mentioned in the faculty member's hiring offer and the discretion of the dean.

Tenured Faculty

The baseline teaching load of a research active tenured faculty member will be 2 courses per academic year. A research active faculty member is expected to be pursuing a high-quality research program in their area. While the number of papers per academic year, number of PhD students in their group, and the number of grants needed for carrying out high-quality research vary across areas, every research active faculty member is expected to

- be actively publishing papers in journals and selective conferences,
- be actively advising PhD students, and
- be actively funding PhD students.

It is recognized that there may be temporal gaps in research outputs of active researchers. Whether a tenured faculty member is research active in any given year will be based on their activity over the preceding three-year period and will be determined by the dean in consultation with Khoury associate deans.

It is expected that the service component of a research inactive tenured faculty member will constitute one-third of their total workload, and their teaching load will be 4 courses per academic year. Should the faculty member and dean reach agreement on a service load that differs significantly from one-third of their total workload, the teaching load will be suitably adjusted.

Communication and appeals process

The teaching load for a given academic year will be communicated at the end of the preceding academic year via the college portal, email, or other suitable electronic means. In the event of a conflict regarding workload that cannot be resolved between the faculty member and the college administration, represented by the dean, the senior associate dean for academic affairs and the associate dean for faculty affairs, three arbiters consisting of members of the Full Professor Committee will resolve the dispute by majority vote. Arbitration must be concluded by the end of the academic year in which it is initiated, and it may result in an adjustment of the course load for the following academic year.

Bylaws, Policies, and Information The tenured and tenure-track workload bylaws are *bylaws*, and as such, the adoption or modification of this module shall follow the voting rules and procedures specified in the Khoury Bylaws Overview. The relevant voting group is the tenured and tenure-track faculty in Khoury (excluding the dean).

These workload bylaws will be reviewed every three years, at minimum.

The document is available online in the Khoury Internal Wiki, College Bylaws Space.

History The tenured and tenure-track faculty with tenure home in Khoury approved the first version of the bylaws in this module by a 28-0-0 vote on October 16, 2018.

In July 2022, the teaching load policy for tenured faculty was modified as follows: (a) the formula for calculating teaching load was replaced by general guidelines for defining research active tenured faculty and specifying how the load would be set for research active and research inactive tenured faculty; (b) a section on communication and appeals process was added; (c) other clarifications were added to reflect feedback from the Provost Office.

The tenured and tenure-track faculty with tenure home in Khoury approved the revised bylaws in this module by a 28-2-0 vote on August 16, 2022.

Subsequently, the bylaws were reviewed in Spring 2026. The tenured and tenure-track faculty with tenure home in Khoury approved the bylaws by a 28-0-0 vote on May 14, 2026.