

The Cooperative Education Faculty Unit Workload Policy
Bouvé College of Health Sciences
Northeastern University

The title Cooperative Education Coordinator (hereafter referred to as Coordinator) refers to the Northeastern University classification of term faculty with the primary responsibility of cooperative education teaching. The Cooperative Education Faculty workload policy within the Bouvé College of Health Sciences is designed to help faculty achieve excellence in education, service, and professional development. The below presents such guidelines, with all final workload policies subject to approval by the Director, College Dean, and Provost's Office.

The work of faculty in Cooperative Education consists of (1) teaching and education (hereafter referred to as teaching); (2) program administration; (3) service and leadership (hereafter referred to as service) and (4) professional development, scholarship, and creative activities (hereafter referred to as professional development). Teaching includes all forms of knowledge propagation, in and outside of the classroom, online and on-ground; this is comprised of student development and employer relations. Program administration includes all operational aspects of the student cycle of preparation, activity and reflection. Service includes all forms of committee work, administration, and leadership roles within Northeastern University, and in professional organizations and communities that support the university's and the field of cooperative education's mission in knowledge creation and propagation. Professional development includes all events, workshops, conferences, and presentations attended, hosted, or led in the context of increasing knowledge and/or scholarly activities of the profession or field.

Each full-time faculty member has a total of 100% workload. For cooperative education faculty, the baseline of this workload distribution is 50% for teaching (divided evenly between teaching/advising, and employer relations), 20% for program administration, 15% for service and 15% for professional development. As teaching, service, or leadership effort changes, the teaching load is adjusted accordingly (as outlined in the Performance Review process). Baseline classroom teaching consists of no more than 4 one-credit courses per academic year, with potential adjustments required for coordinators focused on specialized areas such as global co-op, immersive employer and/or job development, serving as director, or other special circumstances.

Requests for reduced teaching load for family leaves and medical leaves will be accommodated according to university policy. If a faculty member has concerns about their workload, the concern can be first directed to the Director of Co-op for the college. This workload policy document will be reviewed and approved by co-op faculty on a 5-year cycle or as modifications are made, and available to co-op faculty via Teams shared folder.

Date approved by the Bouvé Co-op Faculty: 7/25/23
Date approved by Bouvé College: 8/1/23
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