



Northeastern University

College of Social Sciences and Humanities

Department of Cultures, Societies and Global Studies Full-time Faculty Workload Policy

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- 1. Overview:** The Department of Cultures, Societies and Global Studies, hereafter referred to as CSGS, is instituting this policy in compliance with the Faculty Handbook statement on faculty workloads approved by the Faculty Senate on April 4, 2017 and approved by the Board of Trustees on June 7, 2017, in accordance with the workload guidelines subsequently issued by the Office of the Provost. The mission of CSSH in the Experiential Liberal Arts is to produce cutting-edge knowledge about and solutions to the political and social problems of our contemporary world. That mission includes the fostering of ethical reasoning and critical thought, with attention to the enduring significance of history, literature, and culture. The mission of CSGS is fully in line with that of the college while focusing on questions of sustainability, social change and cultural transformation. Our goal for faculty in the College of Social Sciences and Humanities and in CSGS is to cultivate engaged researchers, excellent teachers, and equity in distribution of service obligations. We recognize that within our experiential liberal arts model research, teaching, service and professional development complement one another and often overlap.

Full-time faculty members are involved in three types of activities: research and professional development, teaching, and service. Being research-active means engaging in an ongoing program of scholarship; disseminating scholarly work in peer-reviewed journals or scholarly books and presenting at scholarly conferences; disseminating knowledge and engaging with academic and non-academic audiences and communities; applying theory to practice; actively seeking internal and external funding when available; and meaningfully engaging students in scholarship (subject to disciplinary variation). Teaching includes the leading of courses and independent studies, the advising of graduate students where applicable, as well as the advising and mentoring of students. Service activities within the university include committee work, advising student organizations, and

involvement in roles that contribute to the Unit, College, and University. Service to the profession includes serving as a reviewer, participating in editorial work, and serving as an elected officer within professional organizations. Faculty will work with the unit head to effectively balance service within the university and profession.

2. **Appointments:** According to the Faculty Handbook, the full-time Teaching Faculty of the University is composed of tenured and tenure-track faculty members as well as non-tenure-track faculty members. Specifically, tenured and tenure-track faculty members carry special responsibilities with respect to the creation and maintenance of high-quality research programs, and tenured faculty members with respect to the promotion of tenured and tenure-track faculty members. Non-tenure-track faculty are responsible for advancing the teaching, engagement, and service missions of the academic unit and engaging in professional development to those ends. They also contribute to the governance of their units, the college and the university. Each type of appointment carries a distinct workload effort that reflects the responsibilities and performance expectations of each faculty member. Percentages and ranges of assignments are approximate standardizations appropriate to ranks.

Jointly appointed faculty members carry a primary service obligation to the tenure-home unit and a secondary obligation to the non-tenure unit. The service effort of jointly appointed faculty members is proportional to the percentage of the appointment and should reflect the expectations of the type of appointment (e.g., tenure-track, tenured, etc.). The total service effort between the two academic units should equal 100%. Unit heads should coordinate the details of these arrangements with one another and in consultation with the jointly appointed faculty member.

Full-time Faculty with 50% or more administrative load (e.g., Department Unit Head, Program Director, or Associate Dean) are not covered in these guidelines.

The workload policy in CSGS specifies the distribution of effort, by type of appointment, as follows:

2.1. Tenure-Track Faculty (Assistant Professors and Associate or Full Professors without Tenure) Tenure-track faculty hold appointments as untenured, probationary members of the faculty. Tenure-track faculty members are expected to be research active and to develop a research program.

- Tenure-track faculty members teach 4 courses over two semesters in fulfillment of 40% of their work effort. Teaching includes the leading of courses and independent studies, the advising of graduate students where applicable, as well as the advising and mentoring of students.
- Tenure-track faculty members are expected to engage in research, scholarship, or creative activity in fulfillment of 50% of their work effort.
- Tenure-track faculty members are expected to engage in service activities in fulfillment of 10% of their work effort.

2.2 Tenured Faculty: Research-active (Associate or Full Professor with Tenure)

Tenured faculty members hold appointments with continuous tenure as members

of the faculty. All members of the tenured faculty are expected to be research-active and maintain an ongoing commitment to the continued development of a research program.

- Research-active tenured faculty members engage in teaching, including leading 4 courses, independent and directed studies; advising graduate students where applicable; as well as advising and mentoring students, in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in research, scholarship, or creative activity in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in service and professional development activities in fulfillment of 20% of their work effort.

2.2.1 A faculty member will be considered research inactive if s/he fails, over a period of the previous 4 calendar years, to meet disciplinary expectations progress on peer-reviewed long-term research or scholarly projects, applications for appropriate external funding, and regular dissemination of scholarship, and, where appropriate, creative activity, in appropriate peer-reviewed or public venues.

- Tenured faculty members whose research, scholarly, or creative activities do not meet the standard for research activity over a period of the previous 4 calendar years will be determined to be research inactive. The unit head will make this determination on the basis of a consideration of 4 years of annual merit reviews and a review of the faculty member's up-to-date CV, in consultation with the Associate Dean of Faculty Affairs and the Dean. The unit head will consult with the Office of the Dean to prepare a written improvement plan and possible reallocation of workload if the faculty member is determined to be research inactive. The unit head will then meet with the faculty member to agree in writing with the faculty member and the Office of the Dean on the improvements that need to be made. The unit head will also indicate in this meeting, as well as in a written improvement plan, that if improvements are not successful by the end of the following academic year, the faculty member's workload will be reallocated.
- Tenured faculty members who are research-inactive will teach 6 courses per two semesters in fulfillment of 80% of their work effort.
- Tenured faculty members will engage in service and professional development activities in fulfillment of 20% of their work effort.

2.3 Full-time Non Tenure-Track Teaching Professors (Assistant/Associate/Full Teaching Professor) Full-time non-tenure-track teaching professors hold contractual, term appointments as members of the Teaching Faculty.

- Full-time non tenure-track teaching faculty members engage in teaching, including leading 6 courses as well as independent studies, advising and mentoring students, in fulfillment of 80% of their work effort.
- Full-time non-tenure-track faculty members are expected to engage in service and professional development activities in fulfillment of 20% of their work effort.

2.4 Full-time Professors of the Practice and Distinguished Professors of the Practice appointed in faculty positions carry a teaching load based on the four-course standard and engage in research, scholarship or external engagement activities.

- Full-time Professors of the Practice appointed in faculty positions engage in teaching, including leading 4 courses and independent studies, advising graduate students where applicable, as well as advising and mentoring students, in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty position engage in research, scholarship, creative or external engagement activities in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty positions engage in service and professional development activities in fulfillment of 20% of their work effort.

- 3. Accessibility of information:** This workload policy and the model (e.g. the distribution of duties, such as, for example 40/40/20 or 80/20) of each full-time faculty member can be found in the Governance Documents folder of the unit's SharePoint site. The unit will review and ratify the workload policy and its documentation every five years, and update posted materials as necessary. Any changes to the policy proposed on review must be approved by the unit faculty, the Dean, and the Provost.
- 4. Procedures:** The two-semester workload assignment for an academic year for each individual full-time faculty member will be confirmed by the unit head in April. Overload activities should occur only after 100% workload assignment is met. Variance in workloads will be addressed on a case-by-case basis in consultation with the unit head and with the Dean or designate. For faculty with joint appointments, unit heads will meet at the end of each year to coordinate workload expectations for the faculty member for the following two semesters.

Typical modifications in workload include those granted by parental teaching relief, contractual course reductions for tenure-track faculty, family- and medical-related leaves, grant-funded buyouts, and modifications to load related to administrative duties. Additional considerations for teaching assignments may include class size and type; mode of instruction; supervision of capstone projects; and PhD and MA theses and dissertations advised to completion.

Research inactive faculty who wish to be considered once again research active can request that their case be reviewed during their annual merit meeting with their unit head.

The approval of the Dean will be required for any modifications to a faculty member's workload by the unit head.

Faculty with requests for modifications of, or concerns about, workload should first address them with the unit head. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the unit head, he or she may appeal the assignment to the Office of the Dean. If a faculty member continues to have unresolved concerns after the Dean has made a determination on the appeal, he or she should consult the Grievance Process as specified in the Faculty Handbook.

Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- Document is consistent with published College and University policies.
- Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- Document describes the different types of full-time positions in the unit.
- Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- Document describes all unit policies related to workload for full time faculty.
- Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- Document states how frequently the workload policy document will be reviewed.
- Document indicates where and how the unit's current workload policy document can be found.
- Document indicates where and how the workload assignments for each full time faculty member can be found.
- Document describes the process for faculty to address any concerns with their workload in the unit.
- Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- Document indicates date of approval of the unit's dean.
- Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.