

March 10, 2004

Faculty Senate meeting agenda: 03/10/2004

Faculty Senate, Northeastern University

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DATE: WEDNESDAY, 10 March 2004
TIME: 11:45 a.m. to 1:25 p.m.
PLACE: 308 Snell Engineering

and if necessary to complete the agenda:

DATE: THURSDAY, 11 March 2004
TIME: 2:50 p.m. to 4:25 p.m.
PLACE: 308 Snell Engineering

Agenda:

- A. Approval of Minutes
- B. SAC Report (Professor Lowndes)
- C. Provost Report (Provost Abdelal)
- D. Workload Policy Resolution as Amended (Professor Morrison)

WHEREAS it is vital that Northeastern University establish competitive workloads and teaching loads in its quest for top-100 research university status,

AND WHEREAS the goal of such workloads and teaching loads must be to ensure equity while recognizing and supporting faculty members' diverse strengths, talents and contributions to the University,

BE IT RESOLVED that the following Workload Policy be implemented University-wide in the 2005-06 academic year:

1. Matchmate Workloads

A normal workload for faculty at research universities includes instruction, research/scholarship/creative activities, and service. An equitable workload policy must emphasize equity of total workloads, rather than equity in one or two components of the workload.

Academic units vary in their contributions to the University mission ranging from units that focus primarily on undergraduate education to those with substantial graduate and research programs, and so it is understood that the components of the workload policy will vary from one unit to another.

The faculty of each department, school or similar unit, in consultation with the Dean of the College and the Provost, will establish the metrics of its own workload policy based on comparisons with appropriate matchmate units for the academic unit. At very least, the matchmate data must identify the teaching load range and average for each matchmate unit. (voted: 34-0-0)

2. Teaching Loads

Each academic unit may define its teaching loads based upon the number of courses, the number of credit hours taught, or classroom contact time, as appropriate. Either way, academic units should allow for adjustments in teaching load for very large classes, writing-intensive courses, supervision of doctoral theses, research/scholarship/creative activity, high service loads, and the like. (voted: 34-0-0)

3. Tenure-Track Faculty Workloads

Tenure-track faculty must meet the expectations of teaching, research, and service as articulated in the policy on promotion and tenure in the Faculty Handbook. Therefore, newly hired tenure-track assistant professors will be assigned a teaching load reduced by at least one four-credit course (or its equivalent in the unit) in each of their first two years at the University to provide the opportunity for developing their teaching and scholarly efforts.

Furthermore, service expectations will be more limited than for tenured faculty. (voted: 33-0-1)

4. Time Purchase

Faculty members with grants or contracts may purchase course or credit hour releases. The buyout, whether in terms of courses or credit hours, will be proportional to the normal teaching load of the unit and the weight placed on teaching relative to service and research/scholarship/creative activities and will be based on the faculty member's salary (including fringe benefits). This rate of purchase assumes that the faculty member will carry his/her normal service responsibilities. The rate of purchase will be set at a proportionately higher level for faculty seeking to purchase released time from both teaching and service. A complete buyout of teaching responsibilities is not normally possible for more than one academic year at a time. The funds used by a faculty member for time purchase will remain in the faculty member's department or equivalent unit. All time purchases are subject to the approval of the Dean of the School or College. (voted: 21-1-2)

5. Merit and Equity Raises

The specific weighting of the components of a faculty member's workload must be followed in the determination of a merit or equity salary increase for the faculty member. (voted: 23-0-0)

6. Workload Evaluation Committee

Every department or similar unit will establish in its bylaws a performance evaluation committee consisting of at least two members of the tenured faculty plus the department chair or unit head. The committee members will be chosen by a method agreed to by the unit. On a periodic basis of no more than five years, as determined by the bylaws of the department or equivalent unit, the Workload Evaluation Committee will review the contributions and effectiveness of each faculty member in teaching, research/scholarship/creative activities and service based on the matchmate data for workloads or teaching loads from comparable units and on information for each faculty member such as annual reviews, curriculum vitae, teaching evaluations, publication records, service activities and the like. After completing these reviews, the Workload Evaluation Committee will establish workloads for the faculty within the unit with respect to research/scholarship/creative activities, teaching and service. In making these individual determinations, the committee shall also take into account the cumulative impact of the individual assignments on the ability of the unit to fulfill its responsibilities to students and to the University, and identify any additional resources needed under the proposed assignments to carry out the unit's responsibilities. Each determination shall be made after consulting with the individual faculty member involved. Normally, this assignment shall be made with the consent of the faculty member. Each unit will also establish an appeals mechanism for faculty members who disagree with the workload profile established by the committee. Although the particular workloads may vary from person to person or from time to time, each faculty member is expected to contribute to some extent to each of the three areas. The individual workload assignment is formally made upon approval of the unit head and/or Dean of the College or School to which the individual is assigned. (voted: 23-0-0)

The sections having been approved seriatim, the entire resolution is on the floor for approval.

E. Academic Policy Committee Report on Classroom Usage Patterns (Professor Sherman)

BE IT RESOLVED, as an operations premise, that the administration accepts that reasonable excess capacity in the general use classroom inventory must exist so that the University can properly align classroom configuration with pedagogical objectives.

BE IT FURTHER RESOLVED that the Faculty Senate recognizes that the ongoing shortage of appropriate classrooms, particularly in the 20-30 seat and 50-60 seat ranges, acts to inhibit curricular reform, teaching innovation, and student satisfaction. The Senate therefore encourages the University administration to identify space not currently used for instruction, and, working in close consultation with faculty, design and quickly build as many state-of-the-art general use classrooms of these sizes as is practicable.

BE IT FURTHER RESOLVED that the Faculty Senate encourage the University to plan for further construction to ameliorate the overcrowding of the specialized classrooms and laboratories that now exist in various fields where increasing student demand cannot be met effectively due to classroom capacity limitations;

BE IT FURTHER RESOLVED that the Faculty Senate encourages the Administration to develop coherent multi-year replacement programs and budgets to maintain the currency and operational readiness of classrooms and related instructional facilities and that it insure that appropriate numbers of fully cross trained technical staff be available to support classrooms when ever they are being used.

F. Ad Hoc Handbook Review Committee Report (Professor Ellis)

Resolution 1

BE IT RESOLVED that the Faculty Senate approves Section IV.H (Conflict of Commitment and Interest) presented in the Revised Draft (2/27/04) from the ad hoc Committee to Review the Faculty Handbook, to go into effect when published in the revised edition of the Faculty Handbook.

Resolution 2

BE IT RESOLVED that the Faculty Senate approves Section IV.J.1 (Patent Policy) presented in the Revised Draft (2/27/04) from the ad hoc Committee to Review the Faculty Handbook, to go into effect when published in the revised edition of the Faculty Handbook.

Resolution 3

BE IT RESOLVED that the Faculty Senate approves Section V.J.2 (Copyright Policy) presented in the Revised Draft (2/27/04) from the ad hoc Committee to Review the Faculty Handbook, to go into effect when published in the revised edition of the Faculty Handbook.