



# Northeastern University

TO: Senate Agenda Committee  
FROM: Full-Time Non-Tenure Track Faculty Committee  
DATE: March 19, 2025  
SUBJECT: Final report for Faculty Senate

The Full-Time Non-Tenure Track Faculty Committee had 5 virtual meetings during the academic year. The committee carried out the specific charges assigned by SAC. The charges were addressed as follows with recommendations.

**Charge 1.** Poll colleges to gather the list of leadership positions across all ten colleges that are and are not open to all faculty members. Refer to Faculty Senate 21-22 approved resolution #34 dated 4/20/22.

Please indicate:

- If a FTNTTF has held the position in the past.
- If a FTNTTF has never held the position.
- Which of these positions are held by a FTNTTF member for the 2024-2025 FY?

Resolution 34, 4/20/22

Whereas the Provost's Office indicates that they have begun the process of polling the Colleges about what college-level administrative positions are available to FTNTT faculty,

BE IT RESOLVED that administrative and leadership positions shall be open equally to all faculty, TT and FTNTT alike, unless specifically designated in writing otherwise, and that a list of leadership positions that are and are not open to faculty members shall be made available to all faculty on each college's website, identifying the ranks to which positions are open

FINDINGS:

- All colleges responded to our request for information
- There is variation across colleges regarding the opportunity for FTNTT faculty to serve in certain senior leadership roles (Dept. Chair, Associate Dean, Dean)
- There are several senior leadership positions across the colleges that are open to FTNTT faculty but have never been held by FTNTT faculty

College	Charge 1 Response
BCHS	<p>There are currently 100 active administrative and leadership positions within the college (incl. Program directors and fellowship directors/coordinators)</p> <p>19/100 administrative/leadership positions are held by TT/T faculty</p> <p>Many senior leadership positions, including associate dean and department chair, are open to FTNTT faculty and several have been held by FTNTT faculty</p> <p>There has been an increase in FTNTT faculty serving in senior leadership positions over the past several years</p> <p>There are currently 2 FTNTT Associate Deans and 4 FTNTT department chairs</p>
CAMD	<p>Associate Dean of Faculty Affairs – open only to tenured faculty</p> <p>Associate Dean of Research and Partnerships – position not held by NTT to date</p> <p>Associate Dean of Undergraduate Programs – currently NTT</p> <p>Associate Dean of Graduate Programs – position not held by NTT to date</p> <p>Associate Dean of Network Programs – currently NTT</p>
CPS	N/A: No tenure-track faculty in CPS
CSSH	<p>Roles historically held by FTNTT faculty:</p> <p>Department Chair, Program Director, Undergraduate Program Director, Graduate Program Director</p> <p>Roles not: Associate Dean</p> <p>Department Chair has only been held on an interim basis</p>
COE	<p>Roles presently and historically held by FTNTT faculty:</p> <p>–Associate Dean for Undergraduate Education</p>

	<p>–Executive Director of MGEN (Multidisciplinary Graduate Engineering Programs)</p> <p>–Assistant Dean for Co-op</p>
COS	<p>Roles only open to Tenured faculty:</p> <ul style="list-style-type: none"> <li>- Chair of Psychology Department</li> <li>- Chair of Mathematics Department</li> <li>- Chair of MES Department</li> <li>- Chair of CCB Department</li> <li>- Chair of Biology Department</li> <li>- Tenure, Promotion, and Sabbatical Advisory Committee Chair</li> </ul> <p>Roles only open to FTNTT Faculty:</p> <ul style="list-style-type: none"> <li>- COS FTNTT Committee Chair</li> </ul> <p>Roles currently held by FTNTT Faculty:</p> <ul style="list-style-type: none"> <li>- Associate Dean for Equity</li> <li>- Director of Linguistics</li> <li>- Director of Co-op</li> <li>- College Council Vice-Chair</li> <li>- COS FTNTT Committee Chair</li> <li>- Associate Chair of the Psychology Department</li> <li>- Undergraduate Curriculum Committee Chairs</li> </ul>
DMSB	<p>The DMSB Dean’s Office Leadership team is currently constructed as follows:</p> <p>Deputy Dean – new position effective 2024, only held by TT faculty to date; could be held by NTT faculty</p> <p>Associate Dean of Research – new position effective 2024, only held by TT faculty to date; could be held by NTT faculty, but given strong research component would likely be held by TT faculty</p> <p>Associate Dean of Undergraduate Education – currently held by NTT faculty; has been held by both TT &amp; NTT faculty over the years</p> <p>Associate Dean of Graduate Education – currently held by staff member; could be held by NTT or TT faculty</p> <p>Associate Dean of Finance and Administration – currently held by staff member; has been held by NTT faculty member in the past; could be held by</p>

	<p>TT or NTT faculty</p> <p>Associate Dean of Corporate Learning - new position effective 2024, only held by TT faculty to date; could be held by NTT faculty</p>
Khoury	<p>All leadership positions at Khoury are open to TT/NTT faculty members.</p> <p>8 Associate Deans positions with 3 currently held by NTT, and 4 have been held by NTT</p> <p>4 Assistant Dean positions, with 4 currently held by NTT, 4 have been held by NTT</p> <p>23 Director/Ex Director positions with 16 currently held by NTT , and 16 have been held by NTT</p> <p>4 Asst/Assoc Director positions, 4 held by NTT faculty</p> <p>9 Area Chair positions, with 2 currently held by NTT faculty, 3 have been held by NTT</p> <p>Senator/Graduate Council/UUCC positions, all have been held by NTT faculty</p> <p>5 COOP leadership positions, all are held by COOP NTT faculty</p>
Mills	<p>All leadership positions open to all FT faculty; Special Appointment in Dean's Office and Chair of Arts &amp; Humanities currently held by FTNTT</p>
School of Law	<p><b>Associate Dean for Academic Affairs:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? Yes.</li> <li>• Is a FTNTTF holding the position in FY24-25? Yes.</li> </ul> <p><b>Associate Dean for Academic Programs:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? No.</li> <li>• Is a FTNTTF holding the position in FY24-25? No.</li> </ul> <p><b>Associate Dean for Research and Interdisciplinary Education:</b></p>

	<ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? No.</li> <li>• Is a FTNTTF holding the position in FY24-25? No.</li> </ul> <p><b>Associate Dean for Digital Strategy:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? Yes.</li> <li>• Is a FTNTTF holding the position in FY24-25? Yes.</li> </ul> <p><b>Associate Dean for Experiential Education:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? Yes.</li> <li>• Is a FTNTTF holding the position in FY24-25? No.</li> </ul> <p><b>Director of Clinical Programs:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? Yes.</li> <li>• Is a FTNTTF holding the position in FY24-25? Yes.</li> </ul> <p><b>Program Director for Legal Skills in Social Context Program:</b></p> <ul style="list-style-type: none"> <li>• Open to FTNTTF? Yes.</li> <li>• Has FTNTTF ever held the position? Yes.</li> <li>• Is a FTNTTF holding the position in FY24-25? Yes.</li> </ul>
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### **Recommendations for Charge 1**

- Develop stronger pathways for FTNTT faculty to prepare for senior leadership roles
- Explore development of a mentoring program for FTNTT faculty who are interested in pursuing leadership positions providing them with opportunities to be mentored by FTNTT faculty who currently/formerly serve(d) in leadership positions
- Examine length of service for existing NTT faculty in senior leadership positions to identify facilitators and barriers related to FTNTT faculty serving in these positions
- Current succession planning efforts for senior leadership positions should include consideration of FTNTT faculty candidates
- Survey FTNTT faculty currently serving in leadership positions to identify additional strategies to enhance leadership pathways for FTNTT faculty and perspectives on

## leadership experiences among FTNTT faculty

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**Charge 2.** In conjunction with the Faculty Development Committee, follow up on resolution 30, 4/20/22, and determine whether all colleges have a FTNTT faculty promotion guidelines, and that those guidelines are accessible to faculty.

Resolution 30, 4/20/22

Whereas not all colleges have developed written college-level FTNTTF promotion guidelines, and some colleges have detailed guidelines for what qualifications are necessary for promotion, and whereas this level of detail seems desirable in the interest of transparency (See Appendix A from the FTNTTFC report for an example from CPS.)

BE IT RESOLVED that all colleges work to develop written college-level FTNTTF promotion guidelines and make them accessible.

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Charge 2 continues the information-garnering work that undergirded this year's charges. Justin Mellette met with Deb Franko, Senior Vice Provost for Academic Affairs, to assist with this charge.

### FINDINGS

- All colleges responded to the inquiry and results are included below
- In most cases, information is generally protected behind individual college sharepoints; the committee does not see this as being in conflict with the resolution
- The provost's office does not see a need for uniformity across these procedures; colleges are welcome to add guidelines that do not supersede the standard promotion instructions for FTNTT

College	Charge 2 Response
BCHS	Yes; <a href="#">Sharepoint link</a>
CAMD	No
CPS	No
CSSH	Yes; available <a href="https://cssh.northeastern.edu/wp-content/uploads/2020/07/CSSH-Promotion-Guidelines-for-Non-Tenure-Track-Faculty-9.2019.pdf">https://cssh.northeastern.edu/wp-content/uploads/2020/07/CSSH-Promotion-Guidelines-for-Non-Tenure-Track-Faculty-9.2019.pdf</a>

COE	No
COS	Yes; available on COS Sharepoint
DMSB	Yes; available on DMSB Sharepoint
Khoury	Yes; documents available only to Khoury faculty
Mills	No
School of Law	Yes; available on Sharepoint

### Recommendations for Charge 2

- College specific promotion information be made available to all FTNTT faculty at time of hire
- Any future changes within the procedures for promotion within colleges should be communicated to faculty both at the time revisions are established and during the year in which faculty members are up for promotion
- Colleges should consult with FTNTT, especially those at higher ranks, if changes or adaptations of the promotion procedure become an item of discussion
- Newer colleges (Mills and potential future mergers) and those without any differentiating steps for promotion should communicate with faculty if they elect to develop college-specific requirements

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**Charge 3.** Review how college professional development funds are allocated to FTNTT faculty (for teaching, research, and creative activity).

Our committee reached out to each of the colleges in Boston - BCHC, CAMD, CPS, CSSH, COE, COS, DMSB, Khoury, School of Law, as well as Mills College. We found the allocation of professional development funds to be quite varied in amount and scope. Please see below for details on allocation of professional development funds by each of the ten colleges.

College	Charge 3 Response
BCHS	All full time faculty, regardless of whether they are tenure track or non-tenure track, are allocated \$2,000.00 yearly for professional development. This is prorated for jointly appointed faculty, most

	of whom are TT/T.
CAMD	Each fiscal year, NTT faculty have access to \$1,000.00 from their home department, and another \$1,000.00 from the Dean's Office.
CPS	Faculty can submit applications for funding up to \$1,000.00 that are reviewed/approved by their unit head, as well as applications up to \$5,000.00 that are reviewed/approved by the Faculty Fund Committee and Dean.
CSSH	FT/NTT faculty receive \$3,000.00 per year in faculty development funds.
COE	Faculty development budget generalized to be used for all faculty regardless of appointment.
COS	The only current professional development funding available in COS is the Full-Time Non-Tenure Track Faculty Professional Development Award. The award amount is up to \$2,000.00 per year and is available to teaching professors, academic specialists, full-time lecturers, clinical professors, co-op coordinators, research professors and professors of the practice. Individuals are eligible to apply for awards of up to \$2,000.00 for professional development activities occurring during the fiscal year. Funds are limited so the Office of the Provost may not be able to fund all proposals. Eligible faculty members may receive a maximum of one FTFPDF award every two academic years.
DMSB	Current D'Amore-McKim policy provides for up to \$5,000.00 in annual conference travel support and a \$350.00 discretionary fund towards academy memberships or other professional needs. FTNTT faculty are also invited to apply to the Provost's Office FTNTT Fellowship program.
Khoury	\$6,000.00 per year placed into a lapsing account. The college also provides a number of opportunities for research-active teaching faculty to obtain support for hiring student research assistants, obtain course release, and make research-related purchases.
Mills College at Northeastern	Mills College at Northeastern makes faculty development funds drawn from our endowments available to all full-time faculty regardless of



	<p>tenure status. FT/NTT faculty and tenure-track or tenured faculty have equal access to research, leadership, and curriculum grants upon application. They apply in three cycles per year. Units [departments] can also use a portion of their operating budget to fund faculty development opportunities. Once again, MCNU abides by the One Faculty model and makes these unit funds available to both FT/NTT and TT faculty.</p>
School of Law	<p><b>Faculty Professional Development Allotment</b> \$3,000.00 per year for full-time faculty members for professional development, scholarly productivity, and teaching effectiveness. Common examples: bar dues, conference expenses, food for class, honorariums for class speakers, books &amp; subscriptions, etc. This can also be used as overflow for student employment.</p> <p><b>Faculty Research Assistant (RA) &amp; Teaching Assistant (TA) Allotments</b> \$1,200.00 per year for full-time faculty members to hire an RA. \$1,200.00 per year for full-time faculty members to hire a TA for classes with enrollment over 30 students.</p> <p><b>Faculty Research Stipend</b> Research stipends are available as additional support to full-time faculty members, including those on sabbatical, who submit a proposal that meets specific criteria. A \$7,000.00 to \$10,000.00 award is disbursed per year during the non-teaching semester in which the research will primarily be conducted.</p>

### Recommendations for Charge 3

- Professional development funds should be equal across all colleges for employees of equivalent rank/position.
- Professional development funds should be equal for all FT/NTT and TT faculty, per the One Faculty model.
- Information on availability of professional development funds should be provided to all FT/NTT faculty by their department upon initial hire.
- Any changes or updates to professional development fund availability should be communicated to all FT/NTT faculty in a timely manner.

- The usage or use cases of the professional development fund should be clearly specified and should be equal across all colleges for employees of equivalent rank/position.

Respectfully submitted,

Justin Mellette, CSSH (Chair)

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