

ACADEMIC VICE PRESIDENT

October 12, 1970

TO: Deans and Departmental Chairmen

FROM: Hobert W. Burns

*H. W. Burns*

RE: "Banked Time"

While the regular teaching load for a full-time professor is twelve units per semester (plus an additional three units equated time for student advisement and committee assignments), it is possible for a chairman to assign fractional teaching unit credits -- e.g., 180, 298, 299 -- on top of the normal load. Additionally, due to the structure of the curriculum and variations in course credit hours, it is not always possible for a chairman to schedule every professor for exactly twelve hours of instruction every semester. Consequently what is needed is an administrative device to yield flexibility in making academic assignments to match curricular necessities, and President Bunzel has authorized the following procedures which should yield that flexibility in a responsible way:

1. A chairman should attempt to construct his departmental instructional schedule so that only a small number of "banked" teaching credits will be accumulated or withdrawn by an instructor in any particular semester. The accumulation or withdrawal of more than three units at a time by an instructor would be considered unusual and requires authorization by the school dean.
2. Banked teaching credits, earned by overloads, must be used within the professor's next two semesters of service following the deposit of those units in his account.
3. An individual underload must be compensated for in the succeeding semester of service, by an overload to match or, if the instructor has credits to his account, by an appropriate withdrawal of banked units.
4. No instructor should be allowed to accumulate more than six credits in his account.
5. On his own volition an individual professor may, with the consent of the dean of the school, authorize the chairman

to transfer overload credits from his own banked time account for use elsewhere in the department.

6. Chairmen should keep careful accounts for each faculty member in his department, documenting reasons for accumulation and withdrawal of overload credits, in anticipation of periodic audits.