2.2.2 Banking/Carryover of Course Reassignments

Current practices vary regarding the ability of faculty to “bank,” or carry over a reassigned time award for use in a term other than the one for which the reassignment is granted. Banking of course reassignment is sometimes desirable because no adequate substitute can be found to cover a teaching assignment, too many reassignments have been granted for a term or academic year, or faculty have individual circumstances (e.g., timing of a research project) such that delaying use of the course reassignment eventually increases their productivity.

In order to function effectively and to maintain the integrity of College instruction, the following conditions will apply to the banking of course reassignments:

1. Only faculty eligible for course reassignments may bank course reassignments.

2. No more than 2 pending course reassignments (6 units) may be banked at any one time for an individual faculty member.

2. Banked course reassignments do not “expire.”

4. Although attempts will be made to honor faculty requests, the decision to bank course reassignments and the use, or “redeeming,” of banked course reassignments must be approved by the appropriate Program Director/Department Chair and Dean, who cannot guarantee that a banked reassignment can be used when requested.

5. Regardless of the number of banked course reassignments, faculty may not reduce their teaching schedule such that they have no course assignments during a regular term for which they are generally contracted.

6. Banked course reassignments are not redeemable for cash or transferrable. Responsibility for tracking banked reassignments resides within the individual office of the School Deans, with annual reports of banked courses submitted to Human Resources by June 1 of each year.

Approved by the Council of Deans and presented to the Academic Senate on November 17, 2008 as an item of concurrence.