

## Guidelines for Overloads, Underloads, and Course Banking

Context: The Dean's Office wishes to provide guidance to chairs and to faculty regarding the teaching of overloads, and subsequent banking and application of such course overloads. We summarize here the key guiding principles that inform decision-making around such requests.

We seek feedback from the Chairs group regarding these practices.

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Unless otherwise specified in their appointment letters, full-time faculty are responsible for a fixed number of courses or course equivalents each year (5 for the case of T3 faculty, 6 for NTT faculty). On occasion, faculty may teach an "overload" in which they teach an additional course in response to enrollment demands, a colleague's unexpected absence, or other curricular needs. Such overloads must be approved in advance by the Dean's Office and are normally compensated at the overload "per-course" rate as supplemental pay during the semester in which the overload is taught.

Alternatively, the faculty member may request to "bank" the overload course and, in return, teach one fewer course in a subsequent academic year. Course banking enhances the curriculum and provides faculty the opportunity to carve out additional time for scholarly work or service in the year in which the banked course is applied. Below are a set of guidelines for how course overloads operate.

### General Principles:

- All overloads must be approved in advance by the chair and the Associate Dean for Faculty Affairs. When approving the overload, the chair should consider the faculty member's overall progress towards tenure/promotion. Pre-tenure faculty should not teach any overloads, except in extenuating circumstances.
- Faculty who teach an overload will automatically receive monetary compensation unless they request, in writing, to bank the course. The request must be accompanied by a brief narrative outlining the course-banking plan that lists the faculty member's semester-by-semester teaching plans over the period of the banking proposal. The banking plan must be approved in writing by the chair and the Associate Dean for Faculty Affairs.
- Normally, only one banked course may be carried forward unless otherwise approved by the chair and the Associate Dean for Faculty Affairs. Independent studies and other fractional accruals may accrue in addition to one banked course, but will not accrue to a full second course while another course is banked.

- Courses may not be banked beyond the next sabbatical year and only one banked course can be applied in a given year; exceptions are approved by the Associate Dean for Faculty Affairs.
- Typically a faculty member may **NOT** use banking to produce a semester that is void of classroom teaching; if a banked course is applied during a full-pay sabbatical year, it cannot result in a 0-course teaching load for the year. If a faculty member receives course releases for other administrative work such that applying one banked course would result in a 0-course teaching load for a semester, the faculty member must remain “in residence” during the semester in which the banked course is applied—serving on committees, advising students, performing departmental service, etc.
- A faculty member may not voluntarily teach a reduced load in a given academic year to be “paid back” with an overload in a subsequent year. That is, the overload must occur in advance of the reduced load year, not vice-versa.
- In the event that a faculty member is underloaded due to class cancellation or other circumstances, and the faculty member cannot be reassigned to another class in that same year, the faculty member may “owe” a course, and teach an overload in a subsequent year to compensate for the underload. However, the College will make every effort to identify an alternate service assignment that can be completed during that academic year to substitute for the canceled course. A faculty member who resigns from the College while owing a course must compensate the College at rate to be negotiated with the Dean.
- All course banking/owing arrangements require prior approval from the Associate Dean for Faculty Affairs.

The Dean's Office will inform the chair of each department or program annually of their department or program's banked course balance. This balance should include course reductions offered in hiring, retention letters, deficits incurred, cancellation of under-enrolled courses, and course buyouts. This information should be included in the department's teaching allocation report sent to the Dean's Office annually.