



Request to Bank Overload

Any faculty member, with the permission of their dean and vice president, may accept teaching overloads in the class schedule of no more than 20% of a regular full-time teaching assignment per year for no additional compensation. Non-instructional faculty members are also eligible for accepting overload time of no more than 20% of a full-time load. Probationary bargaining unit members are entitled to accumulate overload time but are not permitted to draw overload time until they have achieved tenure status.(COSTA MA 8.4). This practice is referred to as *banking*.

No more than 15% of the faculty may accumulate overload time during any one semester and no more than 15% of the faculty may draw overload time during any one semester. Banked time can be accumulated to one year's full-time teaching assignment (30 LHE). However, no more than the equivalent of one semester of banked time may be drawn upon in any one academic year.

Instructor _____ Banner ID @ _____ Fall _____ Spring _____

CRN	Course Title	Lecture Hours Equivalents	Weekly Contact (<i>Non-classroom ONLY</i>)

I request the lecture hour equivalents (LHEs) or weekly contact hours (WCH) identified above are banked for the identified semester and added to my banked record.

Instructor Signature

Date

Dean Signature

Date

Approved Denied

Reason for denial _____

Vice President Signature

Date

Approved Denied

Reason for denial _____

Academic Services Use:

Date Received _____

Number of Requests Rec'd _____

Total LHE/WCH Banked _____

(Including this request)

Processed by _____