

University of North Florida University Course Banking Policy

OBJECTIVE AND PURPOSE: Faculty members sometimes engage in teaching activities that fall outside normally assigned teaching duties. The purpose of this university policy is to recognize and appropriately integrate these contributions into faculty workload.

POLICY: A total of 20 points accrued from dissertation, thesis, undergraduate research, and independent study activities is considered minimum required to obtain one three-credit course reduction.

The point value accrued per dissertation completion, project completion, thesis or independent study completion:

5 points for chairing a Dissertation Committee

3 points for chairing a Thesis Committee or Doctoral Project, or for serving as a methodologist on a Dissertation Committee

1 point for serving on a doctoral project committee, master's thesis committee or doctor dissertation committee, or 1 point per student enrolled in a three credit graduate nutrition Projects course up to a maximum of 4 points per student

2 points for directing a three hour Independent Study for one student. If more than one student signs up for the same 3-hour study in a given semester, the faculty member would earn .75 points per each student additional up to a maximum of 5 total points for that independent study). If the independent study is for less than three hours, the points shall be pro-rated according to the number of credit hours (e.g. a one credit course would receive 1/3 the credits of a three credit graduate Independent Study course with the same number of students).

College deans shall determine whether the department shall be provided with adjunct/overload resources

EXEMPTIONS:

- Any independent study that is already part of the on-load faculty assignment.
- Any independent study that assists the faculty with their class or lab (teaching/instruction).
- Any independent study that has students paid as research assistants on the topic associated with the DIS or for which the purpose of the DIS is primarily associated with research and claimed on the Faculty's workload assignment as research.

PROCEDURES:

1. Faculty are responsible for maintaining documentation/totaling of accrued points and requesting reimbursement from the Department Chairperson. The chair will verify the total when a faculty member requests to use banked points.
2. Documentation will include:
 - a. Name of student
 - b. Name/nature of dissertation/thesis/project/independent study
 - c. Number of credits
 - d. Semester/year activities were completed
 - e. Faculty role in activities
 - f. Dissertation chairs will document (through a dissertation committee composition form) each dissertation committee's chair as well as research methodologist.
3. Upon request for a course release, the chair, in consultation with the faculty member, will determine an appropriate semester (fall or spring only) for the course release to be taken. The Chair shall consider programmatic, instructional, and financial needs of the Department in terms of awarding a course release. There shall be no exchange of releases for monetary reimbursement. Only one course release will be allotted per year per faculty member.
4. Since normal or regular faculty workload must add up to 100 percent each term, an approved alternative assignment, equivalent to the amount of effort for the course release, must be entered on the FARS.
5. Final approval rests with the Dean for the College. In circumstances where available resources do not permit releases, the awarding of these assignments will be delayed until resources are available.
6. Effective Fall 2016. Faculty in departments that currently have banking policies may opt to retain/use points accrued during the past three years according to the current banking policy or transfer those points to this new policy.
7. Upon retirement, any points accrued shall be forfeited.
8. Points can only be used by the faculty member who earned them.

Course releases derived from the Banking Policy should be understood as providing faculty members with additional time to devote to their scholarship. No one may claim credit for any work that is part of the assigned teaching workload or for which monetary compensation is received. No one may be assigned/paid an overload during a semester when he/she is taking a course reduction.