

▶	Adopted Date	<u>9/10/04</u>
▶	Amended Date	_____
▶	Review Cycle	_____

Attachments:
--------------

ACADEMIC AFFAIRS  
LOAD BANKING

**PURPOSE:**

Load Banking is a means by which tenured faculty members may earn load credit instead of salary for assignments that are beyond their standard assignment to be used during a future academic term to receive a reduced assignment without loss of pay or a paid Loan Credit Leave. Eligibility to participate is limited to faculty members who are regular employees and who are not Consulting Instructors, Instructors Special Assignment, or Child Development Center Directors or Teachers.

**Initiator**

- The initiator needs to consult with his or her Department Chair to develop a Load Banking Plan that specifies:
  - The assignments for which the faculty member intends to receive load credit in lieu of pay.
  - The academic term during which the faculty member intends to apply for his/her accumulated load credit to receive a reduced assignment or Load Credit Leave.
  - And other terms, conditions and commitments that need to be established to ensure the least amount of disruption to the college’s programs and services.
- The Department Chair approves and writes the plan for submission to the Vice President of Academic Affairs.

**Authorization**

- The plan shall be submitted to the Vice President of Academic Affairs in writing for final approval.
- The faculty member is notified by the Vice President of Academic Affairs of final approval.

**Responsibility**

- The application for load banking and load credit leave (Appendix K in the Faculty Guild, Local 1521, CFT/AFT AFL-CIO Agreement) must be submitted to the faculty member’s department chair (with a copy to the Vice President of Academic Affairs) in writing at least four months before the start of the Academic term during which the faculty member proposes to take the reduced assignment or Load Credit Leave.
- An instructor may only bank assignments that are beyond his/her standard assignments.

APPROVED: \_\_\_\_\_  
 DATE \_\_\_\_\_



- The maximum amount of Loan Credit that may be accumulated is equal to the number of hours of load credit needed to permit the faculty member to receive a full-time Load Credit leave for one academic term.
- Each hour of load credit earned shall expire if it is not used to receive a reduced assignment or Load Credit within seven years following the end of the academic term during which it was earned.
- When an instructor has accumulated sufficient load credit, he/she may request a reduced assignment for one academic term or a Load Credit Leave. The request must be submitted to the instructor's Department Chair, with a copy to the Vice President, in writing at least four months before the start of the academic term during which the faculty member proposes to take the reduced assignment or Load Credit Leave.

---

APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_

