

Banking system for periodic course releases

16 April 2020

Goals:

- To establish a banking system in which regular Oxford College faculty accumulate credits for instruction that goes beyond their specified teaching load
- To allow faculty to apply the points earned towards a course release

Parameters:

- Faculty teaching any of the following courses above their specified teaching load will receive the number of credits indicated.
- The banking system will go into effect in Fall 2020. The system will continue to be subject to revision by the Dean of Oxford College and the Dean for Academic Affairs at Oxford College.
- This program is in addition to the assistant professor 4th-year teaching leave, the associate professor research leave, and regular sabbaticals.
- A faculty member may accumulate **no more than 4 points in an academic year**.
- Once a faculty member has accumulated **8 points**, they may work with their Division Chair and the Dean of Academic Affairs to schedule a course release for a 3- or 4-hour lecture course; once a faculty member has accumulated **12 points**, they may work with their Division Chair and the Dean of Academic Affairs to schedule a course release for a lecture+lab course.
 - A faculty member may choose to continue accumulating credits towards a full semester leave.
 - A faculty member may accumulate no more than 3 full course releases.
- Points may not be traded in for compensation; points may not be transferred to a colleague.

Directed Study Independent Study Independent Lab Research Undergraduate Research Directed Research	1 point per student per semester, except in cases in which a group of students is engaged in the same activities for a single study or research project. In exceptional cases of an extensive independent research project beyond customary workload for student and faculty member, an additional point could be earned, pending approval by the Dean of Academic Affairs.	If a faculty member is a part of the Research Scholars program and is receiving a stipend/ payment for their participation, they may not receive credit towards a course release. However, they may decline the stipend from Research Scholars and opt for the point instead.
Internship	1 point* per internship per semester, except in cases in which a group of students is engaging in the same internship and set of activities within that internship	*Faculty member would need to choose points or the usual stipend associated with supervising an Internship.
Co-curricular Course (1 credit hour)	1 point per section	Example of such courses are: Learning to Lead
Sidecar Course (1 credit hour)	1 point*	*Faculty member would need to choose the point or the usual stipend associated with the Sidecar course.
<i>Directing</i> an Honors Thesis at Emory College	1 point per student per semester	
Spring Overload of the Milestone course	1 course release	Milestone is meant to be offered within one's regular teaching load. However, if one wishes to offer it as an overload in a spring semester, the faculty member will receive a future course release. Doing so does not count within the 4-points-per-year limit.

FAQs:

Tracking & Monitoring Points

- How will my points be tracked and monitored?
 - A system will be created within the Office of Academic Affairs to track and monitor points. Information on points accumulated will be made available to faculty in some fashion TBD.
 - A process will be created for instructors to identify to a point person within Academic Affairs if multiple students enrolled in directed/independent studies, research, or internships are working on the same project, on different aspects of the same project, or on separate projects under the faculty member's supervision.

Milestone

- Is the course release that would come from teaching Milestone as an overload in my advisees' fourth semester an exception to the 4-point-per-year rule?
 - Yes and no. Teaching Milestone as an overload during your advisees' 4th semester is an automatic course release and does not figure into the point system outlined above.
- Is it possible to receive a stipend for teaching the Milestone as an overload?
 - No.

Equity

- Can this system address equity?
 - The banking system does not assume that all course loads are the same. Equity is a different issue. The system does assume that each faculty member is teaching the load they were hired to teach and that, in some instances, some faculty members are teaching above that load. **This system is simply intended to give credit to faculty who offer credit-bearing opportunities to students above the load that they were hired to teach.**

Additional Possibilities for Credit

- Is there a way to incorporate the overseeing/ training of student workers, TAs, SIs, etc. into the list of activities that earn credits? SURE students? Supervising work-study students?
 - The banking system gives points to faculty members for credit-bearing courses.
 - Should the opportunities mentioned above become credit-bearing at some point, the deans would revise the banking system to include them.

Miscellaneous

- When we have banked points and are ready to schedule the course release, is the faculty member responsible for getting their own class covered for the semester in question?
 - Their input would be helpful in terms of 1) determining if the course needs to be covered and 2) if so, identifying who would be ideal for that role.
- Would there be a problem with someone banking 16 points and then taking a 2/2 load one academic year?

- This possibility would depend on the needs of the Division and the College at that time. The faculty member would need to speak with their Division Chair well in advance to let them know of their intentions.
- If we want this to function as an incentive to take on Directed Studies, I think the number needs to be lower. Do we want this to be an incentive?
 - The system is not intended to incentivize taking on more work but to compensate those who are offering courses above their regular load.

<i>Sample Faculty Member</i>	<i>Sample Opportunities beyond teaching load (based on actual faculty examples)</i>	<i>Number of years it would take for this faculty member to accumulate a course release</i>
Faculty Member 1	1 Internship and 1 Undergraduate Research, each over 2 semesters, every year= 4 points per year	2 years
Faculty Member 2	Directed Study over 2 semesters, every year= 2 points per year	4 years
Faculty Member 3	Directed Study over 2 semesters, every other year= 2 points every other year	8 years