

Banking Program Overview (2024)

The banking system went into effect in Fall 2020 and will continue to be subject to revisions by the Dean of Oxford College and the Senior Associate Dean of Academic Affairs at Oxford College.

Goals:

- To establish a system in which regular Oxford College faculty can accumulate points for instruction that goes beyond their specified teaching load. *Visiting and adjunct faculty are ineligible for this program.*
- To allow faculty to apply the points earned towards a course release.

Parameters:

- Faculty can only earn points for courses/activities in which they **will not be receiving a stipend.**
- A faculty member may accumulate **no more than 4 points in an academic year.**
- Points earned may not be traded in for compensation or be transferred to a colleague.
- Points are not earned for summer programs.
- This program is in addition to the assistant professor 4th-year teaching leave, the associate professor research leave, and regular sabbaticals.

Banking Points (Eligible Courses/Programs):

Faculty teaching any of the following courses above their specified teaching load will receive the number of points indicated below.

- One (1) point for teaching/leading one of the following courses/activities. (** see below)

Directed Study	Independent Study
Directed Research	Independent Lab Research
Undergraduate Research	Internship
Sidecar Course	Directing an Honors Thesis at Emory College
Co-Curricular Course (ex. LTL)	

** Faculty can earn 1 point per student, per semester, except in the case in which a group of students are engaged in the same activities for a single study, research project, internship, or enrolled in the same course section.

- Milestone – Beginning in 2024, faculty who opt-in to teach MLP in either fall or spring semester will do so as an overload as part of the banking system under the following enrollment conditions, which are similar to points assigned for directed research and independent study; 1 point (1-8- students), 2 points (9-16 students)
- Oxford Faculty Mentoring Program (started: 2022-2023) – Faculty participating as mentors may choose between 3 points or a stipend.

Faculty must use the “[Faculty Course Banking](#)” form located in the Academic Portal to request points for eligible activities. **Failure to complete this step by June 1 may result in forfeiture of those points.**

Using Banked Points:

- 8 points = a course release for a 3- or 4-hour lecture course
- 12 points = a lecture + lab course

To ensure curricular continuity and with overall staffing considerations in mind, the number and timing of course releases through this program are not guaranteed. All requests will be considered by the Senior Associate Dean of Academic Affairs in consultation with division chairs.

Once a faculty member has accumulated the required **points for a course release**:

1. by October 1 of the year prior to the requested release, submit a course release request using the [“Faculty Course Release and Leave Request”](#) form located in the Academic Portal.
2. if approved, confirm planned use by submitting a request to withdraw points using the “Faculty Course Banking” form, found on the Academic Portal.