

Banked Hours Task Force

COBA Procedure for the Implementation of §3.4.1 of Rule 12.03.99.T1

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1. Basic Information

1.1- Task Force Members

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1.2- Selected Excerpts from Banked Hours Policy

The full policy can be found in Rule 12.03.99.T1 Faculty Academic Workload and Reporting Requirements- https://www.tarleton.edu/policy/documents/12_03_99_T1.pdf

1. General

1.2.2. The academic workload standard for tenure track full time faculty who are teaching only masters level graduate courses is 9 hours of normal classroom teaching per semester. For those tenure track full time faculty who are teaching only doctoral level courses, the load is 6 hours of normal classroom teaching per semester. Graduate faculty teaching a combination of undergraduate and graduate level courses may bank graduate courses taught in the long semester toward future released time for their own scholarship. See section 3.4 below for more information on course banking.

3.4. Graduate Faculty Released Time

Graduate faculty teaching both undergraduate and graduate courses, may bank graduate instruction in organized classes toward future released time for their own scholarship. One 3 hour graduate course may be banked as one hour toward a total of 3 banked hours for later use by the faculty member. The anticipated use of any banked hours must be agreed upon by the department head and the faculty member so as not to jeopardize needed departmental instructional cycle. (§3.4 from Rule 12.03.99.T1 Faculty Academic Workload and Reporting Requirements)

3. Teaching Load and Released Time

3.1. Administrative Assignments

3.1.1. Faculty members may receive academic workload credit for administrative assignments. The amount of workload credit for administrative duties is dependent upon the complexity of the department or program, the assigned duties of the position, and the number of faculty members or students supervised. Approval for workload credit is determined by appropriate administrator and approved by the provost

3.1.2. Positions in which a faculty member is given an administrative, supervisory, or coordinative assignment directly related to the instruction programs and purposes of the university include: assistant dean, department head or director of a school, coordinator of a disciplinary area, and coordinator or director of a center or a program.

3.2. Scholarship

3.2.1. Academic workload credit may be assigned for research, intellectual contributions, or creative activity. Faculty granted academic workload credit for these activities must demonstrate progress in their efforts at the end of each semester of the workload credit.

3.2.2. Academic workload credit may be received for certain activities released to scholarship, such as preparation of a major research grant or contract proposal. Also, a faculty member may receive academic workload credits when external grants fund his or her salary.

3.3. Service

3.3.1. A faculty member may receive academic workload credit for extraordinary service at the university, in the academic discipline, and/or to the public.

2. Task Force Objectives

- 2.1 Research scope of the banked hours issue.**
 - Completed.
- 2.2 Create new COBA implementation procedures to ensure Graduate Faculty Released Time (Banked Hours) policy (3.4.1 of Rule 12.03.99.T1) is implemented as written.**
 - Completed.
- 2.3 Research best possible strategies to address backlog of banked hours owed to COBA faculty.**
 - Summer/Fall 2019
- 2.4 Implement strategies to reduce the backlog of banked hours owed to COBA faculty.**
 - Summer/Fall 2019

3. Issues Identified and Resolutions

- 1. Whose responsibility is it to track banked hours?

Resolution:

Department heads will be responsible for tracking the number of banked hours being accrued for faculty members appointed to their respective department. In addition, faculty members are responsible for tracking their accrued banked hours.

The number of banked hours accrued and the faculty member's request to use their accrued hours is to be discussed and documented in the employee's annual evaluation. This will assist departments in the planning of future course schedules and allow for a historical record.

The COBA Budget Specialist (Budget Specialist) will maintain records of all faculty banked hour accruals and expenditures. A COBA graduate banked hour course release form (COBA Release Form) will be provided to the Budget Specialist after approval of department heads. The Budget Specialist will coordinate exclusively with department heads to ensure proper records are maintained.

- 2. How will the college give credit for undergraduate and graduate cross-listed

courses?

Resolution:

Graduate hours only apply if the graduate enrollment was great enough to be a “stand alone” course. Tarleton’s policy on small classes is defined as graduate level classes with less than six graduate registrants. (Tarleton’s small class policy definition found in Texan Facts under Academic Affairs tab, Low Enrollment Report)

3. Which department head is responsible for tracking banked hours for faculty that teach graduate courses across departments?

Resolution:

In regards to faculty teaching graduate classes in multiple COBA departments. The department head to which the faculty member was originally appointed is responsible for maintaining banked hours records and scheduling release time accordingly.

4. Do faculty members who are currently using released time also earn banked hours when they are teaching graduate courses?

Resolution:

Faculty members who are receiving released time due to (a) Administrative Assignment (3.1 of Rule 12.03.99.T1), (b) Scholarship (3.2 of Rule 12.03.99.T1), (c) Service (3.3 of Rule 12.03.99.T1), or (d) Graduate Faculty Release Time (3.4 of Rule 12.03.99.T1) may accrue banked hours for any graduate courses. Each unit of released time will be considered the equivalent of an undergraduate course for calculating banked hours.

5. Do faculty accrue banked hours for graduate courses taught as an overload or taught during the summer?

Resolution: No. Graduate courses taught as an overload do not count toward banked hours because the faculty member is receiving additional compensation for teaching this course. Summer salary is based on the total number of courses taught and makes no distinction between graduate and undergraduate courses.

Execution of COBA Procedure for the Implementation of §3.4.1 of Rule 12.03.99.T1:

On April 26, 2019 at the COBA wide meeting, faculty will be made aware of the new procedures and their responsibilities to maintain personal records and request use of banked hours course releases. In addition, a written document stating the new procedures and faculty responsibilities will be given to every current graduate faculty member.

Graduate faculty members should be reminded of their responsibility to generate and maintain a record of their banked hours at the time of scheduling their annual employee evaluation. At the time of evaluation scheduling it should be reiterated that the faculty member should come to the meeting prepared to discuss their accrued banked hours.

Current graduate faculty members should request a course release from their department head in writing using the COBA Release Form. If a course release is not possible at the time of the request the department head should deny the request in writing noting the infeasibility of the request. The denial should include a time the faculty member and department head will meet to discuss when a possible course release is anticipated.

A COBA Release Form must be submitted to the proper department head before the first day of the preceding semester for which the release time is requested. For example, faculty wishing to request release time for the Spring 2020 semester will need to submit their COBA Release Form before the first day of the Fall 2019 semester.

Tarleton's banked hours policy and COBA's implementation procedure of the policy will be discussed at all new tenure track faculty meetings held with the dean within the first month of service at Tarleton. (§2.1 of Rule SAP 12.02.99.T0.01 Procedures for Implementing Tenure)

Newly appointed department heads should be educated on his/her responsibilities in regards to banked hours and release time scheduling at a meeting with the dean to be held within 3 months of appointment.