

SPIA Course Banking Policy

To provide for those occasions when faculty need to arrange additional blocks of time, including the need to focus on research, the Department Head, with approval of the Dean, may provide the opportunity for course banking. Course banking allows faculty to rearrange teaching assignments over a two-year period, as long as the number of courses taught over that period equals the faculty member's normal teaching obligation over that period. By teaching an extra course in an academic year, for example, faculty can "bank" courses to free up time that can be applied later toward research.

SPIA faculty who schedule additional time for research must remain in residence, keep regular office hours, and meet all University and departmental responsibilities outside the classroom. Faculty who need to conduct research off campus must apply for a leave of absence, in accordance with SPIA and University leave of absence policies.