

Palm Beach State College

Instructional Faculty Point Banking Form



Instructional
Faculty Name: _____ PID: _____
Dean Name: _____ Date: _____

Instructions

Complete the Instructional Faculty Point Banking Form, obtain dean approval and return to the Office of Human Resources. An instructional faculty member's normal full load for Fall or Spring term is 45 points, which equates to 90 points per academic year. With the approval of the instructional faculty member's dean, the instructional faculty member may request point banking as follows:

- Teach up to 3 points below their normal load in a Fall semester as long as this same instructional faculty member makes up the points by teaching at least the same number of points over their normal load in the following Spring semester.
- Teach up to 9 points above their normal load in a Fall semester and reduce their following Spring semester load by the same number of points.

If an instructional faculty member were to terminate employment before the Spring term, the actual pay for the number of points taught will be calculated and added or subtracted from the final paycheck.

Teaching Points

Fall Points: _____ Term: _____
Spring Points: _____ Term: _____
Total: _____

Instructional Faculty Member Signature *Date*

Dean Signature *Date*