

## Non-Instructional Banked Time Report

### Guidelines for Reporting of Non-Instructional Banked Hours:

Faculty who are given a non-instructional overload assignment may elect to bank a portion or all of the overload hours worked in any one (1) semester. Non-instructional banked time is not earned and applied to the faculty member’s banked time balance until the end of the semester which the assignment or workload has been completed or hours earned. Faculty cannot accumulate more than 15 LHE/270 hours of total banked time.

### Where to find the form?

The Non-Instructional Banked Time Report can be downloaded at the SWC website under Instructional Support Services in [Resource Forms](#).

### Steps to complete and submit form at End of Term

\*Report should be submitted from the School/Center no later than 2 weeks after the end of term

Designated Supervisor to complete section

- Faculty member name
- Start date and end date of the activity
- Report total non-instructional hours for each assignment/workload per semester
- Indicate assignment/workload for each non-instructional faculty member (i.e. additional desk time, proposed activity)
- Dean’s Signature certifying faculty member’s non-instructional banked load and completion of the form

Faculty Name	Start Date	End Date	Non-Instructional Hours Reported	Assignment/Workload

\*Please see attached for additional documentation.

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 Designated Supervisor                      Date                      Cognizant Dean                      Semester