



*Kenneth P. Dietrich School of Arts and Sciences
Department of English*

526 Cathedral of Learning
4200 Fifth Avenue
Pittsburgh, PA 15260
www.english.pitt.edu

Dear English Faculty,

The Dietrich School of Arts and Sciences permits course banking within departments. Please follow these guidelines when requesting to bank a course release. If you do not plan to save any of your releases for a future term, you do not need to take any action here.

1. Please send a brief memo to the Chair, the Fiscal and Operations Manager, and the Officer Manager (currently: Gayle Rogers, Kristin Hopkins, and Sarah Baumann) stating your plans. The main office will keep a record of balances of banked releases. Because banking releases and redeeming banked releases affects course assignments, this memo must be received by **October 15** (for spring term) and **March 15** (for fall term), before student registration opens.
2. Please contact your relevant Director(s) of Undergraduate Studies and notify them of your plans and how they might affect your teaching, and be sure to indicate your plans in your annual course preferences form.
3. The dean's office allows banked course releases to be redeemed to the point that a faculty member's teaching is zero in any given semester, but zero teaching is not a sabbatical and still requires service and graduate mentoring work to continue.
4. Banked releases typically must be used within three academic years. Extensions beyond three years must be requested in writing.
5. Banked releases cannot be exchanged for cash or per-course salary and cannot be transferred across departments.

Please direct any questions to the Chair and Fiscal and Operations Manager.