CBA Tip: *Unbanking Process and Forms*

For Unbanking, you must complete the Unbanking Application form no later than Week Four of the semester BEFORE you plan to unbank. This must be reviewed and approved by your Chair, Dean, and appropriate Vice President. So if you are planning to Unbank in the Spring, you have until the end of the fourth week of fall semester to secure these signatures and submit the form.

Likewise, if you plan to unbank in the Fall semester, you would prepare your Unbanking Application no later than the fourth week of the previous Spring semester.

Unbanking

A faculty member must apply to unbank accumulated LHE by the fourth week of the semester prior to the semester during which the LHE would be unbanked. An Application for Unbanking LHE form must be completed. The amount of unbanked LHE may not exceed the amount of banked LHE. An Application for Unbanking may be submitted after the start of a new semester in order to complete a full-time faculty member's load.

Prior to unbanking LHE, the following must be certified by the faculty member, department chair, dean, and the appropriate vice president: (a) the program will not be jeopardized by the absence of the faculty member, (b) competent staff are available to teach the classes/provide the services vacated by the regular faculty member, and (c) unbanking will not interfere with a scheduled evaluation. An extension may be approved by the appropriate vice president. If a leave is not granted it may be rescheduled to another semester.