Arts and Sciences

POLICY: Faculty Course Banking

DATE: October 21, 2021 (New)

This policy applies to all units within the College of Arts and Sciences. The College policy is subordinate to related policies outlined in the [University of South Carolina *Faculty Manual*.](#) In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

I.   POLICY

Tenured and tenure-track faculty members in the College of Arts and Sciences (CAS) may bank courses to free up time for advancing their scholarly work and research endeavors.

A.   Course Banking

1.   Course banking occurs when a faculty member teaches more than their contractual teaching load in a single semester to meet their overall teaching obligation for the year. For example, a faculty member with a 1:1 load could request to teach 2 courses in a single semester to meet their overall teaching expectation so that they could focus on a specific research project during the second semester.

2.   A course overload must be taught in advance except in unusual circumstances.

3.   Courses may be banked for up to three semesters after the course banking occurs (except in unusual circumstances). The number of courses taught over that period must average out to the faculty member's yearly standard load. If not used within the three semester period, the banked course is forfeited.

(Please note: Faculty course buyouts, when a faculty member is released from instruction in exchange for funding, are governed by [CAS Policy: Faculty Course Buyouts)](#).

B.   Unit Chair/Director Review

1.   Teaching loads and course assignments for CAS faculty are managed by unit chairs and directors. The unit chair or director has authority to approve or deny course banking requests based on overall departmental needs including continuity of course offerings.

2. The unit chair or director should assess the impact of the proposed course banking on the department/program's curriculum. Course banking should only be approved if the department/program's curricular needs can be met.

3. The unit chair or director should also consider other department/program needs such as faculty on leave, administrative or service assignments, and Tenure and Promotion considerations.

4. Faculty holding joint appointments will be governed by terms of the appointment for teaching responsibilities and teaching load. Course banking requests from jointly-appointed faculty must have the approval of all impacted units.

C. Service and Administrative Responsibilities

Course banking does not release a faculty member from their professional obligations to the university, including service responsibilities. Faculty members who bank courses are still expected to participate fully in service and administrative duties throughout the year. The banking applies strictly to teaching and must not be construed as approval for a full-time appointment to research.

Should the nature of the course banking require a reduction in service, that service should be made up in future semesters.

D. Timing

A faculty member requesting approval to bank courses must plan accordingly to provide sufficient notification to the unit chair or director.

1. Requests to bank courses during an upcoming academic year should be submitted by August 15th for the following Spring semester and January 4th for the following fall Semester in order to facilitate course scheduling, except in unusual circumstances.

2. In accordance with university HR policies, faculty may only bank courses within their pay basis. For example, faculty on 9-month contracts may not use courses taught in the summer as 'banked' courses.

II. Approval Process

Faculty wishing to bank courses should submit their request in writing to the unit chair or director. The unit head will review the request and approve or deny based on the criteria above.

The Office of the Dean will periodically review faculty course banking within units during the faculty workload review each year.