McCausland College of Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

POLICY: Faculty Course Banking

DATE: August 16, 2025 (Revised)

I. POLICY

This policy applies to all units within the McCausland 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.

Tenured and pre-tenure faculty members in the McCausland College of Arts and Sciences are eligible to apply to bank courses for the purpose of 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 (an uncompensated overload) so that they may teach a lower course load in a later semester. For example, a faculty member with a 2:2 load could request to teach a 3:1 course load so that they could focus on a specific research project during the second semester.

2. Overload courses must be taught in advance of the semester with a lower course load.

3. Courses may be banked for up to three semesters after the course banking occurs. The number of courses taught over that period must average out to the faculty member's academic year 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 the College's Policy on Faculty Course Buyouts).

B. Unit Chair/Director Review

1. Teaching loads and course assignments for College faculty are managed by unit chairs and directors. The unit chair or director should consider overall departmental

needs including continuity of course offerings and then make a recommendation to the appropriate Associate Dean and Director of Academic Planning for final approval. If approved, the chair or director must email their Associate Dean and the College's Office of Academic Planning for their records (see below).

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 and their respective Associate Deans.

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. Course banking applies strictly to teaching and must not be construed as approval for a full- time appointment to research.

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.

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.

E. Approval Process

Faculty wishing to bank courses must submit their request in writing to the unit chair or director. The unit head will review the request based on the criteria above and make a recommendation to the appropriate Associate Dean and Director of Academic Planning for final approval.

The Director of Academic Planning will periodically review faculty course banking within units during the faculty workload review each year.