

POLICY: Policy on Course Banking

DATE: August 22, 2024 (New)

This policy applies to all units within the Darla Moore School of Business. 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.

All tenure and tenure-track faculty members in the Darla Moore School of Business (DMSB) 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 2:1 load could request to teach 3 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 faculty member may also bank a course taught over the summer. In such cases, the summer course is applied to the faculty member's contractual (i.e., 9-month) course load. If a faculty member opts to bank a summer course, they do not receive compensation for that course.
3. Courses may be banked for up to four 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 four-semester period, the banked course is forfeited and the faculty member will be compensated for the course taught as an overload.

B. Unit Chair Review

1. Teaching loads and course assignments for DMSB faculty are managed by unit chairs. The unit chair has authority to approve or deny course banking requests based on overall departmental needs including continuity of course offerings.
2. The unit chair should assess the impact of the proposed course banking on the department curriculum. Course banking should only be approved if the department's curricular needs can be met.

3. The unit chairs 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

1. 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, including duties that must be performed in-person (e.g., recruiting). Course banking applies strictly to teaching and must not be construed as approval for a full-time appointment to research or a sabbatical.

D. Timing

1. A faculty member requesting approval to bank courses must plan accordingly to provide sufficient notification to the unit chair or director. Ideally, notification should be by the time class schedules are being prepared (e.g., November for the following fall semester and May for the following spring semester)

E. Approval Process

1. Faculty members should make requests for course banking to their department chair annually.
2. Faculty members who “stack” courses should be informed of their default schedule. For example, if a faculty member has a 3-course load per year, their default schedule is 1 in one semester and 2 in the other (the semester in which 2 courses are taught is determined by the instructor and the department chair). Faculty members who teach a 4-course load per year have a default schedule of 2 and 2.
3. The Office of the Dean will periodically review faculty course banking within units.

F. Impact on Modified Duties

1. Faculty members who qualify for modified duties (see [ACAF 1.60 Modified Duties](#)) will receive course releases based on their default schedule (see E.2 above), regardless of whether they intended to course bank in the year in which modified duties will be exercised. For example, a faculty member on 3-course load per year has a default schedule of 2 and 1 and may thus be released from a maximum of 2 courses.