

POLICY: Faculty Pre-tenure Teaching Release

DATE: August 18, 2022

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

Following a successful Tenure Progress Review (Third Year Review), tenure-track faculty members in the College of Arts and Sciences (CAS) may apply for a semester of course release, or the equivalent, for the purpose of advancing their research and scholarship prior to their tenure year.

A. Definition

Pre-tenure teaching release is one semester of course release (equivalent to the faculty member's standard teaching load for one semester), granted after a successful Tenure Progress Review and to be taken prior to the submission of the tenure file.

Pre-tenure teaching release does not excuse faculty from their professional obligations to the university. Those granted course release are still expected to participate fully in service and administrative duties including advising. The teaching release should not be construed as approval for a full-time appointment to research. Nor should it be confused with a sabbatical, which is only awarded to faculty with tenure.

The pre-tenure teaching release does not change the date of the tenure decision; nor does it qualify as a reason for a tenure-clock extension.

B. Eligibility

Tenure-track faculty completing a successful Tenure Progress Review are eligible for one semester of teaching release, to be taken in their fourth or fifth year, prior to applying for tenure. All tenure-track faculty are eligible provided they have had no more than one semester of course release, or its equivalent, in previous years (excluding course buyouts supported by external grants and fellowships).*

C. Application and Approval Process

Faculty requesting pre-tenure teaching release should submit a proposal in writing to the unit chair or director. The proposal should identify the preferred semester and include a description of planned activities and how this work fits into their research agenda. The proposal should also list any previous or planned teaching releases or course buyouts.

Faculty should consult with their unit head about the timing of their teaching release. In order to facilitate course scheduling, requests must be submitted no later than August 15th for the following Spring semester and January 4th for the following Fall semester.

The unit head will review the request to ensure that it meets the eligibility criteria. In the case of joint appointments, the primary unit will seek input from the secondary unit. The unit head will then forward the application together with a brief memo to the unit's Associate Dean for approval.

**Eligibility extends to faculty completing a successful Tenure-Progress Review in 2022 but not to those who received a successful review prior to spring 2022.*