



## **POLICY: Faculty Pre-tenure Teaching Release**

**DATE: August 16, 2025 (Revised)**

### **I. POLICY**

The purpose of this policy is to create parity among pre-tenure college faculty by providing a minimum amount of pre-tenure course release. 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.

Following a successful Tenure Progress Review (Third Year Review), pre-tenure-track faculty members in the College of Arts and Sciences (CAS) may apply for one 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 and mentoring. 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**

Pre-tenure 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.

Course buyouts and pre-tenure course releases must be balanced with the need for each faculty member to establish a sufficient record of instruction for tenure and promotion.

**C. Application and Approval Process**

Faculty requesting pre-tenure teaching release submit a proposal in writing to the unit chair or director. The proposal must identify the preferred semester and include a description of planned activities and how this work fits into their research agenda. The proposal must 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 15<sup>th</sup> for the following Spring semester and January 4<sup>th</sup> 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 and the Office of Academic Planning for approval.