Credit Banking Policy  
Revised FA 2014

INTRODUCTION
According to the Coastal Carolina University Faculty Manual, provisions are to be made for activities that support students outside of traditional classroom instruction:

In addition to the regular meeting of classes, the University expects faculty to use time afforded them during normal business hours to engage in University-related activities including committee assignments, meetings, and scholarly pursuits. To permit these activities to be undertaken in a reasonable manner, the Department Chair/Supervisor with the approval of the Dean, will assign a teaching schedule that allows for student access to faculty, permits adequate time for preparation and travel to/from off-campus assignments, and takes into account other special circumstances unique to the courses taught.

Adjustments of teaching loads may be made by the Dean of the College in consultation with the Chair/Supervisor of the Department (24).

In order to facilitate the efficient delivery of instruction and the effective use of university resources, Faculty (tenure-track and lecturers) are required to teach a certain number of credit hours over an academic year as specified by their college.

This policy is designed to accommodate some of the “special circumstances” mentioned in the Faculty Manual, in particular the unique circumstances created by individualized and small-group instruction.

“Credit banking” is designed to acknowledge and compensate faculty for effort put forth in the service of supervising independent study, directed research, and activity that appears on student schedules but is not taught “in load.” When faculty generate credit by supervising an individual or group activity beyond the customary load, that additional credit can be tracked and the faculty member compensated by means of payments or course reassignments.

The policy applies as written to faculty holding the following ranks:

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<tr>
<th>Professor</th>
<th>Senior Instructor</th>
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<tr>
<td>Associate Professor</td>
<td>Instructor</td>
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<tr>
<td>Assistant Professor</td>
<td>Senior Teaching Lecturer</td>
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<td>Lecturer</td>
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Individuals with instructional responsibilities who do not hold one of the ranks above may still be eligible for credit banking, depending on the nature of appointment and compensation models already in place. Such cases will be reviewed by the college Dean, who will determine if credit banking is appropriate under the circumstances.
POLICY
In order to account for banked credits within faculty workload, faculty load should be measured not just annually, but tracked over a three-year rolling window. Faculty may “bank” course credits within this three-year window and apply those banked credits (tracked by means of a point system) toward reassigned time or payment relative to the number of credit hours banked. Banked credits accumulated outside of a moving three-year window are not considered in the accounting of banked credits. Each year is considered to have started on August 15 and to end on the following August 14, encompassing one fall semester, one spring semester and the various summer and special terms of one academic year.

Activities eligible for credit banking must be:

- credit-generating
- supervised
- assessed
- integrated into the major, minor, or core curriculum

Activities under normal circumstances eligible for banked credit include:

- Directing theses
- Directing independent studies
- Supervising low-enrollment honors sections
- Supervising internships
- Directing undergraduate research
- Teaching low-enrolled sections otherwise subject to cancellation
- Teaching high-enrollment core classes

Specific details as related to this policy will be determined by each college, but the following general guidelines apply:

A. Courses taught as part of a customary load do not apply to the credit banking policy. “Customary load” is defined by the Dean and will depend on job description and disciplinary factors. The Dean will determine when a class is “in load” by the first business day after the drop-add period.

B. This policy does not conflict with the Dean’s prerogative, per the Faculty Manual, to set loads at the college level. Deans have the discretion to suspend or modify this policy in consultation with the Provost.

C. No activity can be applied to both customary load and banked credit.

D. Banked credits must appear on a student’s transcript as credit.

E. Faculty participation in activities eligible for banked credit is subject to the needs of the department and college under the direction of the chair and dean.

F. On an annual basis, chairs should note any banked credit accumulated and the status of banked credits relative to the three-year window.

PROCESS
Faculty members may bank credits according to this schedule:

A. Teaching an individual student in an individual credit-bearing experience (typically an independent study or thesis): One point per contact hour/credit hour.
Examples:
- Faculty member teaches one student in an independent study that earns three credits: Three points
- Faculty member supervises a senior thesis that counts as three credits: Three points
- Faculty member supervises an independent study lab that generates one academic credit but is scheduled for three contact hours per week: Three points
- Faculty member is the “first reader” (i.e. instructor of record) for a graduate thesis that generates three credits: Three points
- Faculty member supervises an internship that generates three credits for an individual student, when supervising internships is not part of the faculty member’s customary load/responsibility: Three points

B. Teaching an under-enrolled class that normally would be subject to cancellation: One point per student enrolled, or one point per credit/contact hour, whichever is greater.

Examples:
- Faculty member teaches a class that generates three credits for each student and typically is counted in-load when there are 10 or more student enrolled, but in this case has six students enrolled: Six points
- Faculty member teaches a class that generates three credits for each student and typically is counted in-load when there are 10 or more student enrolled, but in this case has two students enrolled: Three points
- Faculty member teaches a lab that generates one credit for each student and typically is counted in-load when there are 10 or more students enrolled, and when taught in-load requires three contract hours per week, but in this case has two students enrolled: Three points

C. Teaching an overenrolled core class: One point per three students enrolled over the customary capacity of the class. “Customary capacity” will be set by the Dean based on recent enrollment history, taking into consideration the average enrollment in that class over the last four regular semesters.

Example:
- A faculty member teaches a class with 46 students enrolled in circumstances where the “customary capacity” of that class has been set at 40: Two points.

COMPENSATION MODEL
Upon the accumulation of 12, 24, or 36 points within the three-year moving window, a faculty member may request one of more of the following actions:
- 12 points: $1000 payment OR reassignment of one hour of customary load
- 24 points: $2000 payment OR reassignment of two hours of customary load
- 36 points: $3000 payment OR reassignment of three hours of customary load
Compensation, whether by reassignment or payment, is subject to the following conditions:

A. The Dean may determine if payment must be taken in lieu of course reassignment in consideration of college scheduling constraints

B. Faculty compensated for banked credit may not apply those points to a later course reassignment or payment

OTHER CONSIDERATIONS
For the purposes of this policy, classes with less than ten students enrolled are considered “low enrolled,” except in disciplines where single-digit enrollments are customary.

In cases where there is a difference of opinion regarding the state of an individual’s banked credit status, records contained via Webadvisor are considered the definitive record on matters of credits banked, enrollment, and instructor of record. Enrollment is calculated at the end of the term upon the submission of grades. Authority to adjudicate such differences rests with the dean of the college.

College Deans may issue addenda and clarifications to this policy based on local conditions.

Faculty who have reached the threshold for banked credit compensation and wish to receive a payment should present the chair with a detailed list of completed eligible activities, including dates and section numbers. Upon verification via Webadvisor, the chair will direct payment be made through a personnel action form.