**{Please place this memo on Unit Letterhead}**

**MEMORANDUM**

TO:

FROM:

RE: Summer 2021 Offer of Employment

DATE:

The purpose of this memo is to offer the following teaching assignment(s) for Summer 2021:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title & Number** | **Session(s) and Dates** | **Meeting Time(s)** | **Compensation**  |
| Intro to Harry Potter: PHIL 103.001 | 3S0: May 10 – July 31 | MWF 8:30 – 9:20 am | $5,000 |
|  |  |  |  |
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Employees hired April 1, 2019 or later will be paid on the pay date which typically occurs approximately two weeks after the end of the pay period.  University employees are typically paid on the 15th and the last day of the month via direct deposit.

This offer depends on minimum enrollment requirements as defined below. Enrollment levels will be verified one week before the start of the session. Hiring paperwork submitted for reduced compensation will be adjusted in the event of increased enrollment.

For all summer sessions, the College of Arts and Sciences defines minimum enrollment standards as:

|  |  |  |
| --- | --- | --- |
|  | **Course Level** | **Minimum class size** |
| Online Undergraduate Courses and Lab Courses | 100, 200 | 24 students per section |
| 300, 400, 500 | 20 students per section |
| Graduate Courses | 600, 700, 800 | 8 students per session |

If this course does not meet minimum enrollment standards, you will be provided the option to teach at a reduced level of compensation by attaching a lower enrollment waiver request to the electronic [Request for Instructional Support (RIS)](https://sc.edu/study/colleges_schools/artsandsciences/internal/for_faculty_staff/offices_depts/human_resources/ris-form.php). Waiver requests will be evaluated on a case-by-case basis and will consider the nature of the course, its role in the curriculum, and the relationship of the course to faculty workload standards. Reduced compensation will be based on the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Level** | **100% compensation** | **75%****compensation** | **50%****compensation** |
| Undergraduate | 100, 200 | 24 or more | 18 | 12 |
| 300, 400, 500 | 20 or more | 15 | 12 |
| Graduate | 600, 700, 800 | 8 or more | 6 | 4 |

Please identify all other courses you will be teaching in Summer 2021. This should include sections offered through any other University of South Carolina Schools/Colleges/Units and/or Campuses.

|  |  |
| --- | --- |
| **Course Title** | **Session** |
|  |  |
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|  |  |

Please indicate your expected ECOM earnings for Summer 2021.

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I accept the offer of summer employment as outlined on this memo dated **mm/dd/yy**.

{NAME} {DATE}

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{HOME DEPARTMENT}