



Office of the Dean

MEMORANDUM

Date: April 13, 2022

To: Chairs and Directors

From: Claudia Benitez-Nelson,
Associate Dean for Instruction, Community Engagement and Research

Christy Stephens
Academic Resources Manager

Christy Friend
Associate Dean for Undergraduate Studies

CC: Joel H. Samuels, Dean
CAS Academic Leadership Team
CAS HR Team

Re: Summer 2022 Instructional Hiring and Compensation

We are quickly approaching the Summer 2022 season and want to provide you with a document to reference as you develop your needs for summer instructional support. All FTE Faculty working on either a 9 or an 11-months pay basis are eligible for summer instructional support. Faculty on a 9-month pay basis are paid from 8/16/2021 – 5/15/2022. They are therefore eligible for summer instructional pay between 5/16/2022 – 8/15/2022. Faculty on 11-month appointments are eligible for summer instruction based on their contractual time defined in their most recent appointment letter. For example, an 11-month faculty member appointed on 7/1, would be able to receive summer instructional support from 6/1/2022 – 6/30/2022.

Full-time faculty members with 9-month appointments may teach a maximum of **four** courses during the summer. Compensation for all summer pay **may not exceed 33.85%** of the faculty member's preceding academic year's 9-month base salary. Full-time faculty members may teach a maximum of **one** course during the 3-week May session.

Full-time faculty members with 11-month appointments may teach a maximum of **two** courses during the summer. Both courses must be taught during the one calendar month in which the faculty member is not appointed. Compensation for all summer pay **may not exceed 9.36%** of the faculty member's 11-month base salary.

Two courses per session are considered a full load for faculty members, graduate students, and TFACs.

Compensation for traditional or face-to-face, distributed learning or online summer lecture courses will be adjusted according to the following scales:

<i>Course Level</i>	<i>100% compensation</i>	<i>75% compensation</i>	<i>50% compensation</i>
700 and 800	8 or more	6	4
300 – 600	20 or more	15	12
100 and 200	24 or more	18	12

Units may seek a Low Enrollment Waiver for specific courses based on pedagogical requirements, such as:

- courses required for timely progress to a degree;
- courses in smaller academic units such as interdisciplinary programs.

These minimum enrollment standards do not apply to South Carolina Honors College (SCHC) courses. The college is committed to supporting the needs of the SCHC and to offering SCHC courses where possible. No SCHC course may be cancelled without Office of the Dean approval. Units should contact Academic Resources Manager Christy Stephens at herbc@mailbox.sc.edu with any questions about scheduling and course minimum requirements for SCHC courses.

Waiver requests will be evaluated on a case-by-case basis and will consider the nature of the course and its role in the curriculum. All inquiries regarding waiver requests should be submitted by email to Christy Stephens at herbc@mailbox.sc.edu. Units may not make an offer of employment or assign an under-enrolled course before approval of any low enrollment waiver request. The request should be copied to the unit chair or director of each unit impacted (i.e., for cross-listed courses).

One week before classes begin, courses that do not meet enrollment minimums and do not have an approved low enrollment waiver will be cancelled by the college.

Low enrollment waivers, course cancellations and all compensation adjustments must be approved by the Office of the Dean. Departments and programs are expected to monitor course enrollment.

University Policy states: The minimum requirements for instructors of record are:

- a. Faculty teaching courses at the undergraduate level (100-400): doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- c. Graduate teaching assistants: To be eligible to teach undergraduate courses, each graduate teaching assistant must provide an official transcript showing that a master's degree in the teaching discipline has been conferred. Otherwise, graduate teaching assistants must meet all of the following qualifications before they are eligible to teach: 1) 18 or more graduate semester hours in the teaching discipline as evidenced by coursework on a transcript, 2) direct supervision by a faculty member who is qualified to teach in the discipline, 3) regular in-service training, which may be in the form of a course taken simultaneously or prior to teaching, and 4) planned and periodic evaluations by a faculty member in the discipline. (University Policy ACAF 1.20 Credential Verification for Instructors of Record.)

The Office of the Dean is required by SACSCOC to have "proof of highest degree" attained on file for every faculty member. Departments and programs are responsible for reviewing the credentials of all teaching faculty candidates to ensure that instructional faculty meet the minimum credential requirements based on course level. This applies to all candidates: full-time, part-time, temporary, tenured, tenure-track and non-tenure-track.

An official transcript indicating the highest degree awarded must be sent directly to the College of Arts and Sciences Human Resources team from the institution that granted the degree before the beginning of an appointment for all new hires and faculty.

Unit chairs and directors should submit a completed Alternative Credential Form for each instructor of record that does not meet the minimum requirements prior to the start of the course.

Please be reminded of the following as you begin your summer hiring processes.

REMINDERS: Summer Instructional Faculty Members

- All departments and programs must execute a **written offer** using the template provided for summer compensation of all instructional faculty. All offers of compensation must follow policies and procedures, as established by the University, the

State Office of Human Resources, and reflected in policy [HR 1.81Appendix: Guidelines](#)

[for Determining Summer Compensation for USC Columbia.](#)) This compensation offer must be signed by the faculty and submitted to the Dean's Office prior to the start date of course(s).

- Permanent full-time faculty members may only receive summer compensation outside their normal appointment basis consistent with State and University regulations. Faculty do not accrue sick leave while in temporary status for summer employment.
- Summer compensation is not considered dual employment, which covers additional compensation earned during the faculty member's base period of employment.
- Summer compensation begins 05/16/2022 and ends 08/15/2022.
- The base salary is the compensation earned in the preceding academic year, which does not include any potential general increases, supplements, or other non-base payments.
- Faculty in FTE positions will be compensated on a course-by-course basis. Compensation for courses that meet enrollment minima will be calculated at 7.5% of the faculty member's preceding academic year 9-month base salary with a cap of \$7,500 per three credit hour course.
- All lab courses will be compensated at \$1,900 per section regardless of employee status.
- Temporary faculty will be compensated for lecture courses as follows, subject to enrollment minima:

BIOL, CHEM, GEOG, GEOL, MATH, PHYS, STAT

Ph.D. degree: \$7,500 per 3-hour credit course up to 125 students
 \$8,500 per 3-hour credit course >125 students

ABD*: Course compensation will be handled on a case-by-case basis, including consideration of instructor experience, course type and expected enrollment.

Master's: Course compensation will be handled on a case-by-case basis, including consideration of instructor experience, course type and expected enrollment.

All other disciplines:

Ph.D. degree: \$5,000 per 3 credit hour course
 \$3,400 per 2 credit hour course
 \$1,700 per 1 credit hour course

ABD*: \$4,500 per 3 credit hour course
 \$3,000 per 2 credit hour course
 \$1,500 per 1 credit hour course

Master's degree: \$4,000 per 3 credit hour course
 \$2,700 per 2 credit hour course
 \$1,400 per 1 credit hour course

*ABD: completed doctoral coursework/passed comprehensive exams

We want to extend our heartfelt appreciation for all the hard work, cooperation and support shown by you, your staff, and your faculty.

**2022 Summer Sessions and
Deadlines to have Hire Forms to Dean's Office HR**

Session	Due Date
Full Summer Session (3S0) May 9 – July 28	Friday, April 29
6-Week Session I (3S1) May 9 - June 16	Friday, April 29
6-Week Session II (3S2) June 20 – July 28	Wednesday, June 1
3-Week Session I (3S3) May 9 – May 25	Friday, April 29
3-Week Session II (3S4) May 31 - June 16	Tuesday, May 17
3-Week Session III (3S5) June 20 – July 7	Wednesday, June 1
9-Week Session (3S6) May 31 – July 28	Tuesday, May 17

Terms and salary must receive College approval before an offer letter is provided to faculty for summer instruction.