



## MEMORANDUM

Date: April 25, 2020 (*update to April 22, 2020 memo*)

To: Chairs and Directors

From: Lacy K. Ford, Dean *Lacy K. Ford*

Re: Summer 2020 Instructional Hiring and Compensation (**Fully Online**)

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**As previously shared with you, President Caslen announced in early April that all summer instruction will be fully online through the end of the Summer II session (August 1). There will be no exceptions.** I believe we can have a successful and productive Summer (thanks to you and the efforts of your faculty!).

My office is monitoring enrollment levels on a daily basis and responding to many inquiries regarding summer hiring and compensation under extraordinary circumstances. Your patience, support and cooperation are very much appreciated.

Your feedback and our analysis of trends have shown that a number of innovations may be necessary to provide the best quality summer education experience for our faculty and students. Therefore, the minimum enrollment for online undergraduate 300, 400 and 500 course levels including associated lab sections will be **20 students per section** for Summer 2020. Minimum enrollment for all other undergraduate course levels and lab courses will be **24 students per section**; minimum enrollment for graduate courses will be **8 students per section**.

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

- Pedagogical reasons for small classes (such as in English 101 and 102 or many Speech and Language classes)
- Courses needed to meet Core requirements
- Courses needed to meet specific graduation or progression requirements

These minimum enrollment standards do not apply to South Carolina Honors College (SCHC) courses. Course scheduling for SCHC courses is coordinated by the Office of the Dean. 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 [Claudia Benitez-Nelson](#) or [Christy Stephens](#) in the Office of the Dean with any questions about scheduling and course minimum requirements for SCHC courses. The dean personally reviews all waiver requests and makes the final decision on them to ensure all student instructional needs are met.

All waiver requests should be submitted by email to: [CASPROG@mailbox.sc.edu](mailto:CASPROG@mailbox.sc.edu) The emailed request should include the name and number/section of the course, instructor of record and a brief justification including whether the course is a major or Carolina Core requirement and must be approved PRIOR to the start of the course. 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. No offer of employment or assignment of an under-enrolled course is binding without an approved waiver or until the minimum enrollment is met. The approved waiver must accompany the hiring documents submitted to CAS human resources.

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.

Compensation for approved low enrollment courses will be adjusted as follows:

	<b>Course Level</b>	<b>100% compensation</b>	<b>75% compensation</b>	<b>50% compensation</b>
Undergraduate	100, 200	24 or more	18	12
Undergraduate	300, 400, 500	20	15	12
Graduate	600, 700, 800	8 or more	6	4

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

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

- a. *Faculty teaching courses at the undergraduate level: 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.](#))

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.

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.

Units 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 1.81 Appendix: 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 05/16/2020 and ends 08/15/2020.
- 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.
- A full-time faculty member teaching during the summer (i.e., outside of pay basis) should receive at minimum the same compensation paid to a similarly

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credentialed adjunct faculty or graduate assistant for a comparable teaching assignment.

- Faculty in FTE positions will be compensated on a course-by-course basis. A common standard for summer compensation is 2.5% of the 9-months equivalent base salary per credit hour (i.e., 7.5% for the typical three credit hour course. 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.
- Courses with enrollments exceeding 40+ students may request grading assistance from the College. No offer of employment should be extended prior to approval for the grading assistance. Compensation will range from \$2,000 to \$2,500 depending upon total enrollment. These requests should be submitted to the department chair for submission via email to: [CASPROG@mailbox.sc.edu](mailto:CASPROG@mailbox.sc.edu)
- Temporary faculty will be compensated for lecture courses as follows, subject to enrollment minima:

BIOL, CHEM, ENVR, GEOG, GEOL, MATH, MSCI, 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

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For your reference, attached are the:

- *Guiding Principles for Determining Summer Compensation* which was released by the Office of the Provost.
- Summer Instructional Offer Letter Template
- Columbia Campus Summer Schedule

I want to once again extend my heartfelt appreciation for all the hard work, cooperation and support shown by you and your faculty.

c: CAS Assistant/Associate Deans  
CAS Human Resources' Staff

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<b>Columbia Campus Summer Schedule</b>		<b>Weeks</b>
<b>Full Summer Session (3S0)</b>	<b>May 11 to August 1</b> <i>Exams July 31 and August 1</i>	<b>11.71</b>
<b>6-Week Session I (3S1)</b>	<b>May 11 to June 20</b> <i>Exams June 19 and 20</i>	<b>5.71</b>
<b>6-Week Session II (3S2)</b>	<b>June 22 to August 1</b> <i>Exams July 31 and August 1</i>	<b>5.71</b>
<b>3-Week Session I (3S3)</b>	<b>May 11 to May 29</b> <i>Exams May 29</i>	<b>2.57</b>
<b>3-Week Session II (3S4)</b>	<b>June 1 to June 19</b> <i>Exams June 19</i>	<b>2.57</b>
<b>3-Week Session III (3S5)</b>	<b>June 22 to July 10</b> <i>Exams July 10</i>	<b>2.57</b>
<b>9-Week Session (3S6)</b>	<b>June 1 to August 1</b> <i>Exams July 31 and August 1</i>	<b>8.71</b>