



Office of the Dean

## MEMORANDUM

Date: April 12, 2021

To: Chairs and Directors

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

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

Re: Summer 2021 Instructional Hiring and Compensation

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We are quickly approaching the Summer 2021 season and I want to provide you with a document to reference as you are planning for instructional support during this time. All FTE Faculty working on a 9 or an 11-months pay basis are eligible for summer instruction. 9-month faculty pay basis is always 8/16 – 5/15, so they are eligible for summer instruction between 5/16 – 8/15. 11-month faculty are available for summer instruction based on their contractual time defined in their most recent appointment letter. For example, an 11-month faculty member appointed 7/1 would be off 6/1 – 6/30.

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 33.3% of the faculty member'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 for 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 summer lecture courses will be adjusted according to the following scales:

<b>Course Level</b>	<b>100% compensation</b>	<b>75% compensation</b>	<b>50% compensation</b>
600 or above	8 or more	6	4
300 and 500	20 or more	15	12
100 and 200	24 or more	18	12

Minimum enrollment standards for **distributed learning or online lecture courses** offered during the summer are:

<b>Course Level</b>	<b>Minimum class size</b>
500 and above	8 students per section
300 and 400, including associated lab sections	20 students per section
100 and 200, including associated lab sections	24 students per section

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. 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 Academic Resources Manager Christy Stephens at [herbc@mailbox.sc.edu](mailto: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, its role in the curriculum, and the relationship of the course to faculty workload standards. All inquiries regarding waiver requests should be submitted by email to me at [benitezn@mailbox.sc.edu](mailto:benitezn@mailbox.sc.edu) and Christy Stephens at [herbc@mailbox.sc.edu](mailto: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.

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: 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.

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 05/16/2021 and ends 08/15/2021.
- 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

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

## Columbia Campus Summer Schedule

Session	Dates
<b>Full Summer Session (3S0)</b>	<b>May 10 - July 29</b> <i>Exams July 30 and 31</i>
<b>6-Week Session I (3S1)</b>	<b>May 10 - June 17</b> <i>Exams June 18 and 19</i>
<b>6-Week Session II (3S2)</b>	<b>June 21 - July 29</b> <i>Exams July 30 and 31</i>
<b>3-Week Session I (3S3)</b>	<b>May 10 - May 26</b> <i>Exams May 28</i>
<b>3-Week Session II (3S4)</b>	<b>June 1 - June 17</b> <i>Exams June 18</i>
<b>3-Week Session III (3S5)</b>	<b>June 21 – July 8</b> <i>Exams July 9</i>
<b>9-Week Session (3S6)</b>	<b>June 1 - July 29</b> <i>Exams July 30 and 31</i>

## College HR Processing Deadlines

<b>HR Dates (note – the dates below include exam times)</b>	<b>Due Date to have all HR Paperwork to College for on-time processing.</b>
Full Summer Session (3S0) May 10 – July 31	Friday, April 30
6-Week Session I (3S1) May 10 - June 19	Friday, April 30
6-Week Session II (3S2) June 21 – July 31	Wednesday, June 2
3-Week Session I (3S3) May 10 – May 28	Friday, April 30
3-Week Session II (3S4) June 1 - June 18	Tuesday, May 18
3-Week Session III (3S5) June 21 – July 19	Wednesday, June 2
9-Week Session (3S6) June 1 – July 31	Tuesday, May 18