

MEMORANDUM

Date: December 12, 2024

To: Chairs and Directors

From: Lydia Frass, Director of Assessment & Distributed Learning
LaTasha Robinson, Director of Human Resources and Faculty Affairs

CC: Joel H. Samuels, Dean
CAS Academic Leadership Team
CAS Unit Human Resources Partners
CAS Business Managers

Re: Summer 2025 Instructional Hiring and Summer Instruction Compensation Guide

Summer Sessions play a key role in meeting our instructional mission. Summer courses provide our students with an opportunity to engage in exploration, stay on track for graduation or get ahead in their academic studies. They also provide opportunities for our faculty members who want to try new courses or augment their academic year salaries.

To help you prepare for Summer 2025 we are providing you with a Summer Instructional Hiring and Compensation document. Please refer to this document during your summer planning and when processing Full-Time Faculty (FTE) Summer 2025 hires. The Summer Instruction Compensation Rate Guide also provides important information about pay rates for temporary faculty and graduate assistants.

These documents apply to face-to-face and online (web-based) summer courses. Education Abroad guidance will be provided separately.

These documents will be available on the College website and we will distribute them again in late Spring to support your hiring process. We will update you of any additional information or updates to this guide as needed.

Please contact your Department Human Resources Contact or the College's Office of Curriculum Management and Data Analytics with questions.

College of Arts and Sciences
2025 Summer Instructional Hiring and Compensation
Quick Reference Guide

FTE Faculty.

All FTE Faculty working on either a 9- or an 11-month pay basis are eligible for summer instructional support. Faculty on a 9-month pay basis are paid from 8/16/2024 – 5/15/2025. They are therefore eligible for summer instructional pay between 5/16/2025 – 8/15/2025.

Faculty on 11-month appointments are eligible for summer instructional pay 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 6/1/2025 – 6/30/2025.

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 any 3-week 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.

Instructional Load: Instructors may teach a maximum of **one course during any 3-week session**. For sessions longer than three weeks, **two courses** per session is considered a full load.

Minimum Enrollment Numbers.

The table below indicates course enrollment minimums per course level and the rate scale for adjusted compensation. One week before classes begin, courses that do not meet the 50% Compensation enrollment minimums or whose faculty elect not to teach at reduced compensation will be cancelled by the college.

Enrollment Minima and Compensation Rate Chart

Course Level	Course Level	100% Compensation	75% Compensation	50% Compensation
Undergraduate	100 & 200	24 or more	18	12
Undergraduate	300 - 600	20 or more	15	10
Graduate	700 & 800	8 or more	6	4

All compensation adjustments must be approved by the Office of the Dean. Departments and programs are expected to monitor course enrollment. If course cancellation takes place after the hiring process has started, departments and programs must notify the Office of the Dean as well as their HR contact.

Units may not make an offer of employment or assign an under-enrolled course without approval from the Office of the Dean. Once approved, the request should be copied to the unit chair or director of each unit impacted (i.e., for cross-listed courses).

SCHC Enrollments.

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

Faculty Credentials.

University Policy states that the minimum requirements for instructors-of-record are:

- **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).
- **Faculty teaching graduate and post-baccalaureate course work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.
- **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. ([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 instructional support candidates: full-time, part-time, graduate teaching assistants, temporary, tenured, tenure-track and professional-track.

An official transcript indicating the highest degree awarded must be sent directly to the College of Arts and Sciences Human Resources and Faculty Affairs Office from the institution that granted

the degree. This must be received by the College 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 who 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:

Summer Instructional Faculty Members.

All departments and programs must execute a written offer using the template provided for summer compensation for 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 Summer Compensation for Faculty](#).

This compensation offer letter 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 for FTE faculty begins 05/16/2025 and ends 08/15/2025. Summer compensation dates are governed by HR policies (see [HR Summer Compensation website](#)).
- 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. See the **2025 Summer Instruction Compensation Rate Guide** for compensation rates. Total summer compensation may not exceed that as allowable by HR policy.

College of Arts and Sciences
2025 Summer Instruction Compensation Rate Guide
Summer Teaching Schedule: May 12, 2025 - August 2, 2025

Overview

The College of Arts and Sciences offers a wide variety of courses each summer. Summer Sessions provide students with an opportunity to explore new courses, stay on track for graduation or get ahead in their academic studies.

To support summer courses, the College provides compensation for instructors-of-record of group-based courses. Compensation rates are based on an instructor’s employment status with the College, their highest degree level, and course enrollment numbers.

Summer compensation dates are governed by HR policies (see [HR Summer Compensation website](#)).

The following tables outline the summer compensation rates for all instructors-of-record teaching group-based courses (lectures and labs), subject to enrollment. Units are to follow HR procedures when hiring all instructors.

This guide applies to in-person and online (web-based) courses taught during the summer.
It does not apply to Education Abroad.

Education Abroad guidance can be found in the *CAS Faculty-Led Education Abroad Programs Policy*.

Lecture Courses

A. Natural and Physical Science-based Disciplines

The following compensation rates are applicable to Full-Time Employee (FTE) and Temporary Faculty (TFAC) in these specific units: BIOL, CHEM, ENVR, GEOG, GEOL, MATH, MSCI, PHYS, STAT.

Degree Level	3 credit hour course	2 credit hour course	1 credit hour course
FTE* & TFACs with Ph.D.	\$7,500	\$5,000	\$2,500
TFAC with Master’s	\$6,000	\$4,000	\$2,000

**Compensation for FTEs may not exceed rates established by HR for 9- and 11-month employees for all summer pay.*

B. Art, Humanities and Social Science-based Disciplines

▪ **Full-Time Faculty (FTE)**

The following compensation rates are applicable to FTE faculty in Art, Humanities and Social Sciences. Compensation is calculated at 2.5% of 9-month base salary per credit hour, not to exceed 2,500 per credit. FTE compensation will not be lower than the TFAC rates for equivalent degrees.

Degree Level	3 credit hour course [7.5% of 9-month base salary]	2 credit hour course [5% of 9-month base salary]	1 credit hour course [2.5% of 9-month base salary]
FTE Faculty with Ph.D./Terminal*	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$5,000 Minimum	\$3,400 Minimum	\$1,700 Minimum
FTE Faculty with Master’s*	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$4,000 Minimum	\$2,700 Minimum	\$1,400 Minimum

**Compensation for FTEs may not exceed rates established by HR for 9- and 11-month employees for all summer pay.*

▪ **Temporary Faculty (TFAC)**

The following compensation rates are applicable to Temporary Faculty (TFAC).

Degree Level	3 credit hour course	2 credit hour course	1 credit hour course
TFAC with Ph.D./Terminal degree	\$5,000	\$3,400	\$1,700
TFAC with Master's	\$4,000	\$2,700	\$1,400

C. All Graduate Teaching Assistants (GTAs)

The following compensation rates are applicable to all Graduate Teaching Assistants who serve as Instructors-of-Record.

Degree Level	3 credit hour course	2 credit hour course	1 credit hour course
All GTAs	\$4,000	\$2,700	\$1,400

Lab Courses and Sections

- **\$1,900** per section (regardless of employee status)

Summer Enrollment Number Minima and Compensation Rate Adjustment

The table below indicates course enrollment minimums per course level and the adjusted compensation rate scale. One week before classes begin, courses that do not meet the 50% compensation enrollment minimums or whose faculty elect not to teach at reduced compensation will be cancelled by the college.

Course Level	Course Level	100% Compensation	75% Compensation	50% Compensation
Undergraduate	100 & 200	24 or more	18	12
Undergraduate	300 - 600	20 or more	15	10
Graduate	700 & 800	8 or more	6	4

Additional Guidance

- Guidance in this document is reflected in policy [HR 1.81 Summer Compensation for Faculty](#).
- This guide does not apply to Education Abroad instructional support. Education Abroad guidance can be found in the *CAS Education Abroad Compensation Guidance document*.
- More details can be found in the *CAS Summer 2025 Instructional Hiring and Compensation Memo*.
- Additional Summer Compensation guidance and instructions are updated annually and located on the [CAS Human Resources and Faculty Development webpage](#).