

<b>Administrative Division</b> HR Division of Human Resources		<b>Policy Number</b> HR 1.81
<b>Policy Title</b> Summer Compensation for Faculty		
<b>Scope of Policy</b> USC System	<b>Date of Revision</b> February 27, 2019	
<b>Responsible Officer</b> Vice President for Human Resources	<b>Administrative Office</b> Division of Human Resources	

---

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE UNIVERSITY OF SOUTH CAROLINA DIVISION OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.**

---

#### **PURPOSE**

This document describes the manner in which University faculty may be compensated during the summer and outside of the base period of employment, pursuant to regulations of the South Carolina Human Resources Division.

#### **DEFINITIONS**

**Base Period:** The period of time that defines the regular annual schedule of employment. Employees on an academic year appointment have a base period of nine months running from August 16 to May 15. Employees on a calendar year appointment have a base period of twelve months.

**Dual Employment:** An agreement by which an employee within an FTE position with an employing agency accepts temporary, part-time employment with the same or another agency.

**Summer Employment:** Employment of academic personnel which occurs outside of the base period and over any specified period of time between May and August of a calendar year.

#### **POLICY STATEMENT**

##### **A. Remuneration for Regular Summer School Teaching**

Compensation for teaching during the summer may not exceed 40 percent of the faculty member's

annualized base salary for the preceding academic year subject to the teaching load as defined in the faculty manual and any further limitations defined by the Chief Academic Officer for each campus.

**B. Remuneration for Sponsored Research and Other Duties Not Related to Teaching in Summer Sessions**

Academic personnel will be compensated at the same rate of pay as the immediately preceding academic year for sponsored research or other activities performed during the summer months (between academic years) which are not related to teaching summer sessions.

**C. Remuneration for Summer Thesis and Dissertation Supervision**

Faculty are expected to assist students who need research, internship or field study supervision at any time during the calendar year. Deans and, where appropriate, department chairs may pay faculty who supervise an unusually large number of theses, dissertations, internships or field study during the summer months. Such remuneration will only be approved by the Chief Academic Officer on a case-by-case basis and will be compensated at the same rate of pay as the immediately preceding academic year.

Summer employment is not considered dual employment, which covers additional compensation earned during an employee's base period of employment.

**PROCEDURES**

Procedures, forms and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

Additional guidance regarding summer compensation for USC Columbia is included in the Appendix.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

- [State Human Resources Regulations 19-706.04](#)
- [HR 1.78 Dual Employment](#)
- [Faculty Manual](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 22, 2013	Eliminate references to Maymester, Summer I and Summer II sessions. Revise the compensation guidelines for faculty teaching during the summer. Remove procedural information.
February 27, 2019	Updated to new format. Added an appendix with guiding principles for academic units at USC Columbia.

**APPENDIX**  
**GUIDING PRINCIPLES FOR DETERMINING SUMMER COMPENSATION**  
**FOR USC COLUMBIA**

1. Each academic unit (e.g., college, school, or department) should develop a fair and consistent policy for summer pay according to these principles. The examples refer to faculty with nine-month contracts. Percentages may be adjusted accordingly for faculty with ten- or eleven-month contracts. Individual units may choose to exceed the minimum standards.
2. 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 credentialed adjunct faculty or graduate assistant for a comparable teaching assignment.
3. To allow for differential base salary, a common standard for summer compensation is 2.5% of the 9-month equivalent base salary per credit hour (i.e., 7.5% for the typical three credit hour course). If a faculty member is teaching four summer courses (i.e., 12 credit hours), the academic unit is encouraged to offer the maximum compensation based on daily rate.
4. Summer compensation for any combination of teaching, research and other activities is limited to the maximum defined by the daily rate calculation (usually 33.85% based on 66 workdays). Exceptions to this maximum are based on provost approval of individual extenuating circumstances. Under no circumstances will compensation beyond 40% of base salary be approved.
5. Faculty who receive full summer compensation from external sources cannot be paid for summer teaching beyond the maximum daily rate. From the perspective of federal compliance, this would be a conflict of commitment. If faculty with external funding wish to be compensated for summer teaching, they should work with the unit head to use some of this funding to release base salary in order to receive a summer compensation that is a combination of research funding and unit funding for teaching responsibilities.
6. If any portion of summer compensation is paid from unit funds, the unit administrator and faculty member should have a signed agreement describing the compensation, work expected and conditions under which the compensation might be changed. A written agreement is not required if the faculty member is paid only from external grant funds.
7. Because academic units need to be self-supporting, the academic unit has the right to reduce compensation or to cancel a class for insufficient enrollment. Any reduced compensation due to low enrollment should be commensurate with the reduction in effort and should be no less than half the rate paid for the same course with higher enrollment. The academic unit should specify that any such change is made at least one business day before the first day of the intended summer session. In the event that particular courses are required for timely advancement of students, departments should consider offering high enrollment courses in order to offset deficits incurred by low enrollment courses.
8. Departments should use one or more strategies to minimize last minute course cancellations. When deciding which courses to offer during the summer, departments should consider historical enrollment numbers and not offer courses that are unlikely to meet the required enrollment. For example, new courses should typically not be offered during the summer term because of greater likelihood of insufficient enrollment, despite considerable time and effort devoted to curriculum development prior to the start of classes