



# Arts and Sciences

## 2023 Summer Instruction Compensation Guide

This guide applies to ALL courses taught during the summer - face to face, online, and study abroad.

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

### FTE Faculty

- 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 or \$8500 in courses with over 125 students.**

### Adjunct Faculty/TFACs

Lecture Courses			
BIOL, CHEM, ENVR, GEOG, GEOL, MATH, MSCI, PHYS, STAT			
	3-hour credit course <i>up to</i> 125 students	3-hour credit course with <i>over</i> 125 students	
Ph.D.	\$7,500	\$8,500	
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			
	3 credit hour course	2 credit hour course	1 credit hour course
Ph.D.	\$5,000**	\$3,400	\$1,700
ABD*	\$4,500**	\$3,000	\$1,500
Master's	\$4,000**	\$2,700	\$1,400

\*ABD: completed doctoral coursework/passed comprehensive exams

\*\* An additional \$1000 is added for all courses over 125 students

Lab Courses
\$1,900 per section (regardless of employee status)

## Low Enrollment Waivers

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

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

**All waiver requests should be attached to the electronic RIS or submitted by email to:**

**[Christy Stephens \(herbc@mailbox.sc.edu\)](mailto:herbc@mailbox.sc.edu)**

The emailed request should include:

- The name and number/section of the course
- Instructor of record
- 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.**

## Grading Assistance

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 by the department chair via email to: [Christy Stephens \(herbc@mailbox.sc.edu\)](mailto:herbc@mailbox.sc.edu).

**→ The Information included in this handout can also be found in the *CAS Summer 2023 Instructional Hiring and Compensation Memo*. ←**