

## **SUMMER COMPENSATION for FACULTY 1995 and 2004 POLICIES**

### **Faculty Welfare Committee Motion approved at February 2, 2004 Faculty Senate meeting:**

In accordance with HR 1.81 (Summer Compensation for Faculty policy), a faculty member with a semester or academic year base period has a right to compensation when a student registers for May or Summer I or II credit hours considered "other activity" (e.g., undergraduate or graduate directed reading, research, independent study, thesis/dissertation preparation). The Faculty Senate requests that the President of the University of South Carolina require all academic deans to assure that the Summer Compensation for Faculty policy, including this area of summer work, will be enforced as of May 1, 2004.

### **Statement adopted by the Council of Deans:**

In order to ensure normal progression in their degree programs, it is essential that graduate students receive appropriate faculty supervision through their period of study at the University, including during summers. The Council of Academic Deans and the Provost's Office reaffirm that supervising graduate students' theses and dissertations is an important professional responsibility of the Graduate Faculty and one for which faculty receive reduced teaching loads during the fall and spring semesters. We expect faculty to assist students who need research supervision, including during the summer. In addition, supervising internships and students' field study during the summer are also important responsibilities of the Graduate Faculty.

The introduction of Value-Centered Management affords an opportunity for deans (and, where appropriate, department chairs) to reward from tuition revenue generated through 799 and 899 courses, as well as internship and field study courses, those faculty who carry an unusually large number of supervision responsibilities during summer months. However, the Council of Academic Deans and the Provost stress that remuneration for such supervision activities during the summer will only be approved on a case-by-case basis and where the volume of supervision is unusually large.

**SUMMER COMPENSATION for FACULTY 1995 and 2004 POLICIES**  
**Faculty Welfare Committee Report**

<b><u>July 1, 1995 Version</u></b>	<b><u>August 17, 2004 Version</u></b>
NUMBER: HR 1.81 SECTION: Human Resources SUBJECT: Summer Compensation for Faculty DATE: July 1, 1995 Policy for: All Campuses Procedure for: All Campuses Authorized by: Jane M. Jameson Issued by: Division of Human Resources	NUMBER: HR 1.81 SECTION: Human Resources SUBJECT: Summer Compensation for Faculty DATE: July 1, 1995 LATEST REVISION: August 17, 2004 Policy for: All Campuses Procedure for: All Campuses Authorized by: Jane M. Jameson Issued by: Division of Human Resources
	<hr/> <p>THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY MEMBER AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OF ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OF ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.</p> <hr/>
<hr/> <p>I. Policy</p>	<hr/> <p>I. Policy</p>
A. This document sets forth the University of South Carolina policy concerning the employment of faculty during the summer and outside of their base period of employment, pursuant to regulations of the South Carolina Office of Human Resources. Such employment should not be confused with dual employment, which pertains to additional compensation earned during the faculty member's base period of employment. Therefore, employment designated as summer employment may occur over any specified period of time between May and September of a calendar year without any requirement for containing the work within a fiscal year.	A. This document sets forth the University of South Carolina policy concerning the employment of faculty during the summer and outside of their base period of employment, pursuant to regulations of the South Carolina Office of Human Resources. Such employment should not be confused with dual employment, which pertains to additional compensation earned during the faculty member's base period of employment. Therefore, summer employment may occur over any specified period of time between May and August of a calendar year.
B. Regular Summer School Teaching	B. Regular Summer School Teaching
	1. Summer School sessions include Maymester, Summer I and Summer II.  2. For Maymester, a maximum of one three-hour course may be taught. For either Summer I or Summer II, a maximum of two three-hour courses may be taught, but only 30% of the faculty member's nine month base salary may

<p>Compensation for a full-time work load for a regular summer session may not exceed 15% of the faculty member's base pay for the academic year immediately preceding. Exceptions may be approved by the State Budget and Control Board upon presentation of adequate justification.</p> <p>C. Summer Teaching, Sponsored Research, and Other Duties Not Related to a Regular Summer Session</p> <p>Compensation for teaching, sponsored research and/or other activity performed during the summer months (between academic years), and not related to a regular summer session for an employee whose base period is a semester or academic year, will be at the same rate of pay as for his or her base period for the academic year immediately preceding.</p> <p>D. Sponsored Research</p> <p>Sponsored research during a faculty member's base period will be considered as having been compensated in the base pay. Additional or extra compensation for such work will not be allowed except under the most unusual circumstances and only with the specific approval of the State Budget and Control Board.</p>	<p>be earned for teaching over the entire summer, to include Maymester, Summer I and Summer II.</p> <p>3. Compensation for a full-time work load for a regular summer session may not exceed 15% of the faculty member's base pay for the academic year immediately preceding.</p> <p>C. Sponsored Research, and Other Duties Not Related to a Regular Summer Session</p> <p>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 a regular summer session.</p> <p>D. Remuneration for Summer Thesis and Dissertation Supervision</p> <p>1. Recognizing that it is essential for graduate students to receive appropriate faculty supervision throughout their period of study, including the summer months, this policy reaffirms that supervising graduate students' theses and dissertations is an important professional responsibility of the Graduate Faculty and one for which faculty receive reduced teaching loads during the Fall and Spring semesters. Faculty are expected to assist students who need research, internship, or field study supervision at any time during the calendar year.</p> <p>2. Deans and, where appropriate, department chairs, may reward faculty who supervise an</p>
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<p>E. Conflict of Interest</p> <p>No faculty member may accept any work or remuneration that could be reasonably construed as a conflict of interest. Acceptance without prior approval of a work assignment or remuneration that is found to be a conflict of interest will be grounds for sanctions or disciplinary action.</p> <p>II. Procedure</p> <p>A. During the spring semester, “turnaround documents” will be issued to department chairs by the Payroll Department. A separate turnaround document will be issued for each summer session. All nine-month permanent faculty who will teach or perform research and will be compensated from “A” (state) funds should be reported on this document. After the turnaround document is submitted, any additions, deletions or corrections must be made by memorandum through channels to Payroll.</p> <p>B. The following categories of summer faculty should not be submitted in the turnaround documents, but should be report on the Authorization for Temporary Hire (Form PBP-2):</p> <ol style="list-style-type: none"> <li>1. part-time faculty;</li> <li>2. faculty on dual employment;</li> <li>3. faculty compensated by other than their home department;</li> <li>4. teaching and research faculty paid on other than “A” (state) funds;</li> <li>5. research faculty working on dates other than the regular summer dates.</li> </ol>	<p>unusually large number of theses and dissertations during the summer months. Such remuneration will only be approved on a case-by-case basis.</p> <p>E. Conflict of Interest</p> <p>No faculty member may accept any work or remuneration that could be reasonably construed as a conflict of interest. Acceptance without prior approval of a work assignment or remuneration that is found to be a conflict of interest will be grounds for sanctions or disciplinary action.</p> <p>II. Procedure</p> <p>A. During the spring semester, turnaround documents will be issued to department chairs by the Payroll Department. A separate turnaround document will be issued for each summer session.</p> <p>B. Only nine-month tenured or tenured track faculty who will teach and be compensated 100% from “A” funds should be reported on this document.</p> <p>C. Corrections, additions, or deletions after the submission of the turnaround document must be made by memorandum through the same channels followed in the original submission.</p> <p>D. Compensation for faculty performing duties funded totally or in part from sources other than “A” funds should be submitted on a PBP-2 form (Hiring Document for Non-FTE/Non-Student Position).</p> <p>E. Compensation for the following categories of summer faculty should be reported on the PBP-2 form:</p> <ol style="list-style-type: none"> <li>1. faculty hired on an annual appointment,</li> <li>2. faculty compensated by a department other than their home department,</li> <li>3. teaching and research faculty compensated from sources other than “A” funds,</li> <li>4. teaching and research faculty working on dates other than the established summer school dates.</li> </ol>
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To obtain an official copy of this policy please contact the USC Division of Human Resources.

Summary of Substantive Changes

- Adds Maymester as part of summer school.
  
- Reaffirms faculty responsibility for supervision of graduate student work during the summer months.
  
- On a case by case basis, authorizes Deans to reward faculty who supervise an unusually large volume of graduate student work during the summer months.
  
- Changes procedures depending upon the funding of the summer compensation.