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SECTION: Human Resources

SUBJECT: Summer Compensation for Faculty

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POLICY FOR: All Campuses
PROCEDURE FOR: All Campuses
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ISSUED BY: Division of Human Resources

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I. Policy

- 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. Summer employment is not considered dual employment, which covers 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
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 be earned for teaching over the entire summer, to include Maymester, Summer I and Summer II.
 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.

- C. Sponsored Research, and Other Duties Not Related to a Regular Summer Session
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.
- D. Remuneration for Summer Thesis and Dissertation Supervision
 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.
 2. Deans and, where appropriate, department chairs, may reward faculty who supervise an unusually large number of theses, dissertations, internships, or field study during the summer months. Such remuneration will only be approved on a case-by-case basis.
- E. Conflict of Interest
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.

II. Procedure

- 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.
- B. Only nine-month tenured or tenure track faculty who will teach and be compensated 100% from "A" funds should be reported on this document.
- 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.
- 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).

- E. Compensation for the following categories of summer faculty should be reported on the PBP-2 form:
1. faculty hired on an annual appointment,
 2. faculty compensated by a department other than their home department,
 3. teaching and research faculty compensated from sources other than “A” funds,
 4. teaching and research faculty working on dates other than the established summer school dates.

Summary of Substantive Changes

- *Adds Maymester as a 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.*