



Cheryl L. Addy, Ph.D.  
Vice Provost and Dean of Graduate Studies

DATE: March 22, 2021

TO: Academic Deans and HR Contacts

FROM: Cheryl L. Addy

RE: 2021 Summer Compensation for Faculty

Policy HR 1.81 Summer Compensation for Faculty includes *Guiding Principles for Determining Summer Compensation* for USC Columbia faculty. The intent of these principles is to encourage fair and consistent distribution of summer compensation. If a faculty member is paid from department 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. Please refer to policy HR 1.81 when processing summer compensation.

- All offers of compensation must follow policies and procedures, as established by the University and the State Office of Human Resources and reflected in policy HR 1.81. Faculty do not accrue sick leave while in temporary status for summer employment.
- All offers to faculty to teach a course are subject to sufficient enrollment and should state such in a written offer signed by the instructor. The unit should not submit paperwork for summer compensation until any enrollment contingency has been satisfied.
- The preferred pay rate for full-time faculty is the equivalent of the academic year daily rate, but circumstances may require a lesser compensation.
- For faculty with a nine-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 33.33% of the faculty member's preceding academic year salary (based on 65 workdays).
- For faculty with a 10 .5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.
- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

Any exceptions require prior approval from the Office of the Provost. Please direct any questions you may have to Ms. Vicki Lewter (Lewterv@mailbox.sc.edu).

c: Caroline Agardy, Vice President, Division of Human Resources  
Joyce Riley, Manager, Workforce Services and Operations, Salary Administration  
Vicki Lewter, Human Resources Manager, Office of the Provost