

2025 Summer Compensation Reference Guide



Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

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2025 Summer Deadlines to have Hire Forms to Dean's Office

Session	Due Date
Full Summer Session (3S0) May 12 – July 31	Tuesday, April 29
6-Week Session I (3S1) May 12 - June 19	Tuesday, April 29
6-Week Session II (3S2) June 23 – July 30	Thursday, May 29
3-Week Session I (3S3) May 12 – May 29	Tuesday, April 29
3-Week Session II (3S4) June 2 - June 18	Wednesday, May 14
3-Week Session III (3S5) June 23 – July 9	Thursday, May 29
9-Week Session (3S6) June 2 – July 29	Wednesday, May 14

Keep in mind that the summer session dates above do not include exam dates. For TFACs to retain their systems access, you will want to hire them through the exam date(s). You can find the Summer 2025 Schedule, to include exam dates, on the [Registrar's website](#).

SUMMER INSTRUCTION OVERVIEW AND PROCESS

Summer Instruction FAQs
What is summer instruction?
Compensation for summer school instruction includes the full summer session and any parts of term as defined by each campus.
Who is eligible to receive summer instruction?
FTE Faculty (professional-track, tenure-track, and tenured); Temporary Faculty (TFAC); GAs
When can someone receive summer instruction?
May 12, 2025 – July 29, 2025 (dates determined by summer session , including exams)
What funding should I use for summer instruction?
All summer instruction pay should be charged to departmental summer chart-fields: CL071 XXXX30 A0001 103 Accounts codes for summer instruction pay are as follows: FTE faculty – 51330 TFAC – 51600 GAs - 51400
When is a request required for summer instruction?
A request is required for ALL summer instruction regardless of position type.
What should be included in the justification on PBP-2S for summer instruction?
The full course title and details as to why it is necessary for this individual to teach this course, enrollment info, etc. <u>AND the funding combo code.</u>
What if I have someone who is teaching and receiving summer ECOM?
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eForm. Once the request is approved, you will submit each action on separate HCM Summer Hire eForm (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eForm of the second action.

SUMMER INSTRUCTION PROCESS

1. Approval:

Once approved by the Curriculum Management Team the approval spreadsheet will be updated in Teams

If the request is for a TFAC who did NOT work in Spring 2025, STOP HERE.
Process the hire via PeopleAdmin.

2. Offer Letter:

Draft the appropriate summer compensation offer letter based on the university templates and send to the faculty member to sign.

3. FTE Summer hire eForm:

Submit Summer Hire eForm in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

TFAC, WHO TAUGHT IN SPRING

TFAC PBP-2S paper form:

Fill out and email the Summer Employment Form (PBP-2S), the College approval, and signed summer offer letter to your assigned HR Manager for processing.

SUMMER ECOM OVERVIEW AND PROCESS

Summer ECOM FAQs
What is summer ECOM?
Compensation for sponsored research/other duties not related to teaching in summer sessions, also known as extra compensation.
Who is eligible to receive summer ECOM?
FTE Faculty who are out of their pay basis.
When can someone receive summer ECOM?
<ul style="list-style-type: none"> ➤ For 9-month FTE Faculty: May 16, 2025 – August 15, 2025 ➤ For 11-month FTE Faculty: ECOM can only be requested during their designated month off.
What should be included in the justification on the request for summer ECOM?
A detailed description as to what research or duties will be performed to warrant extra compensation. This information will also be required to include in their ECOM offer letter.
When is a request required for summer ECOM?
A request is required for <u>ALL</u> summer ECOM regardless of funding source.
What is the maximum compensation for summer ECOM?
*For 9-month FTE Faculty: 33.85% of their preceding academic year salary (as of 5/15/2025)
*For 11-month FTE Faculty: 9.36% of their preceding academic year salary (as of 5/15/2025)
What if I have someone who is teaching and requesting summer ECOM?
You will submit a request for each on the appropriate request forms. HCM does not yet have the functionality to support submitting both summer instruction and ECOM on the same eForm. Once the request is approved, you will submit each action on separate HCM Summer Hire eForm (one for instruction and one for ECOM). Once you submit the first action, you will see that hire represented on the eForm of the second action.

SUMMER ECOM PROCESS

1. **Request:**
Submit the online [Summer Compensation Request](#) form for ALL summer ECOM.
2. **Approval:**
The request will be reviewed by Dean's Office HR and Budget/Grants and then you will receive an email of approval or denial from your assigned [CAS HR Manager](#).
3. **Offer Letter:**
Draft the summer compensation offer letter based on the university template for FTE faculty, adding details about the responsibilities of the faculty member during this ECOM appointment, send to the faculty member to sign.
4. **Summer Hire eForm:**
Submit the Summer Hire eForm in HCM Peoplesoft, attaching the College approval and signed summer offer letter.

2025 Summer Instruction Compensation Guide

This guide applies to in-person and online (web-based) courses taught during the summer. It does not apply to Education Abroad.

Education Abroad guidance can be found in the [CAS Faculty-Led Education Abroad Programs Policy](#).

Lecture Courses

A. Natural and Physical Science-based Disciplines

The following compensation rates are applicable to Full-Time Employee (FTE), Temporary Faculty (TFAC) and Graduate Teaching Assistants (GTAs) in these specific units: BIOL, CHEM, ENVR, GEOG, GEOL, MATH, MSCI, PHYS, STAT.

Degree Level	3 credit hour course	2 credit hour course	1 credit hour course
FTE* & TFACs with Ph.D.	\$7,500	\$5,000	\$2,500
TFAC with Master's	\$6,000	\$4,000	\$2,000
Graduate Teaching Assistants	\$6,000	\$4,000	\$2,000

**Compensation for FTEs may not exceed rates established by HR for 9- and 11-month employees for all summer pay.*

B. Art, Humanities and Social Science-based Disciplines

▪ Full-Time Faculty (FTE)

The following compensation rates are applicable to FTE faculty in Art, Humanities and Social Sciences.

- Compensation is calculated at 2.5% of the preceding academic year 9-month base salary per credit hour, not to exceed 2,500 per credit. This would equate to 7.5% for the typical three credit hour course, with a cap of \$7,500.
- FTE compensation will not be lower than the TFAC rates for equivalent degrees.

Degree Level	3 credit hour course [7.5% of 9-month base salary]	2 credit hour course [5% of 9-month base salary]	1 credit hour course [2.5% of 9-month base salary]
FTE Faculty with Ph.D./Terminal*	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$5,000 Minimum	\$3,400 Minimum	\$1,700 Minimum
FTE Faculty with Master's*	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$4,000 Minimum	\$2,700 Minimum	\$1,400 Minimum

**Compensation for FTEs may not exceed rates established by HR for 9- and 11-month employees for all summer pay.*

▪ **Temporary Faculty (TFAC) & Graduate Teaching Assistants (GTAs)**

The following compensation rates are applicable to Temporary Faculty (TFAC) and Graduate Teaching Assistants (GTAs).

Degree Level	3 credit hour course	2 credit hour course	1 credit hour course
TFAC with Ph.D./Terminal degree	\$5,000	\$3,400	\$1,700
TFAC with Master's	\$4,000	\$2,700	\$1,400
Graduate Teaching Assistants (GTAs)	\$4,000	\$2,700	\$1,400

Lab Courses and Sections

- **\$1,900** per section (regardless of employee status)

Summer Enrollment Number Minima and Compensation Rate Adjustment

The table below indicates course enrollment minimums per course level and the adjusted compensation rate scale. One week before classes begin, courses that do not meet the 50% compensation enrollment minimums or whose faculty elect not to teach at reduced compensation will be cancelled by the college.

Course Level	Course Level	100% Compensation	75% Compensation	50% Compensation
Undergraduate	100 & 200	24 or more	18	12
Undergraduate	300 - 600	20 or more	15	10
Graduate	700 & 800	8 or more	6	4

Additional Guidance

- Guidance in this document is reflected in policy [HR 1.81 Summer Compensation for Faculty](#).
- This guide does not apply to Education Abroad instructional support. Education Abroad guidance can be found in the *CAS Policy: Faculty-Lead Education Abroad Programs*.
- More details can be found in the *CAS Summer 2025 Instructional Hiring and Compensation Memo*.
- Additional Summer Compensation guidance and instructions are updated annually and located on the [CAS Human Resources and Faculty Development webpage](#).

The information included in this handout can also be found in the *CAS Summer 2025 Instructional Hiring and Compensation Memo*.