THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER    3-001

28 September 2020

TEACHING SUMMER CLASSES AND SEMESTER
OVERLOAD TEACHING POLICY

1. PURPOSE

The Citadel strives to provide the optimal student-teacher ratio in all courses that it offers, as well as sufficient opportunities for research and continuing education for its faculty. The purpose of this memorandum is to announce the policy by which full-time faculty or adjuncts may be selected to teach and be compensated for summer classes. In addition, this memorandum establishes selection processes and compensation rates for overload classes.

2. REFERENCE

S.C. Doce Ann. 59-121-50 (Law Co-op, 1976)

3. DEFINITIONS

A. No Definitions Included

4. POLICY

A. The Citadel does not guarantee summer teaching to faculty members. Summer teaching opportunities are based upon student demand and the commitment of the institution to offer a summer program of high quality.

B. Faculty members are not required to teach in the summer. Faculty members may be asked their preference(s) for summer teaching. However, such a request is not a commitment on behalf of the institution to offer summer employment.

C. Department heads may use additional criteria such as seniority or a system of rotation to allocate summer teaching opportunities. However, any such additional departmental criteria (or methodologies) are secondary to the institutions criteria (stated above) of student need and quality of program. Quality of the summer program is based upon the qualifications of faculty members to teach the course offered in the summer and on the basis of the department head’s evaluation of teaching for the professor’s consideration for teaching the course to be offered in the summer program. Department heads will consult with the appropriate dean regarding decision for summer teaching.
D. Members of the regular Citadel faculty teaching in the Maymester and summer sessions will be paid the rates set forth below. All rates are calculated on faculty member’s 9-month base-pay. The compensation for a full-time teaching load for a single summer session will not exceed 16.65% of the faculty member’s base pay for the current academic year except as noted below in laboratory courses. Base pay excludes any annual salary supplements. Approval by the Provost and Dean of the College is necessary for a faculty member to teach more than one course, graduate or undergraduate, during Maymester, or more than two courses during any single summer term, or during Maymester and summer terms overlapping Maymester. A faculty member teaching Maymester and both summer terms may not receive more than 33.3% of his or her base pay for the current academic year, excluding supplements.

E. For Maymester and both summer sessions, compensation will be calculated as follows: for non-laboratory courses, the pay will be 2.5% of annual base salary per credit hour; base salary excludes any supplements, per credit hour as defined in the catalog.

F. For laboratory courses defined in the catalog, compensation will be calculated by using the credit hour pay or 2.5% per credit hour plus 1.25% for the contact hours beyond the credit hours already used for the credit hour pay calculation. Other variations in contact hours are treated in the same manner.

G. The following table illustrates the percentage of base salary for summer compensation for a number of common situations described in section E and F.

<table>
<thead>
<tr>
<th>Non-laboratory Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit hour</td>
<td>2.5%</td>
</tr>
<tr>
<td>2 credit hour</td>
<td>5.0%</td>
</tr>
<tr>
<td>3 credit hours</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laboratory Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit hour lab (two contact hours)</td>
<td>3.75%</td>
</tr>
<tr>
<td>4 credit hour course (including lab</td>
<td>11.25%</td>
</tr>
<tr>
<td>for a total of five contact hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credit hour course (4 contact hours)</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

H. Internship, Practicums, and Independent Study Courses

a. Internship Courses require 27 students to earn full compensation except in the case where an external accrediting body has pre-determined limits on course enrollments for mandatory internships. Faculty may combine internship courses in the same term to reach the minimum enrollment. Compensation for internship
supervision of less than 27 students will be calculated by dividing the number of students by 27 and multiplying that number by the 2.5% per credit hour rate of the faculty member. For example, a 3 credit hour internship course with 15 students will be compensated at 15/27th of 7.5% of the faculty member’s salary.

b. Practicum Courses require 15 students to earn full compensation except in the case where an external accrediting body has pre-determined limits on course enrollments for mandatory practicums. Faculty may combine practicum courses in the same term to reach the minimum enrollment. Compensation for practicum supervision of less than 15 students will be calculated by dividing the number of students by 15 and multiplying that number by the 2.5% per credit hour rate of the faculty member. For example, a 3-credit hour practicum course with 10 students will be compensated at 10/15th of 7.5% of the faculty member’s salary.

c. Independent Study Courses of 3 or less students are not compensated; Independent Study Courses of this variety count as service. For independent study courses between 4 to 12 students, they will be compensated with item k of this memorandum during summer school. In the summer terms (Maymester, Summer I, Summer II, or Full Summer) a faculty member with the approval of the department head and dean, may choose to convert a low enrolled course to an independent study. The faculty member may be compensated for this course conversion at the rate of a typical summer course if the course is a required course for the student to graduate and there is no other option for the student in order to keep the student on track for graduation as confirmed by the Registrar’s Office.

I. Total compensation for teaching a single term (Maymester, Summer I & II, and full Summer), will not exceed 16.65% of the nine-month base for the current academic year, less supplements except in the case of added laboratory compensation described above. Total compensation for teaching Maymester and two summer terms (including full summer terms), will not exceed 33.3% of nine-month base pay for the current academic year less supplements.

J. Faculty who teach an overload during the academic year will be compensated at the same rate per course as for summer school teaching. The limit for added compensation for teaching is 16.65% for the academic year (Fall and Spring terms).

K. An average class size of over 20 students is needed to meet direct operating costs for Maymester and summer school. As a result, no class or section with fewer than 10 enrollees will be authorized except with express approval of the Associate Provost or their designee. The Associate Provost or their designee will consult with the appropriate academic dean concerning academic need prior to canceling classes. If approval is granted, faculty compensation may be prorated based on the number of enrollees. For example, if a class has 8 enrollees and approval is granted to hold the class, the compensation may be 8/10ths of full compensation.
The Citadel faculty member assigned to teach any course for which compensation is to be prorated will be notified and given the opportunity to decide whether to teach the course on this basis. If a member of The Citadel faculty does not wish to teach the course at the approved rate of compensation, the department head will be authorized to hire an adjunct at the adjunct rate.

L. Adjunct Pay Rates for summer school teaching are established annually and are available from the Provost Office.

M. Full time Adjuncts pay rate is set-out in the terms of their annual contract. Full time adjuncts teaching summer school will receive 2.5% of the annual base pay, following the same compensation rules as full-time Faculty.

N. Any exception to this policy must have the approval of the Provost and Dean of the College.

5. COMPLIANCE

Failure to comply with this policy may prevent faculty from receiving the appropriate compensation.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by “Responsible Official” on 28 September 2020

For non-substantive changes, identify all dates of revision, if any, with a brief description of the changes.

B. Responsible Department:

Office of the Provost

C. Responsible Official:

Provost

D. Cross References:

College Regulations

7. RESCISSION

Memorandum 3-001, dated 30 July 2009, is rescinded.

8. REVIEW
This policy shall be reviewed by The Provost at least every two (2) years and revised as necessary.

FOR THE PRESIDENT:

OFFICIAL //SIGNED, SCS, 28 SEPTEMBER 2020//
Sally C. Selden, PhD
Provost