

# SUMMER TEACHING AND NON-TEACHING POLICIES AND REGULATIONS

Summer 2023

## Important Information

- 'Summer' is defined as May 16 - August 15 and is included in AY 22-23 for all load and compensation consideration.
- Summer offerings should be based on the needs of our students.
- Summer rates are based on the current (AY 22-23) faculty base salaries. Salary sheets will be provided to each department chair by HREO.
- Summer **teaching** compensation cannot exceed 30% of the faculty member's annual base salary.
- Teaching loads are limited to 2 courses in any one summer session, and a maximum of 4 courses over the summer.
- Workflows/paperwork should be submitted for paid teaching only. Internships, etc. not submitted for payment will not count towards the maximum number of classes for summer.
- Low-enrolled courses under consideration for cancellation should be cancelled with at least 2 full business days before the first day of class (i.e. by 5:00pm on Wednesday for a class starting on a Monday), so that students have an opportunity to enroll in another course.
- Chairs will solicit commitments from faculty as to teaching scheduled classes **regardless of enrollment**. If a faculty member drops out, chairs may reassign or cancel the affected section(s).
- **Courses not cancelled prior to the first day of class must go forward. However, the number of students (per head calculations) will be based on the number of students enrolled after 5pm the 2<sup>nd</sup> day of class.**
- Compensation for low enrolled courses/labs will not be calculated or processed by the Provost Office until after 5pm the 2<sup>nd</sup> day of class. The rosters at that time will be used for compensation calculations; **there will be no changes in pay rates related to drops or adds to classes.**
- All workflows/paperwork for summer teaching must be in the Office of the Provost **before the first day of class**.
- Non-teaching duties outside of the faculty member's base period will be paid out as Extra Compensation.
- Non-teaching compensation for the summer cannot exceed the faculty member's Daily Rate (DR). Daily rates are determined by using the current faculty base salary (AY 22-23).
- Faculty may not earn more than their Daily Rate for **non-teaching** duties, regardless of approved grant budgets. The 30% restriction is for **teaching** duties.
- Faculty members who complete the newly developed OER (Open Educational Resources) training and adopt instructional materials that qualify the class for OER designation will be compensated at \$200/course (not section) in addition to teaching compensation, assuming course enrollment of at least 10. OER training will be provided virtually with Scholarly Engagement Librarian, Ariana Baker ([abaker@coastal.edu](mailto:abaker@coastal.edu); 843-349-5001). To view upcoming OER training and to register, please visit the [training registration site](#). *Required OER Training:* OERs and Academic Success: Textbook Access, Affordability, and Inclusion.
- **Faculty may NOT teach 2 classes in a single summer session and perform extra compensation duties during the same time period. (Note that MATH XXX A and B for the same course taught by the same instructor in the same time period will be treated as one (1) four-credit class for this purpose.)**
  - [Dual Employment and Outside Employment](#) FAST-HREO 217
  - [Volunteers](#) UNIV-HREO 445
- Examples provided in this packet are based on paid 3 credit/contact hour courses. Adjustments should be made up/down for courses with more/less credits or contact hours.

## SUMMER ENROLLMENTS AND COMPENSATION

- Summer teaching should allow a fair distribution of summer compensation to all interested faculty, and courses offered should maintain the same integrity as during the academic year. It is expected that Department Chairs will work closely with the appropriate Dean to guarantee the availability of specific courses needed for Graduate programs.
- Students pay tuition based on credit hours. As such, credit hours drive the compensation for faculty in the summer. **A regular 3-credit course (undergraduate and graduate) will be paid out at the full 7.5% with 10 students minimum. Labs associated with a 3-credit course will count as a full course, and will be paid at the full 7.5% with 10 students minimum.** This gives the university sufficient revenue to cover other expenses.
- Enrollment of less than 10 students in a course are paid at pro-rated rates determined by the total number of students in the course. All special requests, including justifications, should be emailed to Monica Streicher at [mstreich@coastal.edu](mailto:mstreich@coastal.edu) for the Provost's consideration.

### ➤ **Multiple class and/or lab sections**

Requires 32 minimum combined enrollment to offer more than 1 section of the same course and/or lab. Each section is treated independently for determining pay rate.

### ➤ **PALS / Applied Lessons**

These courses will be compensated at flat rates based on faculty member's status as new hire or continuing hire.

*The continuing hire rate is given for instructors who have taught the IMMEDIATE previous four major semesters (Fall and spring). This rate is effective in the 5<sup>th</sup> major semester of teaching.*

- PALS courses (1 cr): 8 students minimum = flat rate of \$771 (new hire rate) or \$925 (continuing hire rate) per course
- Applied lessons (1 cr): \$685 per student

## SUMMER TEACHING COMPENSATION CALCULATIONS

➤ **For each section of a 3-credit or 3-contact hour course offered:**

<u>Enrollment</u>	<u>Compensation</u>
1-5	Pro rate based on <b>overload rate*</b> (ex. $\$4116/10$ students = $\$411.60 \times 4$ students = $\$1646.40$ )
6	60% of 7.5%
7	70% of 7.5%
8	80% of 7.5%
9	90% of 7.5%
10-20:	100% of 7.5%

\*Overload rate is based on credentials.

➤ **Additional compensation per course per instructor:**

When enrollment for a given course and given instructor hits 21, the chart below is in effect.

*This applies whether enrollment exceeds 20 in a single section, or if a second section is offered.*

<u>Total Enrollment</u>	<u>Amount Added to 7.5% Compensation</u>
21-25	Pro rate based on <b>overload rate*</b> (ex. 22 enrolled: $\$4116/10$ students = $\$411.60 \times 2$ addn'l students = $\$823.20$ added to 7.5%)
26	60% of 7.5%
27	70% of 7.5%
28	80% of 7.5%
29	90% of 7.5%
30+:	100% of 7.5%

\*Overload rate is based on credentials.

**IMPORTANT NOTE:** This additional pay can limit instructors' ability to teach more sections, as total teaching compensation cannot exceed 30% during the summer. For example, if an instructor teaches a Maymester section with 30 students, they can be paid 15% for that course. They are then only eligible to teach two more courses at 7.5% for the remainder of the summer.

➤ **Special Situation:** Lecturers whose 7.5% of their base salaries is less than their overload rate.

These instructors will receive compensation based on their overload rate, determined by their credentials.

<u>Enrollment</u>	<u>Compensation</u>
1-5	Pro rate based on overload rate* (ex. $\$3777/10$ students = $\$377.70 \times 4$ students = $\$1510.80$ )
6	60% of overload rate
7	70% of overload rate
8	80% of overload rate
9	90% of overload rate
10-20:	100% of overload rate

\*Overload rate is based on credentials.

## OVERLOAD RATES FOR FACULTY

Use the charts below to determine appropriate overload rate for faculty members for use in calculating summer compensation.

<b>Permanent Faculty</b> <i>(Lecturers, Assistant Professors, Associate Professors, Professors)</i>		
<i>Base rate for the overload will be determine by their credentials as follows:</i>		
	<b>1cr/contact hr</b>	<b>3cr/contact hrs</b>
MASTERS DEGREE ONLY IN THE TEACHING DISCIPLINE	\$1259	\$3777
MASTERS DEGREE IN THE TEACHING DISCIPLINE + GRADUATE CERTIFICATE	\$1282	\$3846
TERMINAL DEGREE IN THE TEACHING OR RELATED DISCIPLINE	\$1372	\$4116

<b>Temporary Faculty</b> <i>(Teaching Associates)</i>		
<i>Base rate for the overload will be determined by their credentials as follows:</i>		
	<b>1cr/contact hr</b>	<b>3cr/contact hrs</b>
<b>NEW HIRE</b> W/ MASTERS DEGREE ONLY IN THE TEACHING DISCIPLINE	\$1144	\$3432
<b>NEW HIRE</b> W/ MASTERS DEGREE IN THE DISCIPLINE + GRADUATE CERTIFICATE	\$1259	\$3777
<b>NEW HIRE</b> W/ TERMINAL DEGREE IN THE TEACHING DISCIPLINE	\$1282	\$3846
<b>CONTINUING HIRE</b> W/ MASTERS DEGREE ONLY IN THE TEACHING DISCIPLINE	\$1259	\$3777
<b>CONTINUING HIRE</b> W/ MASTERS DEGREE IN THE TEACHING DISCIPLINE + GRADUATE CERTIFICATE	\$1282	\$3846
<b>CONTINUING HIRE</b> W/ TERMINAL DEGREE IN THE TEACHING DISCIPLINE	\$1372	\$4116

**New Hires** are defined as any Teaching Associate who has **not** taught at CCU for the previous 4 consecutive major semesters (Fall and Spring). Teaching Associates are eligible for the **Continuing Hire** rate in their 5<sup>th</sup> major semester and thereafter.

## CONCURRENT TEACHING AND NON-TEACHING COMPENSATION

Faculty may **NOT** teach 2 classes in a single summer session and perform extra compensation duties during the same time period.

Faculty members **may** teach a one-course equivalent during one summer session (½ day teaching) **and** concurrently work on a non-teaching assignment (½ day non-teaching duties). If the one-course equivalent is considered a full course, the faculty could earn the full 7.5% for teaching **and** ½ their daily rate for the non-teaching duties. (½ day non-teaching = ½ daily rate)

**(Note that MATH XXX A and B for the same course taught by the same instructor in the same time period will be treated as one (1) four-credit class for this purpose.)**

If a faculty member is teaching one class in Maymester and one class in Summer I, compensation may be earned up to ½ of the daily rate during this time period because these classes are over 2 different summer sessions.

### Working at Other State Agencies

Dual Employment at another South Carolina State Agency must follow the same Dual Employment guidelines. During the summer, a faculty member cannot earn more than their daily rate for non-teaching duties. Dual Employment at other state agencies in South Carolina requires preapproval from the faculty member's administrative channel before the work is performed.

## NON-TEACHING SUMMER COMPENSATION

NON-TEACHING compensation is for duties such as sponsored research, administrative duties, internal grants, and any other duties not related to teaching.

- Non-teaching duties outside of the faculty member's base period will be paid out as **Extra Compensation**. Extra Compensation will be paid on regular payroll dates **during the period the work is performed**.
- Extra Compensation paperwork **may** cross fiscal years.
- Extra Compensation **may not exceed** the faculty member's calculated Daily Rate.
- Daily Rates are determined by using the salary from the current academic year (AY 22-23).
- Daily Rates may be earned only for work days. Weekends and holidays are excluded unless written documentation that specific work was performed is included with the request.
- Any person who is a Teaching Associate during the regular academic year, if hired during the May 16-Aug 15 period for non-teaching duties, must be hired as Temporary Staff.
- Faculty may **NOT** teach 2 classes in a summer session and perform Extra Compensation duties during the same time period. (Note that MATH XXX A and B for the same course taught by the same instructor in the time period will be treated as one (1) four-credit class for this purpose.)
- Approved Grant projects may have funding allocated for "Extra Compensation" that exceeds the amount the employee can earn. **No employee can earn more than their daily rate in the summer, regardless of approved grant budgets.**

## PROCEDURES FOR SUMMER COMPENSATION

A **confidential** "Faculty Summer Salary Worksheet" is generated by Human Resources and intended as a "quick reference". This will be distributed to each Department Chair and the Dean. Those sheets contain the following information:

- employee name
- department
- current salary
- calculated daily rate
- salary rates of 7.5%, 15% and 30% of base earnings from the current academic year (AY 22-23).

Department chairs are advised to note each payment made to a faculty member on the worksheets as reference. This should include all payments for teaching by session and non-teaching compensation by time period.

HREO will **reconfirm** eligibility for compensation based on state regulations and University policy. **Any paperwork or transactions not in compliance will be returned to the Dean and may delay payment.** Any transactions requiring return and still unresolved by the time of payroll processing will be held and entered for the next payroll period.

### Workflows

- **Full-time slotted faculty** summer teaching compensation and non-teaching compensation (**except external grants\***) must be submitted on the **Slotted Faculty Summer Employment Workflow (XSF)**.
  - Once the workflow has reached the Office of the Provost and is approved by the Provost, it will be forwarded to HREO.
- **Teaching Associate** summer teaching compensation must be submitted on the **Teaching Associates workflow (XTF)** (returning temporary faculty only).
  - These must be initiated by the department where the course/work resides.
  - Departments **MUST complete** the Teaching Associate hiring process by printing the electronic offer letter signed by the Dean and Provost, then have the Teaching Associate sign
  - Department **MUST** send the paper offer letter to HREO AND update the workflow system to reflect the offer letter status: (Y) has been signed and sent to HREO **in order to complete the process**
- **Teaching Associates** hired in the summer for **non-teaching duties** must be hired as Temporary Staff, not as a Teaching Associate. **This cannot be done through workflow.**
- See last page of Summer Compensation packet for more workflow direction.

### Paperwork

- All **new** Teaching Associates teaching in the summer must be hired **in PeopleAdmin**.
- **\*External grant funding** for a teaching or non-teaching assignment must be submitted on paper to the Office of Sponsored Programs and Research Services **prior to** the document coming to the Provost. Sponsored Programs will forward the documents to the Provost after confirming funding. **This process should be followed for all grant funding, no matter the time period.**

## DEADLINES AND DATES

**All workflows/paperwork for summer classes must be submitted to the Office of the Provost before the first day of class.** Timeliness of compensation payments will be based on receipt of transactions by the appropriate processing deadlines.

Courses under consideration for cancelling (due to low enrollment) should be cancelled with at least 2 days before the first day of class, so that students have an opportunity to enroll in another course.

Courses not cancelled prior to the first day of class, must go forward. However, the number of students (per head calculations) will be based on the number of students enrolled after 5pm the 2<sup>nd</sup> day of class.

Compensation for low enrolled courses/labs will not be calculated or processed by the Provost Office until after 5pm the 2<sup>nd</sup> day of class. After that time, there will be no changes in pay rates related to drops or adds to the class.

Deadlines for submitting paperwork for summer pay are as follows:

Term	XSF/XTF/Dual due to Provost Office on or before	Pay Dates	Classes Begin	Classes End
Maymester (3 & 4 wks)	May 5, 2023	May 31, June 15	May 8*	June 2 (4 week)
Summer I	June 2, 2023	June 30, July 15	June 5	July 7
Summer (8 week session)	June 2, 2023	June 30, July 15, July 31	June 5	July 25
Summer II	July 7, 2021	July 31, August 15	July 10	August 4

\*Note that Maymester courses begin on May 5, but all paperwork must indicate May 16 as the start date of work.

**Extra Compensation** for non-teaching duties will be paid on regular payroll dates **during the period the work is performed.**

Any transactions requiring return and still unresolved by the time of payroll processing will be held and entered for the next payroll period. There will be no “catch-up” wages for delayed or unresolved transactions. Compensation will be disbursed equally among remaining pay periods.

## SUMMER 2023 WORKDAYS

Month	Dates (Inclusive)	# Working Days	Exclusions
May	May 16 - 31	11	May 29 <sup>th</sup> holiday, does not count as a work day
June	June 1 – 30	22	
July	July 1 - 31	20	July 4 <sup>th</sup> holiday, does not count as a work day
August	August 1 - 15	11	

**TOTAL SUMMER WORKDAYS = 64**

## SUMMER TEACHING LOADS AND POSITION NOTES

Approved grant projects may have funding allocated for "Extra Compensation" that exceeds the amount the employee can earn. **No employee can earn more than their Daily Rate in the summer, regardless of approved grant budgets.**

Faculty may NOT teach 2 courses in a single summer session and perform Extra Compensation duties during the same term.

### ➤ **9-Month Faculty**

- Teaching loads are limited to 2 courses in any one summer session, and a maximum of 4 courses over the summer. Summer teaching should always be paid through workflow, unless there is a need for more explanation than comments fields will allow.
- Non-teaching duties from May 16-Aug 15 must be submitted as, and will be paid out as, **Extra Compensation**.

### ➤ **10-Month Faculty**

- May teach up to 3 courses, over at least 2 summer sessions, and at least one must be distance learning.
  - Summer teaching **should** be paid through workflow, unless there is a need for more explanation than comments\_fields will allow.
- Non-teaching duties **during the 10-month base period** must be completed as **Dual Employment**.
  - Dual employment paperwork **cannot** cross fiscal years.
  - You must submit 2 sets of paperwork if the dual employment crosses the fiscal year dates.
- Non-teaching duties **outside of that 10-month base period** must be paid out as **Extra Compensation**.

➤ **Coordinators (9+1)** Load to be determined by Dean/Chair based on students & faculty (+1 is for summer)

### ➤ **11-Month Faculty**

- May teach up to 2 courses with compensation, but at least one must be distance learning.
  - Summer teaching **should** be paid through workflow, unless there is a need for more explanation than comments fields will allow.
- Non-teaching duties during the 11-month base period must be completed as **Dual Employment**.
  - Dual employment paperwork **cannot** cross fiscal years.
  - You must submit 2 sets of paperwork if the dual employment crosses the fiscal year dates.
- Any non-teaching duties **outside of that 11-month base period** must be paid out as **Extra Compensation**.

➤ **Department Chair (9+2)** Load to be determined by Dean based on students & faculty (+2 is for summer)

### ➤ **12-Month Faculty**

- May teach up to 2 courses with compensation, at least one must be distance learning, **and both must be outside of the normal work schedule**
- Employees cannot take annual leave and work dual employment.
- Employees cannot earn more than 30% of annual salary in a fiscal year (July 1 to June 30). This limit applies to all dual employment performed for CCU and/or other state agencies.
- 12-Month Faculty performing any additional duties, teaching or non-teaching is considered to be dual employment. Dual employment **cannot** cross fiscal years (July 1-June 30). Example, if work is being performed from June 16 – July 15, this would need to be on two separate dual employment forms: one for June 16 - June 30 and one for July 1 - July 15.

➤ **12-month Staff**

- Those who teach during the summer must do so **outside of their normal working hours.**
- Employees cannot take annual leave while working Dual Employment.
- Approvals from home departments must be made prior to the start of classes. Documentation must be submitted prior to the start of classes showing how hours will be made up IF the teaching occurs DURING their normal work day.
- Staff in non-exempt positions are not eligible to teach.
- Employees cannot earn more than 30% of annual salary in a fiscal year (July 1 to June 30). This limit applies to all dual employment performed for CCU and/or other state agencies.
- 12-Month Staff performing any additional duties, teaching or non-teaching is considered to be dual employment. Dual employment **cannot** cross fiscal years (July 1-June 30). Example: if work is being performed from June 16 – July 15, this would need to be on two separate dual employment forms: one for June 16 - June 30 and one for July 1 - July 15.