
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 describe the policy by which State Authorized Full-time faculty members may be selected to teach and be compensated for summer classes. This memorandum also establishes selection processes and compensation rates for overload classes.¹

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E. State Authorized (FTE) Full-

enrollments for mandatory practicums. faculty may combine practicum courses in the same summer 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 the resulting 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 members salary.

- c. Independent Study Courses of three (3) or fewer students are not compensated; Independent Study Courses of three (3) or fewer students count as service. Faculty teaching independent study courses with 4 to 12 students will be compensated pursuant to the provisions of Section 4.F, above. In the summer terms (Summer I, Summer II, or Full Summer) a faculty member, with the approval of the department head and dean, may elect to convert a low enrolled course to an Independent Study.

- H. Compensation for courses taught through study abroad are set by the Office of Study Abroad. Course compensation will vary based on a number of program characteristics, including but not limited to the type of study abroad experience, whether a faculty member is teaching and/or coordinating the program, length of program, and number of students. Faculty will work with the Office of Study Abroad office and agree to the compensation structure prior to undertaking the study abroad experience.

Compensation for summer Study Abroad may not exceed 33.3% of a faculty member's Base Salary. Compensation for Fall/Spring Study Abroad may not exceed 16.65% of a faculty member's Base Salary.

- I. Faculty who teach an overload during the academic year will be compensated at the same rate per course as for summer school teaching. Total compensation for teaching overload courses during the academic year (Fall and Spring terms) may not exceed 16.65% of faculty member's Base Salary.

- J. An average class size of over twenty (20) students is needed to meet direct operating costs for summer school. As a result, no class or section with fewer than ten (10) enrollees will be authorized except with express approval of the Associate Provost for Enrollment Management or designee. The Associate Provost or designee will consult with the appropriate academic dean concerning academic need prior to canceling classes. If approval is granted, faculty compensation will be prorated based on the number of enrollees, *i.e.* a class of 8 students will be compensated at a rate of 8/10ths of the appropriate compensation rate as described in Section 4.F, above. Full-time faculty may elect not to teach such classes of less than ten (10) enrollees, in such event, the department head may be authorized to hire an adjunct at the adjunct rate.

- K. Adjunct Pay Rates for summer school teaching are established annually and are available from the Provost Office.
- L. Any exception to this policy must have the approval of the Provost and Dean of the College.

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

Approved by the Provost on 18 July 2024.

Office of the Provost

Provost

[College Regulations](#)

Memorandum 3-001, dated 15 June 2021, is rescinded.

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

FOR THE PRESIDENT:

OFFICIAL

/s/ SALLY C. SELDEN, Phd
Provost and Dean of the College
Brigadier General, SCMU