

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

MEMORANDUM
NUMBER 3-1

30 July 2009

**MAYMESTER, SUMMER SESSION,
AND SEMESTER OVERLOAD TEACHING POLICIES**

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 General Order is to announce the policy by which faculty may be selected to teach and be compensated for summer classes. In addition, this General Order establishes selection processes and compensation rates for overload classes.

2. REFERENCE

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

3. 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 institutional 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 courses offered in the summer and on the basis of the department head's evaluation of teaching for the

professors considered for teaching the courses to be offered in the summer program. Department heads will consult with the appropriate dean regarding decisions for summer teaching.

- D. Members of the regular Citadel faculty teaching in the Maymester and summer sessions will be paid at the rates set forth below. In accordance with the prevailing policy of the South Carolina Budget and Control Board, the compensation for a full-time teaching load for a single summer session will not exceed 15% 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 30% 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, base salary excludes any supplements, per credit hour as defined in the catalog.
- F. For laboratory courses, the credit hours will be adjusted by using the credit hours plus one-half of the contact hours for the laboratory as defined in the catalog. The adjusted credit hours are multiplied by 2.5% to yield the percentage of base salary for compensation for teaching the course. 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.

Non-laboratory Courses

1 credit hour	2.5%
2 credit hours	5.0%
3 credit hours	7.5%

Laboratory Courses

1 credit hour lab	3.75%
4 credit hour course (including lab)	11.25%

Other

2 credit hour course (with 4 contact hours)	7.5%
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- H. Total compensation for teaching a single term will not exceed 15% of the base pay 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 will not exceed 30% of base pay for the current academic year less supplements.
- I. Faculty who teach an overload either in the College of Graduate and Professional Studies or the day program 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 30% for the academic year.
- J. 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 12 enrollees will be authorized except with express approval of the Dean of the Citadel Graduate College. The Dean 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 2/3 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.
- K. Adjunct faculty members will be compensated per course at the following rate.

1 credit hour lab (2 contact hours)	\$1035.00
2 credit hours lab and lecture	\$1469.00
3 credit hours	\$2300.00
4 credit hours lecture	\$3335.00
4 credit hours (3 lecture 2 lab)	\$4102.00
- L. Any exception to this policy must have the approval of the Provost and Dean of the College.

4. NOTES

- A. Dates of official enactment and amendments:**

Approved by Director of Citadel Staff on 30 July 2009

B. Responsible Department:

Provost

C. Responsible Official:

Associate Provost for Academic Affairs

D. Cross References

None

5. RESCISSION

Memorandum No. 3, dated 14 April 2006, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff