

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

MEMORANDUM  
NUMBER 3-001

01 July 2025

**TEACHING SUMMER CLASSES AND SEMESTER  
OVERLOAD TEACHING POLICY FOR STATE AUTHORIZED (FTE) FULL-TIME  
FACULTY**

**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 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.<sup>1</sup>

**2. REFERENCE**

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

S.C. Regs, 19-706.04

**3. DEFINITIONS**

- A. Base Salary: The nine-month salary for performing duties as a state authorized full-time faculty member of The Citadel; these duties include but are not limited to teaching, research, service, professional development. Base Salary as applied in this document does not include supplemental pay, stipends, administrative pay, honorariums or any other pay.
- B. Catalog: The Catalog published by The Citadel for the academic year immediately prior to the summer term or minimester in question.
- C. Credit Hour: Institutional unit which accounts for an amount of work represented in intended learning outcomes, verified by evidence of student achievement.
- D. Contact Hour: Any lecture or lab time when the professor is teaching the student. Usually, one contact hour consists of fifty (50) minutes in real time.

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<sup>1</sup> This policy does not address adjunct professors teaching during the summer term. For those selection procedures and compensation provisions, see "Policy for Adjunct Pay and Dual Employment Pay for Staff Teaching".

- E. State Authorized (FTE) Full-time faculty member: A faculty member whose employment position is authorized by the South Carolina General Assembly and eligible for all state benefits. Full-time faculty members in this category hold one of the following titles: Instructor, Senior Instructor, Assistant Professor, Associate Professor, Professor, or Chairholder.
- F. Adjunct: Is not a state issued (FTE) faculty and does not follow this policy. There are two types of adjunct professors: (1) An adjunct hired on a semester basis. Adjuncts in this category are not expected to be on campus except for teaching. (2) Appointed Full-time Visiting Assistant Professors, Adjunct Professor of Practice, or Adjunct Instructor. Adjuncts in this category receive an official appointment letter from the Provost and Dean of the College with an appointment term by the academic year. Adjuncts in this category participate in service and departmental and college-wide activities. Additionally, adjuncts in this category are expected to work a full-time schedule to include office hours. Refer to the Policy for Adjunct Pay and Dual Employment Pay for Staff Teaching regarding any questions about adjunct pay.

#### **4. POLICY**

- A. The Citadel does not guarantee summer teaching to faculty members. Summer teaching opportunities are based upon student demand, but are dependent on the ability of the institution to offer a summer program of high quality.
- B. The Citadel does not require faculty members to teach in the summer. The Citadel may solicit faculty members' preference(s) for summer teaching. However, such a request is not a commitment to offer summer employment.
- C. Department heads may use additional criteria, including but not limited to seniority or a system of rotation, to allocate summer teaching opportunities. However, departmental criteria and selection methodology are subject to student need and The Citadel's commitment to program quality. Quality of the summer program is based upon the qualifications of faculty members who teach the course and the department head's evaluation of teaching. Department heads will consult with the appropriate dean regarding decision(s) for summer teaching.
- D. Full-time faculty teaching in summer sessions will be paid the rates set forth below. All rates are calculated on the faculty member's Base-Salary. Total compensation for teaching summer terms (including full summer terms), will not exceed 30% of a faculty member's Base Salary.
- E. Approval by the Provost and Dean of the College is necessary for a faculty member to teach more than two courses during any single summer term.
- F. For full summer and both summer sessions, including minimester, compensation will be calculated as follows:

- a. For non-laboratory courses, 2.5% of annual base salary per credit hour, as prescribed in the course catalog.
- b. For courses defined as laboratory classes in the most recent course catalog, and for any other class for which “credit hours” and “contact hours” are not equal: (1) 2.5% of annual base salary per credit hour, plus (2) 1.25% of annual base salary for each additional contact hour in excess of the number of credit hours, as prescribed in the Catalog.
- c. Examples of common summer session situations

Non-laboratory Courses

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

Laboratory Courses

1 credit hour lab (two contact hours)	3.75%
1 credit hour lab (three contact hours)	5.00%
4 credit hour course (including lab for a total of five contact hours)	11.25%

Other

2 credit hour course (4 contact hours)	7.5%
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G. Internship, Practicums, and Independent Study Courses during Summer

The Citadel will compensate faculty members teaching internships, practicums, and independent study courses at 2.5% of annual base salary per credit hour, as prescribed in the course catalog, with the following conditions:

- a. Internship Courses require 30 students to qualify for full compensation, unless the appropriate accrediting body has pre-determined limits on course enrollments for mandatory internships. Faculty may combine internship courses in the same summer term to reach the minimum enrollment. Compensation for internship supervision of less than 30 students will be calculated by dividing the number of students by 30 and multiplying the resulting number by the 2.5% per credit hour rate of the faculty member. For example, a three-credit hour, three- contact hour internship course with 15 students will be compensated at 15/30th of 7.5% of the faculty member’s salary.
- b. Practicum Courses require 15 students to qualify for full compensation, unless the appropriate accrediting body has pre-determined limits on course

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 30% of a faculty member's Base Salary. Compensation for Fall/Spring Study Abroad may not exceed 15% 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 15% of faculty member's Base Salary.
  
- J. Total compensation for teaching overload courses during the academic year (Fall Spring, and Summer terms) may not exceed 40% of faculty member's Institutional Base Salary. Faculty should refer to the Institutional Base Salary Policy (Memorandum 3-603) for further guidance.
  
- K. 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.

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

M. 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 state issued FTE faculty from receiving the appropriate compensation.

## 6. NOTES

### A. Dates of Official Enactment and Amendments:

Approved by the Provost on 15 April 2025.

### B. Responsible Department:

Office of the Provost

### C. Responsible Official:

Provost

### D. Cross References:

[College Regulations](#)

## 7. RESCISSION

Memorandum 3-001, dated 18 July 2024, 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

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