



LP 3.10

Effective:
6/19/2018

Revised:
3/14/2023

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Academic
Affairs, VP for
Finance and
Administration

Affected Parties:
Faculty

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Faculty Summer Pay

1 Policy Statement and Purpose

This policy provides pay guidelines for full-time¹ faculty members teaching regular undergraduate and graduate courses over one or more summer terms.

2 Guidelines

- 2.1 The enrollment census date and time for determining summer pay will be the close of business on the second day of class of each summer term.
- 2.2 For a course with seven or more registered students, the faculty member will be paid \$1,575 per contact hour.
- 2.3 In accordance with the date and time on the summer contract, the faculty member's contract will be cancelled if the class has enrolled fewer students than the faculty member has agreed to teach.
- 2.4 For all courses that enroll fewer than seven students, the faculty member will be paid proportionately, based on the student enrollment in the course, up to the maximum of \$1,575 for seven or more students:

| Course Enrollment | Compensation/Contact Hour |
|-------------------|---------------------------|
| 7 or greater | \$1,575 |
| 6 | \$1,350 |
| 5 | \$1,125 |
| 4 | \$900 |
| 3 | \$675 |
| 2 | \$450 |
| 1 | \$225 |

- 2.5 The vice president for academic affairs and the vice president for finance and administration reserve the right to remove a proposed course with a small number of potential enrollees from the summer offering.

¹ The summer pay rate does not apply to adjunct faculty.

- 2.6 For a course that has a laboratory component (a class that during the fall or spring semester meets weekly for three hours of lecture and three hours of laboratory), pay will be calculated based on the contact hours for each (3 and 3, for a total of 6), provided that the class has seven or more students registered. If the course has six or fewer students, the pay will be prorated as stated in Section 2.4, and the lecture and laboratory must be taught by the same faculty member.
- 2.7 Regular full-time faculty will have priority when summer school schedules are proposed. The rate of pay during the summer terms may not exceed 40% of the employee's annualized salary. Written justification for any exceptions should be submitted to the South Carolina Division of Human Resources (DSHR) for approval by the Human Resources department.
- 2.8 This policy is subject to change annually.

3 Policy Administration

Vice President for Academic Affairs, Vice President for Finance and Administration.

4 Policy Revision History

- Policy updated and approved by the Provost and Vice President for Academic Affairs and the Vice President for Business & Administration in the Spring of 2018.
- Reviewed and approved by Human Resources on 6/4/2018.
- Reviewed and approved by General Council on 6/4/2018.
- Approved by the Board of Trustees on 6/19/2018.
- Policy updated and approved by the Provost and Vice President for Academic Affairs (VPAA) and the Vice President for Finance and Administration (VPFA) on 2/17/2023.
- Stakeholder review and provisional approval of policy on 2/24/2023.
- Draft revisions applied by Policy Coordinator on 2/24/2023.
- Reviewed by Board of Trustees Policy Committee on 2/26/2023.
- Final revisions adopted by VPAA, VPFA, and Policy Coordinator on 2/28/2023.
- Approved by the Lander University Board of Trustees on 3/14/2023.