



# McCausland College of Arts and Sciences

## UNIVERSITY OF SOUTH CAROLINA

### INSTRUCTIONAL COMPENSATION GUIDE

**DATE:** August 16, 2025 (Revised)

#### I. OVERVIEW

The Instructional Compensation Guide provides an institutional framework for departments and academic programs within McCausland College to address compensation rates for short-term staffing. This guide serves as an accompanying resource to the Faculty Workload and Course Enrollment policy.

During Fall and Spring semesters these compensation rates apply to:

- Temporary Faculty (TFAC),
- Graduate students hired as Instructor-of-Record outside of an assistantship (SGNA),
- Faculty or staff hired through dual employment (DLI), and
- FTE faculty hired on overloads.

During Summer and Winter terms these compensation rates apply to:

- All Instructors-of-Record and
- Graduate Instructional Assistants (GIA).

This document outlines:

- Compensation rates for all Instructors-of-Record who meet the criteria listed above and who are teaching group-based courses (lectures and labs), and
- Sliding pay scales for enrollments that fall below minimum standards.

The Office of the Dean approves compensation for all instructional hires covered under this guide.

Units may not make an offer of employment or assign an under-enrolled course without approval from the Office of the Dean.

This guide applies to all units within McCausland College and is subordinate to related policies outlined through USC Human Resources (HR) and to the Faculty Handbook. In cases of inconsistencies between this guide and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

Units are to follow HR procedures when hiring all instructors. All compensation rates are subject to university HR Policy requirements.

This guide does not apply to Education Abroad instructional support. Education Abroad guidance can be found in the [McCausland College Faculty-led Education Abroad Policy document](#).

## II. COMPENSATION RATES – FALL AND SPRING TERMS

### A. Lecture Courses

#### 1. Natural and Physical Science-based Disciplines

The following rates are applicable for Full-Time Employee (FTE) when compensated through overload pay, TFAC, and DLI in these specific units: BIOL, CHEM, ENVR, GEOG, GEOL, MATH, MSCI, PHYS, STAT.

Degree Level	4 credit hour course	3 credit hour course	2 credit hour course	1 credit hour course
FTE* & TFACs with Ph.D.	\$9,400	\$7,500	\$5,000	\$2,500
TFAC with Master's	\$7,900	\$6,000	\$4,000	\$2,000

#### 2. Art, Humanities and Social Science-based Disciplines

The following rates are applicable for Full-Time Employee (FTE) when compensated through overload pay, TFAC, and DLI.

Degree Level	4 credit hour course	3 credit hour course	2 credit hour course	1 credit hour course
FTE & TFAC with Ph.D./Terminal degree	\$6,900	\$5,000	\$3,400	\$1,700
FTE & TFAC with Master's	\$5,900	\$4,000	\$2,700	\$1,400

### B. Graduate Students not on an Assistantship (SGNAs)

Graduate Students hired as Instructors-of-Record outside an assistantship contract are hourly employees. Hours worked per week may not exceed limits established by the University for graduate students. Hourly rates for SGNA are provided in the [SGNA memo](#) issued March 1, 2025.

### C. Lab Courses and Recitation Sections

This rate is applicable for Instructors of Record (FTE on overload or TFAC), and/or students hired as Graders: \$1,900 per section (regardless of employee status).

### III. COMPENSATION RATES – WINTER AND SUMMER SESSIONS

#### A. Natural and Physical Science-based Disciplines

See Fall and Spring Term compensation table for FTE & TFAC rates.

#### B. Art, Humanities and Social Science-based Disciplines

##### 1. Full-Time Faculty (FTE):

The following compensation rates are applicable to FTE faculty in Art, Humanities and Social Sciences during Summer and Winter Terms. Compensation is calculated at 2.5% of 9-month base salary per credit hour, not to exceed \$2,500 per credit. FTE compensation will not be lower than the TFAC rates for equivalent degrees.

Degree Level	4 credit hour course [3-credit salary + \$1900]	3 credit hour course [7.5% of 9-month base salary]	2 credit hour course [5% of 9-month base salary]	1 credit hour course [2.5% of 9-month base salary]
FTE Faculty with Ph.D./Terminal*	\$9,400 Max	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$6,900 Min	\$5,000 Minimum	\$3,400 Minimum	\$1,700 Minimum
FTE Faculty with Master's*	\$9,400 Max	\$7,500 Maximum	\$5,000 Maximum	\$2,500 Maximum
	\$5,900 Min	\$4,000 Minimum	\$2,700 Minimum	\$1,400 Minimum

##### 2. Temporary Faculty (TFAC):

*See Fall and Spring Term compensation table for TFAC rates.*

#### C. All Graduate Students

The following compensation rates are applicable to all Graduate Students who serve as Instructors-of-Record. During the Summer, Graduate Students may be hired as TFAC provided they are not actively enrolled in classes. For graduate students who are enrolled, please contact CMDA for guidance regarding the proper hiring category. Hours worked per week may not exceed limits established by the University for graduate students.

**Graduate students who have a spring assistantship are not eligible to teach during Winter Term if the winter course end dates overlap with spring start dates, as this will impact the number of allowable work hours and GTA contractual obligations.**

Degree Level	4 credit hour course	3 credit hour course	2 credit hour course	1 credit hour course
Graduate Students	\$5,900	\$4,000	\$2,700	\$1,400

#### D. Lab Courses and Recitation Sections

The following rate is applicable for Instructors-of-Record (FTE or TFAC), Graduate Instructional Assistants (GIAs), and/or students hired as Graders: \$1,900 per section (regardless of employee status).

*\* Compensation for FTEs may not exceed rates established by HR for 9- and 11-month employees for all summer pay.*

### IV. ENROLLMENT REQUIREMENTS

#### A. Minimum Enrollment Numbers and Compensation Rate Charts

The tables below indicate course enrollment minimums per course level and the rate scale for adjusted compensation. Courses that do not meet the 50% compensation enrollment minimums, or whose faculty elect not to teach at reduced compensation, will be cancelled.

During the Fall and Spring, these rates apply to courses taught by temporary faculty (TFAC, SGNA, or Dual) or by an FTE faculty as overload and that are approved by the College for a low-enrollment waiver.

During the Summer and Winter terms, these rates apply to all courses and instructors.

##### 1. Traditional or Face-to-Face Lecture Courses

Course Level	100% compensation	75% compensation	50% compensation
100 and 200	15 or more	12	8
300 and 400	12 or more	9	6
500 and 600	10 or more	8	5
700 or above	8 or more	6	4

##### 2. Distributed Learning Courses, including Online Lecture Courses, Hybrid or Other Modality Courses and Winter and Summer Session Courses

Course Level	100% Compensation	75% Compensation	50% Compensation
100 & 200	24 or more	18	12
300 - 600	20 or more	15	10
700 & 800	8 or more	6	4

## V. ADDITIONAL GUIDANCE

### A. Winter Term Compensation & Workload

Winter Term courses are considered a compensated overload for an FTE faculty member and are not part of their normal Fall or Spring teaching load. Any exception to this must be approved by the Office of the Dean.

Faculty may not teach more than one 3-week Winter Term course at a time regardless of modality.

### B. Summer Sessions

Summer compensation dates and rates are governed by HR policies, which are updated each Spring term.

- Related Documents:
  - [HR 1.81 Summer Compensation for Faculty](#)
  - Summer Instructional Hiring and Compensation Memo (updated annually).
  - [CAS Human Resources and Faculty Development webpage](#) (updated annually).

Faculty may not teach more than one 3-week Summer Session course at a time, no matter the modality.

## VI. CONTACTS

Instructional support hires covered by this guide are approved through McCausland College's Curriculum Management and Data Analytics (CMDA) office. Please contact the following CMDA staff for approvals and with any questions:

### Fall and Spring Terms

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### Winter Term and Summer Sessions

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