



Darla Moore School of Business

Moore School Supplemental Pay Policy

For faculty or staff to be paid for special assignments, a completed **Moore School Supplemental Pay Authorization Letter** must be requested prior to the start of the assignment. Paperwork must be submitted to the department chair ASAP in order to be processed prior to end of the academic term and must adhere to the following guidelines:

1. For faculty and staff:

- Classes qualifying for pay adjustments that do not meet minimum enrollments as set by the Dean may be canceled at any time prior to commencement of the class, and any salary adjustment to be received for such canceled classes will be forfeited. Care is taken to provide as much advance notice as is possible regarding cancelations, but faculty and staff must understand that in some cases cancelations may be made very soon before the intended start date of a class.
- As per Moore School policy, the maximum compensation employee may receive for summer pay (including teaching, research, and grants) may not exceed 33 percent of the 9-month base for the previous academic year.
- Base pay for Moore School supplemental pay for Fall/Spring teaching may not exceed determined compensation levels without written approval from the Senior Associate Dean.
- Compensation pay for summer courses will be based on an enrollment formula. Deadlines for paperwork submission and enrollment counts for Maymester, Summer I and Summer II will be determined by payroll cut-offs (typically four days before the semester starts, but the Moore School HR Director will send out deadlines before the beginning of each term). Formulas are as follows:

- For TT and Professional Faculty:

$$\text{Pay} = .075 * (\text{9-month base}) + 343.03 * (\text{enrollment}^{0.7335})$$

- For Adjuncts and Duals:

$$\text{Pay} = 2500 + 343.03 * (\text{enrollment}^{0.7335})$$

Compensation for retired faculty will be calculated using the Professional Track status. All PMBA courses taught in the summer will be compensated at a minimum pay of \$15K. If a faculty member's total summer compensation exceeds 33 percent of their 9-month base, then

their compensation will be adjusted down to meet this requirement. This is a university policy.

- Compensation for teaching UNIV101 Business sections is set by the UNIV101 Office, outside of Moore School policy and compensation levels. Paperwork indicating employee agreement with Moore School Supplemental Pay policy that remains applicable must nevertheless be submitted before any TSA assignment begins, and may include a supplement of up to \$300 to be paid by the Moore School for a UNIV 101 Business section.
 - Compensation for teaching Executive Education sections is determined by Executive Education and is not part of this policy. All Executive Education courses must be taught outside of load requirements unless written approval is provided by the Senior Associate Dean. Compensation may occur before fulfilling the contract load in these programs (assuming the prior year faculty contract load was met), subject to approval by the Senior Associate Dean.
 - Compensation for teaching in programs designed to be staffed outside of faculty load requirements (e.g., short-term study abroad, EIMBA, MIB-Shorelight) is not part of this policy. Compensation may occur before fulfilling the contract load in these programs (assuming the prior year faculty contract load was met), subject to approval by the Senior Associate Dean.
 - Operations and Supply Chain (OSC) project section base pay is determined by the OSC Center Director and approved by the Dean or Senior Associate Dean.
 - EIMBA teaching rates are determined by the Senior Associate Dean of International Programs and approved by the Dean or Senior Associate Dean.
 - Honors College (SCHC) and courses taught for other colleges (i.e., engineering) if not designated as Moore School sections cannot count toward loads and are not paid by FOVs by the Moore School.
2. Faculty seeking FOVs may only do so if their contracted load has been met and if they do not owe any teaching to the Moore School following unmet load accumulation.
- The academic year (AY) starts in the Fall and continues through the Spring. There will be very few if any TSA overloads paid for the Fall, as full annual loads must be met before TSA overloads are paid (unless full academic year teaching load is fully met in the Fall semester and the overload also occurs in the Fall, in which case the overload pay should be paid in Fall). Contracted loads must actually be met and not just anticipated. For example, if a clinical faculty load is six, and in Fall three sections are taught and in Spring it is anticipated another three will be taught; if an extra FOV course in the Fall is added this FOV cannot be paid in the Fall as the actual courses taught at the time are only four. In Spring, and only if the required three courses are taught, will the FOV be paid for the seventh section. Any agreement documenting the arrangements regarding the additional FOV load course must indicate the conditions under which the FOV will become an FOV payable to the faculty concerned. Class size is now being monitored and sections canceled if they do not meet minimum enrollments. Classes taught without any FOV may be substituted for unmet loads at the Senior Associate Dean's request.
 - All loads and load changes or releases are to be documented in contracts or addendums and signed by the Dean or Senior Associate Dean of Faculty and Research. Department Chairs or direct supervisors must report any load changes or releases to the Senior Associate Dean of Faculty and Research and bear joint responsibility with the Dean and Senior Associate Dean

to ensure all agreements recording load changes or releases are in compliance with Moore School and university regulations and policies.

- Sections that are co-taught will result in each instructor only receiving 50 percent (or the appropriate percentage if multiple instructors) of the appropriate load and compensation for the course unless approved by the Senior Associate Dean in advance of being taught.
- PhD and Master's thesis, independent study, and internship courses are considered service and do not count towards loads and are not considered course overloads.
- In absence of signed agreements to the contrary, course loads for one academic year (Fall/Spring/ Summer) are as follows:
 - Tenure Track
 - First five years – three courses
 - After five years – four courses, unless research activity warrants a load of three as evidenced by summer research support (typically associated with meeting the requirements for 22 percent summer pay) with documented (copied to personnel file) approval by the Department Chair and Dean or Senior Associate Dean. In such cases, teaching load adjustments will typically be made during the annual faculty performance review process and become active the following academic year.
 - Clinical – six courses
 - Lecturer – seven courses
- Faculty with unmet loads will not receive FOVs until their unmet loads are met. Unmet loads must be met within the AY following the AY the unmet load arose, and further extension will only be allowed in extraordinary circumstances and only with the written approval of the Senior Associate Dean of Faculty. Further, in the case of tenured/professional faculty, Moore School reserves the right to offset unmet load balances in existence for more than one AY after the unmet load arose against any summer support provided to faculty with such an unmet load. In this case, the faculty's salary will be used to calculate the value of each unmet course outstanding on the basis of 40 percent of the faculty's salary being allocated to teaching, and this value being divided by the number of courses in the faculty's load to establish a cost/value per course taught by the faculty. This cost will be offset against summer support to be received by the faculty concerned, and only when the full cost of the unmet load is covered will the remaining sum for summer support be paid. Further, the Senior Associate Dean of Faculty will work closely with Department Chairs of the faculty with persisting unmet loads to identify courses that might be taught to reduce the deficit, even if such reduction in unmet loads requires the teaching of courses in support of another Moore School department where teaching shortages are being experienced.
- All sections (in person or online) will count as one toward loads, except as detailed below:
 - PMBA Sections
 - PMBA sections with up to 100 students enrolled count as one (1)
 - PMBA sections with 101–300 students enrolled count as one and a half (1.5)
 - Two PMBA core sections with a combined enrollment of over 150 students count as three (3)

- All Other Section Types
 - All other sections (except PMBA) with up to 150 students enrolled - count as one (1)
 - All other sections (except PMBA) with 151–300 students enrolled count as one and a half (1.5)
 - All Sections 301 or over – count as two (2)
 - Exception – FINA490 counts as ½ credit (paid at the grad rate).
3. For a dual to be paid to staff, the staff member must complete the Dual assignment outside of regular workloads (7.5 hours/day–37.5 hours/week) or use annual leave.
- Non-Exempt staff employees of the University of South Carolina are covered by the Fair Labor Standards Act (FLSA) and are subject to both the minimum wage and overtime requirements of the law.
 - Upon prior written approval from the Dean, faculty and staff may alter their normal work hours to teach University 101 or to engage in other unique opportunities. Written approval to alter the normal work hours must be included in the dual employment agreement that is sent to the Division of Human Resources, Human Resources Operations and Services.

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Office of the Dean