



**POLICY: Faculty Workload Assignments for the Semester Faculty Assignment Report and Course Enrollment Management and Compensation**

**DATE: September 1, 2025**

The College of Hospitality, Retail and Sport Management (HRSM) administration, faculty members and instructional staff in HRSM units share a commitment to providing the highest quality education to our students at both the undergraduate and graduate levels. The College of HRSM, including all departments, schools, and academic programs, have a shared interest in ensuring that teaching and research resources are allocated and used responsibly. To effectively serve our students and meet our financial obligations, the College must work collaboratively to manage the curriculum and maintain fiscal responsibility. Accordingly, it is imperative that all units make optimal use of the teaching, research, and service capacity of their faculty members and instructional staff.

The purpose of this policy is to provide a framework for faculty workload and course enrollment management in the College departments/schools and academic programs.

This policy applies to all units within the College. The College policy is subordinate to related policies outlined in the University of South Carolina Faculty Manual ([https://www.sc.edu/about/offices\\_and\\_divisions/provost/docs/faculty\\_manual/facultymannual\\_columbia.pdf](https://www.sc.edu/about/offices_and_divisions/provost/docs/faculty_manual/facultymannual_columbia.pdf)). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

The semester *Faculty Assignment Report (FAR)* is the assignment provided by the Department Chair/School Director for each faculty member in the department. The following College workload statement and guidelines are meant to assist in completing the semester *FAR*. The *FAR* should be completed by the Chair/Director as part of the assignment of faculty duties and responsibilities. The *FAR* should be completed for each semester (i.e., fall, spring, and summer) by all full-time faculty.

Typically, the College faculty (tenured and tenure track) are expected to participate, and receive some assignment in, appropriate categories on the report form for all three areas of Teaching (Categories 1, 2, 3 and 4), Scholarly/Professional Activity (Categories 5 and 6), and Service/Outreach/Administration (Categories 7, 8, 9 and 10), with the balance adjusted for rank and tenure status and for departmental and individual variations and special assignments.



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These guidelines also apply to professional-track faculty, with adjustments made accordingly. An assignment of 20-25% of effort per three-hour credit course under Instructional Activity - Courses (1) is typical, and the percentage for organized Research – Externally Funded Research/Sponsored Activity (6) is determined by the terms of the research grant or contract.

Course teaching assignments will normally be made during the proceeding semester; at the time the teaching schedule is developed. The assignments are formally made by the Chair/Director, but potential assignments should be discussed with the faculty member with information obtained from the faculty member on planned activities for the semester. The faculty member must have the opportunity to review the completed *FAR* before signing the form.

**Total Percent Employed**

The percentages for all activities must total 100% (regardless of the total hours) for a 1.0 FTE appointment, or the appropriate total percent for appointments at less than 1.0 FTE.

**PROCESSING OF THE COMPLETED FORMS**

The completed semester *FAR* should be developed, formally discussed, approved by the faculty member and submitted to the Dean's appointee by the third week of each semester.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN ANY EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA OR THE COLLEGE OF HOSPITALITY, RETAIL & SPORT MANAGEMENT (HRSM), NOR DOES IT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY AND HRSM RESERVE THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART, AND TO INTERPRET ITS LANGUAGE AND APPLICATION.

## ASSIGNMENT GUIDELINES BY CATEGORY

### TEACHING

#### **1. Instructional Activity - Courses**

**Range: 0-100%**

**Typical Assignment: 40-80%**

Instructional Activity includes the instruction of students registered in for credit course sections and activities related to such sections, including preparation for class, grading papers and exams, and assisting students. Instructional assignments should be based on the credit hours assigned to each course. In general, a 3-credit hour course will be assigned 20-25% effort; however, this may vary depending on a variety of variables, such as: the enrollment headcount, level, new course versus course taught multiple times, teaching/graduate assistant(s) provided, etc.

Added effort for larger course sections (especially those for which there is no graduate assistant time provided) or courses for which there is additional effort needed can be listed under Other Instructional Activities (see #3 below). Concurrently listed undergraduate and graduate courses are assigned the same effort as any 3-credit hour course. For course sections with fewer than 3-credit hours, proportionately smaller percent effort should be assigned and for sections with more than 3-credit hours, proportionately greater percent effort should be assigned.

#### **2. Independent Study and Internship Courses**

**Range: 0-10%**

**Typical Assignment: Variable**

The following instructional activities are typically included in this category: internship courses, independent study courses, and other unique course offerings within this category.

**3. Other Instructional Activities**

**Range: 0-10%**

**Typical Assignment: Variable**

The following activities are typically included in this category: development of a new teaching approach; major course revision; large section course enrollment; area curriculum revision; developing a new course; and senior honors thesis supervision.

**4. Graduate Student Advising and Supervision**

**Range: 0-10%**

**Typical Assignment: Variable**

The following activities are typically included in this category: committee assignments for graduate students who are seeking a master's or doctoral degree within the College of HRSM. Percent assignment for chairing of the committee should be flexible and reflect the stage of the faculty member's academic career, and the number of student committees on which the faculty member is serving.

The following activities may be included in this category: formal counseling with master's and doctoral students on academic course or program selection, scheduling, and career counseling. The description of duties must include such indicators as number of students formally advised and hours designated for advising.

**SCHOLARLY/PROFESSIONAL ACTIVITY**

**5. College Funded Research**

**Range: 0-60%**

**Typical Assignment: Variable**

The following activities are typically included in this category: research activities that are not sponsored and, consequently, do not receive separate budgeting and accounting. This category is also used to document any other research activities that are supported by department or non-grant sources of funding. Such duties include proposal preparation, planning and conduct of research, as well as related data analysis, manuscript preparation, and presentation of results. Also included are the preparation and publication of scholarly manuscripts, chapters, monographs, and books.

This category is for research activities (supported by state A funds) that are not externally funded or otherwise not separately budgeted. Tenure/research track faculty who remain research productive will be considered for departmental research assignment. However, faculty who cease being research productive may not be assigned departmental research. Typically, over the course of an academic year, all tenure track faculty members should have some research assignment either under this heading, under externally funded

research, or both.

Tenure-track and research-track faculty in rank of assistant professor may have a higher percentage assignment in this category than promoted faculty. The upper end of the range may be exceeded under some circumstances at the Chair's/Director's discretion. This may be appropriate, for example, if it is advantageous to assign more research time to assist in the generation of grant proposals to support a faculty member's research program during transitions between grants.

**6. Externally Funded Research/Other Sponsored Activity**

**Range: 0-95%**

**Typical Assignment: Variable**

The following activities are typically included in this category: separately budgeted and accounted for research including all research activities that are funded by federal, state, local government and private organizations. This includes all approved grants, contracts and industry supported research activities; the preparation, and conduct of research, as well as related data analysis, manuscript preparation, and presentation of results, and also includes activities involving the training of individuals in research techniques (research training), where such activities are not included in the instruction function. FTE assignment is determined by assigned percentage on each funded project and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

**SERVICE/OUTREACH/ADMINISTRATION**

**7. Discipline Related Service**

**Range: 0-20%**

**Typical Assignment: 1-10%**

The following activities are typically included in this category: service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party. This includes service in professional organizations and academic or professional student organizations, as well as participation in student recruitment, admissions, orientation, and remediation. The description of duties must indicate the specific activities performed.

All faculty members should engage in some public service (e.g., service to the profession as journal editors or reviewers; service to the community, state or nation such as work with public schools, technical assistance to government agencies, serving on state, regional, national, or international public advisory boards/entities; service to students unrelated to credit instruction).

Untenured faculty should be given a low percent assignment in this area. The upper limit of this range may be exceeded in circumstances such as when a faculty member is president of a national professional association, is editor of a top journal in a discipline, is a member of a Presidential Commission or holds another substantial service role. Under special circumstances, Chairs/Directors may approve assignments exceeding .20 FTE for a specified time period.

#### **8. DEPT/HRSM/USC Administration**

**Range: 0-80%**

**Typical Assignment: Variable**

The following activities are typically included in this category: administrative and support services benefiting common or joint University/College/Departmental activities; supervision, management, or staff activities related to the administration of a School/Department. This activity provides administrative support and management direction to instructional, research, and public service programs. This is generally restricted to individuals with formal administrative appointments. Efforts related to University/College/Departmental committees, councils, etc., should be reflected under University Governance.

This category does not include direct administrative effort related to a specific course, which should be reflected in the appropriate instruction category. Direct administrative effort related to a specific project, and funded by sponsored research, should be reflected in the "Externally Funded Research/Other Sponsored Activity" category.

Time allocations for program directors, undergraduate/graduate coordinators/directors, or center/institute director shall be assigned by the Chairs/Directors of the individual sponsoring departments with approval of the dean. The usual assignment for center director is .10 to .25 FTE.

## **9. University Governance**

**Range: 0-10/%**

**Typical Assignment: 1-10%**

The following activities are typically included in this category: activities that provide advisory support to the general governance of the Department/School/College or the University, such as participation on University/College/Departmental committees and councils. Also included are special assignments such as consultation services to University offices and units.

All faculty should receive some FTE assignment and be involved in governance activities. This area includes servicing on standing and ad hoc committees at the Department/College/University levels. Assignment of FTE should reflect an estimate of the total time and effort involved. Service as committee chair, or in a special assignment, should receive more credit. Ranked, untenured faculty should receive proportionally lower assignments than tenured faculty. Under special circumstances, Chairs/Directors may approve assignments exceeding .10 FTE for a specified time period.

## **10. Outreach and Other Activities**

**Range: Variable**

**Typical Assignment: Variable**

The following activities are typically included in this category: community outreach, industry engagement, and other related activities.



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## **LEAVE OF ABSENCE**

**Annual/Sick Leave, Leave of Absence (Paid), Leave of Absence (Unpaid), Sabbatical**  
Range: Variable Typical Assignment: Variable

### **Annual/Sick Leave**

To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of workdays in the semester. See HR 1.06 – Sick Leave: <https://www.sc.edu/policies/ppm/hr106.pdf>

### **Leave of Absence (Paid)**

Leave of Absence (Paid) is an authorized compensated leave of absence granted to the employee by the university, including disability leave. Effort should be reported when the Chair/Director assigns the leave. See HR 1.09 – Other Leave With Pay: <https://www.sc.edu/policies/ppm/hr109.pdf>

### **Leave of Absence (Not Paid)**

Leave of Absence (Not Paid) is an authorized leave of absence granted to the employee by the university, but it is not paid. Effort should be reported when the Chair/Director assigns the leave. See Leave of Absence (Leave without Pay) – HR 1.12: <https://www.sc.edu/policies/ppm/hr112.pdf>

### **Sabbatical**

An authorized research assignment granted to the employee by the university, includes sabbaticals and professional development leave. Effort should be reported when the Chair/Director assigns the sabbatical. See the Faculty Manual:

[https://www.sc.edu/about/offices\\_and\\_divisions/provost/docs/faculty\\_manual/facultymanual\\_columbia.pdf](https://www.sc.edu/about/offices_and_divisions/provost/docs/faculty_manual/facultymanual_columbia.pdf)





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**Summary of Assignments by Category**

<u>Activity</u>	<u>Range</u>	<u>Typical Assignment</u>
1. Instructional Activity – Courses	.00-1.00 FTE	.40-.80 FTE
2. Independent Study and Internship Courses	.00-.10 FTE	Variable
3. Other Instructional Activities	.00-.10 FTE	Variable
4. Graduate Student Advising & Supervision	.00-.10 FTE	Variable
5. College Funded Research	.00-.60 FTE	Variable
6. Externally Funded Research/Sponsored Activities	.00-.95 FTE	Variable
7. Discipline Related Service	.00-.20 FTE	.01-.10 FTE
8. DEPT/HRSM/USC Administration	.00-.80 FTE	Variable
9. University Governance	.00-.10 FTE	.10-.10 FTE
10. Outreach and Other Activities	.00-.10 FTE	Variable

**Typical Assignments by Title/Rank (with 0.00% Annual Leave)**

Title/Rank	Annual Teaching	Annual Research	Annual Service
Prof/Associate Prof & Program Director	40%	30%	30%
Assistant Professor (1-2 load)	40%	50%	10%
Professor or Associate Professor	40%	40%	20%
Professor and Department Chair	25%	5%	70%
Instructor or Clinical Instructor	80%	0%	20%
Professor of Practice	60%	0%	40%

\*Revised 15Aug2025

**College of HRSM Compensation Policy #001: Full-Time Faculty  
Summer and Winter Sessions (Revised 20Jun2025)**

The course compensation for all full-time 9-month HRSM faculty teaching live and/or online summer or winter session courses (non-internship or study abroad) will be as follows:

**100-600 Level Courses – based on 3 credit hours**

**[with 50% or more undergraduate students]:**

<b>Enrollment</b>	<b>Compensation</b>
51+	additional 3.5% of 9-month salary
10 – 50	7.5% of 9-month salary
9 or fewer	course cancelled <sup>1</sup>

**500 and Above Level Courses – based on 3 credit hours**

**[with 50% or more graduate students]:**

<b>Enrollment</b>	<b>Compensation</b>
26+	additional 3.5% of 9-month salary
5-25	7.5% of 9-month salary
4 or fewer	course cancelled <sup>1</sup>

The compensation amount is based on the final number of student grades submitted by the instructor at the end of the term. Since payroll paperwork must be submitted prior to the course beginning, adjustments may be made at the end of the term either by increasing or decreasing the compensation based on final enrollment. Instructors may receive additional pay or may be asked to pay back for over payment based on final enrollment. For example, a 100-400 level course with 50 students enrolled at the time paperwork is submitted, the instructor will receive 7.5% of their 9-month salary. If five (5) additional students enroll without anyone dropping resulting in 55 final grades submitted at the end of the term, compensation will increase by 3.5% with HR submitting additional paperwork at the end of the term. Conversely, if 51 students are enrolled in a 100-400 level course at the time paperwork is submitted, the instructor is set to receive 11% of their 9-month salary. However, if five (5) students drop the course resulting in the instructor submitting 46 grades, the compensation will be decreased to 7.5% of the 9-month salary.

**Independent Study Classes:**

Independent study courses (e.g. 399, 798, 799, 895 and 899) do not qualify for compensation.

**10.5 and 11-month Faculty:**

10.5 and 11-month faculty are limited to teaching one 3-credit hour course at the College standard rate during winter or summer sessions. The department chair may petition the dean by submitting a justification and stating the necessity for allowing an individual to teach a second course.

**NOTE:** For compensation for internship, practicum, global study, and domestic study, see CoHRSM COMPENSATION POLICY #002.

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<sup>1</sup> Course to be cancelled, unless approved in writing by the department chair and dean's office in advance of instruction. If approved, maximum payment will be at current adjunct rate for the program leader and no compensation for the program assistant.

**College of HRSM Compensation Policy #002: Full-Time Faculty  
Internship/Practicum and Global/Domestic Study During Spring Break, Summer,  
Thanksgiving Break, and Other Preapproved Times**

**Internship and Practicum**

The compensation for all full-time HRSM faculty teaching internship or practicum courses in the summer session will be as follows:

**Approved Internship or Practicum Course for faculty who are not Internship Director**

<b>Enrollment</b>	<b>Compensation</b>
50+	\$6,500
<50	Prorated \$100 per student

**Approved Internship or Practicum Course for Internship Director**

<b>Enrollment</b>	<b>Compensation</b>
30+	\$6,500
<30	Prorated \$120 per student

The compensation amount is based on the number of student final grades submitted by the instructor at the end of the term based on final enrollment. Since payroll paperwork must be submitted prior to the course beginning, adjustments may be made at the end of the term either by increasing or decreasing the compensation based on final enrollment. Instructors may receive additional pay or may be asked to pay back for over payment. For example, if a faculty member who is not an Internship Director is teaching an internship/practicum course and 49 students are enrolled at the time paperwork is submitted, the faculty member will receive \$4,900 as compensation. However, if five (5) additional students enroll in the course without anyone dropping resulting in 54 grades being submitted at the end of the term, the compensation will increase to \$6,500 with HR submitting additional paperwork at the end of term. Conversely, if 51 students are enrolled at the time paperwork is submitted, the instructor is set to receive \$6,500. However, if five (5) students drop the course resulting in the instructor submitting 46 grades, the compensation will be decreased to \$4,600.

**Global and Domestic Study**

**Global Study:** Instructor-led education abroad programs are short-term, education abroad programs led by HRSM faculty or staff. Each program involves international travel, and all are credit-bearing programs that include pre-departure coursework that covers material specific to the intended destination. Programs travel in Fall Break (associated with a course offered during Fall Semester), Spring Break (associated with a course offered during Spring Semester), Winter Session, Maymester/ Summer terms, or other preapproved times.

**Domestic Study:** Instructor-led domestic programs are short-term, US-based programs led by HRSM faculty or staff. Each program involves domestic travel, and all are credit-bearing programs that include the majority of the face-time during pre-departure coursework that covers material specific to the intended destination. Programs travel in Fall Break (associated with a course offered during Fall Semester), Spring Break (associated with a course offered during Spring Semester), Winter Session, Maymester/ Summer terms, or other preapproved times.

As long as the program fees collected from tuition-paying student participants cover all travel/lodging/per diem/other program-related expenses for the HRSM Global/Domestic Study program leader and assistant, so that the budget is balanced, the compensation will be as follows:

**Approved Global Study Course**

**Compensation**

\$7,500 (program leader)<sup>2</sup>

\$2,500 (program assistant)<sup>2</sup>

The course will be cancelled<sup>3</sup> if the travel/lodging/per diem/other program-related expenses for HRSM global study program leaders/assistants is not covered by program fees collected from tuition-paying student participants.

**Approved Domestic Study Classroom Course<sup>4</sup>**

For full-time HRSM faculty teaching an Instructor-Led Domestic Travel course, the course will either: 1) be part of the faculty member's regular course load; or 2) be compensated the same as Instructor-Led Education Abroad Program compensation. The enrollment numbers, budget requirements, and course cancellation policies are the same as Instructor-Led Education Abroad Programs.

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<sup>2</sup> Program leader and program assistant must be full-time HRSM faculty or Dean approved full-time HRSM staff. A Ph.D. student from an HRSM program may serve as the program assistant; however, no compensation will be provided.

<sup>3</sup> Course to be cancelled, unless approved in writing by the department chair and dean's office in advance of instruction. If approved, maximum payment will be at current adjunct rate for the program leader and no compensation for the program assistant.

<sup>4</sup> Classroom course means that the majority of the course schedule is completed within the classroom.

**College of HRSM Compensation Policy #003: Adjunct Compensation  
 Fall, Spring, Summer, and Winter Sessions (Revised 20Jun2025)**

The course compensation for all adjunct faculty teaching live and/or online courses will be as follows:

**100-400 Level Courses:**

<b>Enrollment</b>	<b>Compensation</b>
201 or more	\$7,000
151 – 200	\$6,250
126 – 150	\$5,500
10 – 125	\$5,000
9 or fewer	Course cancelled <sup>1</sup>

**500 and Above Level Courses:**

<b>Enrollment</b>	<b>Compensation</b>
101 or more	\$7,000
76 – 100	\$6,250
51 – 75	\$5,500
5 – 50	\$5,000
4 or fewer	Course cancelled <sup>5</sup>

The compensation amount is based on the number of student grades submitted by the instructor at the end of the term. Since payroll paperwork must be submitted prior to the course beginning, adjustments may be made at the end of the term either by increasing or decreasing the compensation based on final enrollment. Instructors may receive additional pay or may be asked to pay back for over payment based on final enrollment. For example, a 100 to 400-level course with 121 students enrolled at the time paperwork is submitted, will receive \$5,000 as compensation. If five (5) additional students enroll in the course without anyone dropping resulting in 126 final grades submitted at the end of the term, compensation will increase to \$5,500 with HR submitting paperwork at the end of term. Conversely, if 128 students are enrolled in a 100-400 level course at the time paperwork is submitted, the instructor is set to receive \$5,500. However, if five (5) students drop the course resulting in the instructor submitting 123 grades, the compensation will be decreased to \$5,000.

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<sup>5</sup> Unless approved in writing by the Department Chair and Dean’s Office in advance of instruction. In those cases, maximum payment will be \$2,000 with possible exception for Ph.D. courses.

## HRSM Office of Online and Distance Education (ODE)

### Distance and Online Graduate Programs Compensation and Enrollment Management Policies (excerpted from DODE Operating Plan)

#### Fully Online Asynchronous (FOA) Graduate Programs

All tuition and fees collected for all fully online programs will be collected by the university and transferred to the college as part of the regular budgeting process and model. The ODE will oversee expenses outlined in §III(A), as shown below.

##### A. Online Course Development

1. The opportunity to create or redevelop any course in a FOA program is based on the needs of the college and is never guaranteed to any faculty member.
2. Faculty authorized to create a **new**<sup>6</sup> course for an HRSM FOA graduate program, who work in collaboration with the HRSM ODE Instructional Designer using the *HRSM ODE Course Development Framework* (Apx. §II) will be compensated a one-time \$8,000 as a lump sum payment for each 3-credit hour course created/verified under the HRSM ODE standards (\$2,666 per credit hour).
3. Faculty authorized to redevelop (refresh) an existing<sup>7</sup> course for a FOA graduate program, who work in collaboration with the HRSM ODE Instructional Designer using the *HRSM Course Redevelopment Framework* will be compensated a one-time \$5,000 as a lump sum payment for each 3-credit hour course redeveloped/verified under the HRSM ODE standards (\$1,666 per credit hour).
4. Faculty developing or redeveloping courses for FOA graduate programs under this operating plan agree that the work product, including but not limited to syllabi, assignments, tests, video lectures, LMS forum set-up and contents, and other materials developed are a “work for hire” owned by the college and may be used and/or adapted by other authorized instructors. Notwithstanding,
  - a. the college agrees to allow the creator/redeveloper to also use the materials in professional endeavors;
  - b. the college will offer the course creator/redeveloper first right of refusal to teach the online course for normal teaching load;

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<sup>6</sup> To be considered “new” for purposes of this operating plan, the course may already exist in a F2F format, but be new to FOA online delivery.

<sup>7</sup> For purposes of this operating plan, “existing” courses have previously been delivered online but require major effort to update materials and bring the course into alignment with the HRSM ODE framework.

5. New course creation and redevelopment timelines and expectations under this Operating Agreement will be at the discretion of the Associate Dean for Academic Affairs. However, it is expected that all FOA program-related courses could be redeveloped on a three-year rolling basis.

#### **Instructional Salaries for Distance Education and Online Courses**

1. FTE Faculty teaching courses for FOA graduate programs and F2F in remote locations (e.g., CLT) will be paid on the following scale:
  - I. 1 – 10 students \$500 per student (e.g., 10 students = \$5,000)
  - II. 11 – 20 students \$5,000 plus \$400 per student (e.g., 20 students = \$9,000)
  - III. 21- 30 students \$9,000 plus \$300 per student (e.g., 30 students - \$12,000)
    - *All courses will be capped at 30 students and thus the maximum payment per course is capped at \$12,000*
    - *Second sections of the same course will not be offered unless enrollment surpasses 30 students.*
    - *Courses may be cancelled based on low enrollment and/or the needs of the unit or college.*
2. Internship and independent study credits for FOA graduate programs will be compensated at \$50 per credit hour.

#### **Program Coordinator Supplements**

1. Program coordinators will receive payments of \$10,000 (\$5,000 during the 9-month academic year and \$5,000 during the summer) to oversee admissions, testing, adjunct hiring, marketing, and enrollment support.
2. The supplement will increase to \$15,000 (\$7,500 + \$7,500) when the program enrolls and maintains at least 75 degree-/credential-seeking students.

#### **Academic Advising Supplemental Payments**

1. Faculty serving as an academic advisor to graduate students in fully online programs will receive lump sum payments of \$50 per student per semester enrolled.

#### **Budget Model for FLEX**

- A. For courses created/re-developed for FLEX graduate programs (option to attend classes in person, via live video conference, or through fully asynchronous online content), the unit chair may opt to provide a one-time, up to \$2,000 lump sum payment for new course development or a one-time, up to \$1,000 lump sum payment for existing course redevelopment.



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- B. In courses taught for FLEX graduate programs, provided the requisite number of traditional FLEX students have enrolled in the course, the FTE faculty member is eligible for overload pay according to Paragraph III(B)(1), above, for concurrently enrolled students who are registered as 100% online remote students.
- C. FLEX programs and FLEX courses under this operating plan will receive marketing, enrollment, and instructional design support.
- D. FLEX programs and FLEX courses under this operating plan will not receive any additional compensation for faculty course development, advising, or teaching, other than the 100% online registrant exception noted in this section.

### **FOA Teaching Assignment Guidelines**

- A. The following general guidelines are being advanced to regulate FOA teaching assignments:
  - 1. The opportunity to teach a course in FOA programs is based on the needs of the college and is never guaranteed to any faculty member.
  - 2. Teaching a course in FOA programs is voluntary and overload and summer semester courses will not be part of the normal faculty assignment.
  - 3. The department chair and college Associate Dean for Academic Affairs will separately evaluate faculty members' performance in credit-bearing FOA courses each year.
  - 4. An "unsatisfactory" rating in teaching, research, or service in the normal in load (APR driven) annual evaluation will modify the faculty member's teaching load in future FOA courses. A negative overall evaluation by the department chair and college associate dean in FOA program courses will also modify the faculty member's teaching load in future FOA for credit courses.
    - i. Specifically, a faculty member's teaching of FOA courses will be reduced and/or discontinued by the department chair and/or dean in a year following an "unsatisfactory" rating in any category in the APR annual evaluation or a negative evaluation of performance in a specific FOA course.
- B. The following guidelines will be used to assign the allocation of teaching assignments in FOA courses for Assistant Professors:
  - 1. To ensure sufficient time for research-related activities, Assistant Professors in the first three years of service in HRSM (prior to the mid-career review):
    - i. Should not develop new FOA courses during the Fall or Spring semesters.
    - ii. May be eligible to teach no more than one FOA overload course during the fall or spring semester, plus only one course in the summer semester.
    - iii. Following a positive annual evaluation in the third year of service,





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Assistant Professors will be limited to teaching no more than two cumulative FOA overload courses during the fall and spring semesters and up to two in the summer semester.

- C. The following guidelines will be used to assign the allocation of teaching assignments in FOA courses for *Instructors, Sr. Instructors, Clinical Instructors, Professors of Practice, Associate Professors, and Professors*:
1. Faculty in good standing are limited to teaching two overload FOA courses during the fall semester, two overload courses in the spring semester, and a maximum of two in the summer semester.

\*Revised 28Aug2025

## GUIDING PRINCIPLES FOR TEACHING IN THE HONORS COLLEGE

- Department Chair/School Director approval is necessary prior to a faculty member teaching an Honors College course.
- Department Chair/School Director Considerations
  - CoHRSM's ability to get coverage for course not taught in-load or ability to cover cost for overload
  - CoHRSM courses take priority for scheduling over Honors College courses.
  - Honors College Faculty Fellow positions are a 2-year commitment (must teach two Honors College courses per year) and they are at the Department Chair's/School Director's discretion.
- Honors College Course Information
  - If a faculty member is teaching an Honors College section of an existing SPTE, RETL or HTMT course (e.g., SPTE 111 H01), it should be in-load for that faculty member.
    - If a faculty member is teaching an IN load SPTE, RETL, or HTMT course, transfers the funds for payment to the CoHRSM, benefits are deducted, and then the remaining funds are paid to the faculty member.
  - If a faculty member is teaching an SC course (e.g., SC 111 H01), it is typically overload.
    - If a faculty member is teaching an overload Honors College course, the Honors College pays the faculty member directly.
    - In rare cases, an Honors College course may be in-load and the funds for payment to the CoHRSM, benefits are deducted, and then the remaining funds are paid to the faculty member.
- There must be approval by the Chair/Director.
- The CFO and Director of HR must be aware as to whether the course will be a CoHRSM course with an Honors College section or an Honors College course and whether it will be in-load or an overload so the pay can be made accordingly.
- Honors College courses are a reward for faculty.
- Units should "spread the wealth" and have a plan for a rotation of faculty to teach Honors College courses.
- Honors College always wants more courses. To search HR courses:  
[https://www.sc.edu/study/colleges\\_schools/honors\\_college/internal/courses\\_requirements/course\\_s/index.php?kw=&term=&dept=all&honorsreq=all&corereq=all&days=all&b=Submit](https://www.sc.edu/study/colleges_schools/honors_college/internal/courses_requirements/course_s/index.php?kw=&term=&dept=all&honorsreq=all&corereq=all&days=all&b=Submit)

\*Revised 15Nov2024