

NUMBER: ACAF 1.03
SECTION: Academic Affairs

SUBJECT: Appointment of Unclassified Academic Personnel

DATE: February 1, 1995

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: James C. Moeser
Issued by: Provost's Office

I. Policy

The University has established procedures, described below, for making appointments to all academic, unclassified positions which require a class and slot regardless of the funding source. This policy applies to new tenure track appointments, new non-tenure track appointments and reappointments, existing tenure track vacancies or an anticipated vacancy, and adjunct appointments.

- A. "Reappointment" refers only to those temporary personnel in non-tenure track positions (continuing tenure track personnel who are in probationary status are not considered "reappointments" under this policy.)
- B. No offer of a tenure track position may be made without prior approval of the Provost (and the President and eventually the Board of Trustees in the case of full professorial and administrative appointments). Non-tenure track appointments and reappointments, and adjunct appointments require academic approval only through the Columbia campus dean, or the executive dean in the case of the regional campuses.
- C. Concerns for fiscal constraints and the difficulty with obtaining state-slotted positions may require that positions be reassigned in order to ensure the most effective use of University resources.
- D. The Office of Equal Opportunity Programs should be contacted in order to follow affirmative action guidelines set forth by the University.
- E. Appointments of non-U.S. citizens should consult with the Office of International Support for Faculty and Staff.
- F. A list of required forms and documentation can be obtained through the Division of Human Resources. Letter formats are attached and described.

II. Procedure

A. Securing approval to establish or fill a tenure track position in an academic unit. Any request must be submitted on appropriate forms through academic channels to the Provost for consideration.

1. If consideration is favorable, a copy of the approval will be returned to the dean with the original forwarded to the Division of Human Resources.
2. Receipt of approval authorizes recruitment for the new position.

B. Recruitment for Academic Positions

C. Making an Offer

1. To ensure that every offer contains the required information, the hiring department must use the standard format for the offer letter. (See attached samples of standard formats for new appointments and the abridged version for "reappointments").

- a. Offer letters for new personnel must contain the following information in the paragraph sequence shown.

Paragraph 1: Basic appointment data (Unit in which appointment is being made; official USC title of academic appointment; salary; basis; starting date; ending date, if appropriate; term of appointment, if appropriate); General Assembly proviso. This paragraph must be copied verbatim from the attached sample with the appropriate data inserted in the blanks.

Paragraph 2: Contingencies associated with the offer, e.g., (a) initial appointment at different rank and salary if degree is not obtained prior to appointment date; (b) offer will be withdrawn if degree is not obtained prior to a certain date, etc.; (c) for a non-U.S. citizen to be appointed to a permanent position, the offer is subject to the conditions that

- i. upon acceptance of the offer, the employee must work with the USC International Support for Faculty and Staff to provide documents required by the U.S. Immigration Service; the University is not responsible for failure of the employee to comply with U.S. immigration laws; If there are no contingencies, this paragraph will not be necessary.

Paragraph 3: Special circumstances appropriate to the offer, e.g., promises of moving allowances, equipment, etc. If there are no special circumstances, this paragraph will not be necessary.

Paragraph 4: Statement that the appointment is or is not in the tenure

track. Copy this paragraph verbatim from the attached sample with the blanks filled in. Note that there is one statement for tenure track appointments and a different statement for non-tenure track appointments.

Paragraph 5: Statement that Academic Personnel Information (API) Form is enclosed and that the candidate must complete and return this form with acceptance letter. If API Form is already on file in the Division of Human Resources this statement will not be necessary.

Paragraph 6: Statement that academic credentials must be verified, as set forth by the Southern Association of Colleges and Schools.

Paragraph 7: Personal comments of the dean; invitation to join USC faculty; request written response to this offer (by specific date, if desirable).

- b. Offer letters to reappointees (i.e., personnel who are to be reappointed in their respective temporary positions) must contain the following information in the paragraph sequence shown.

Paragraph 1: Basic reappointment data (unit in which reappointment is being made, official USC title of academic appointment, salary; basis; starting date; and ending date). This paragraph must be copied verbatim from the attached sample with the appropriate data inserted in the blanks.

Paragraph 2: Personal comments of the dean; request written response to this offer (by specific date, if desirable).

- 2. If a candidate accepts the offer, required forms and documentation are forwarded to the Division of Human Resources.
- 3. If a candidate declines an offer, the declination letter will remain in the office of the dean.

F. Making a New Appointment

- 1. When an offer is accepted by a candidate, the dean will forward the hiring packet to the Division of Human Resources:
- 2. The file in the Division of Human Resources constitutes the official record of the individual employee and South Carolina Statutes require that the original API be on file before any funds may be disbursed to the new employee.

G. Making a "Reappointment"

- 1. When an offer of reappointment is accepted, a copy of the offer and acceptance

letter are forwarded to the Division of Human Resources.

Attachment

NEW APPOINTMENT
STANDARD LETTER FORMAT

Instructions for Preparing Standard Offer Letter for New Appointment

The first paragraph contains the basic appointment data and is to be copied verbatim with the appropriate data inserted in the blanks:

Upon the recommendation of name of department chair, or search committee, etc. (and with the approval of the Provost and the President -- for full professor only) I am pleased to offer you an appointment in name of academic unit as title of academic position (See ACAF 1.06 for authorized academic titles) at a 9 month, 10 month, 10 1/2 month, 11 month, or 12 month salary of \$ amount effective as of starting date and ending date if terminal appointment. This offer is also subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of this offer or enacted after the execution of this offer.

The second paragraph contains contingencies associated with the offer. If an offer of a permanent position is to be made to a non-U.S. citizen, the offer letter must contain the following paragraph as a contingency. A copy of the offer letter should be forwarded to the USC Office of International Support for Faculty and Staff.

Since you are a non-U.S. citizen, this offer is contingent on the following three conditions: (1) upon acceptance of this offer, you must work with the USC International Support for Faculty and Staff to provide documents required by U.S. Immigration laws; and (2) with the assistance of the USC International Support for Faculty and Staff, you must obtain approval from the U.S. Immigration Service to be employed in this capacity at USC in an appropriate immigration classification prior to the starting date; and (3) the University is not responsible for your failure to comply with U.S. immigration laws.

This paragraph is deleted if there are no contingencies.

The third paragraph contains any special circumstances associated with the offer such as promises of moving allowances, equipment, supplies, etc.

The fourth paragraph specifies whether the appointment is in the tenure track or not in the tenure track. The appropriate paragraph is to be copied verbatim:

Tenure Track Appointments

An appointment at the rank of title of academic position (See ACAF 1.06 for authorized academic titles) is in the tenure track and is subject to the tenure, promotion and other policies

and procedures which are in effect of the effective date of this appointment. The effective date of your appointment for tenure consideration is date. All appointments are subject to the terms and conditions set forth in the Faculty Manual in effect on the beginning date of your employment.

Non-Tenure Track Appointments

An appointment at the rank of title is not in the tenure track but all appointments are subject to the terms and conditions set forth in the date Faculty Manual.

The fifth paragraph states that the Academic Personal Information (API) Form is enclosed and that the candidate must return the completed API with the acceptance letter. (This paragraph is not necessary if API Form is already on file at the Division of Human Resources.)

The sixth paragraph states that academic credentials must be verified, as set forth by the Southern Association of Colleges and Schools.

The seventh paragraph includes the personal comments of the dean, an invitation to join USC faculty; a request for written response to this offer by certain date if desired: etc.

NEW APPOINTMENT - SAMPLE STANDARD OFFER LETTER

Ms. Mary Smith
100 Any Street
Any Town, Any State 00000

Dear Ms. Smith:

Upon the recommendation of the Chair John Doe, I am pleased to offer you an appointment in the Department of Mathematics as Assistant Professor at a 9-month salary of \$28,000 effective as of August 16, 1995. This offer is subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of this offer or enacted after the execution of this offer.

This offer is also contingent upon your completing all requirements for the Ph.D. degree prior to the starting date of your appointment. If you do not complete all requirements for the degree by that date, your appointment will be as Instructor with a salary of \$25,000 for 9 months. Since you are a non-U.S. citizen, this offer is also contingent on the following three conditions: (1) upon acceptance of this offer, you must work with the USC International Support for Faculty and Staff to provide documents required by U.S. Immigration laws; and (2) with the assistance of the USC International Support for Faculty and staff, you must obtain approval from the U.S. Immigration Service to be employed in this capacity at USC in an appropriate immigration classification prior to the starting date; and (3) the University is not responsible for your failure to comply with U.S. immigration laws.

As we discussed earlier, there will be \$300.00 available to you to help defray your moving expenses and we shall provide up to \$3,500 for supplies to initiate your research program.

An appointment at the rank of Assistant Professor is in the tenure track and is subject to the tenure, promotion and other policies and procedures which are in effect on the effective date of this appointment. The effective date of your appointment for tenure consideration is August 16, 1995. All appointments are subject to the terms and conditions set forth in the Faculty Manual on the beginning date of your employment.

We are enclosing an Academic Personal Information Form that must be completed and returned to us along with your acceptance of this offer.

This offer is contingent upon the verification of the award of your terminal degree, or acceptable progress toward degree completion, as documented by the receipt of an official transcript from the Registrar to the office of the dean. In the event that any willful misrepresentation occurs concerning academic credentials, required licenses or certification, publications, or previous work experience, your appointment may be terminated in accordance with the provisions of The Faculty Manual.

We would very much like to have you as a member of our faculty and ask that you

respond to this letter no later than March 15, 1995.

Sincerely,

William P. Smith
Dean

REAPPOINTMENT - SAMPLE STANDARD REAPPOINTMENT LETTER

Instructions for Preparing Standard Offer Letter for Reappointment

The first paragraph contains the basic appointment data and is to be copied verbatim with the appropriate data inserted in the blanks:

Upon the recommendation of name of department chair, etc., I am pleased to offer you a reappointment in academic unit as academic title at a basis salary of \$ amount effective as of date and ending date. This offer is also subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of this offer or enacted after the execution of this offer. All appointments are subject to the terms and conditions set forth in the Faculty Manual on the beginning date of your employment.

The second paragraph includes personal comments of the dean; a request for written response to this offer by certain date, if desired; etc.

A SAMPLE LETTER is provided below as a guide:

Ms. Mary Smith
100 Any Street
Any Town, Any State 00000

Dear Ms. Smith:

Upon the recommendation of the Chair John Doe, I am pleased to offer you a reappointment in the Department of Mathematics as Instructor at a 9-month salary of \$20,000 effective as of July 1, 1995 and ending June 30, 1996. This offer is also subject to any proviso enacted by the General Assembly whether it be in effect at the time of the execution of this offer or enacted after the execution of this offer. All appointments are subject to the terms and conditions set forth in the Faculty Manual on the beginning date of your employment.

I have been very pleased with your accomplishments during the past year and look forward to working with you in this coming academic year. Please respond to this offer of reappointment no later than March 15, 1995.

I look forward to hearing from you.

Sincerely,
William P. Smith
Dean