

## **EXAMPLE ONLY**

Offer letters should continue to be drafted from the letter templates in PeopleAdmin, adding the red **course/section/date/time info** and **related service responsibilities, enrollment stipulation, and Official Transcript paragraph** below.

### **PREPARE ON APPROPRIATE LETTERHEAD**

\*Unit Letterhead\*

[Unit Name]

[Date]

Name  
Street Address  
City, State, Zip Code

### **Re: Offer of Temporary Employment – Salary Pay**

Dear [Name],

Congratulations and welcome to the University of South Carolina.

I am pleased to offer you the temporary position of Instructor in the [Department Name] within the College of Arts and Sciences. We are excited to have you join our faculty and hope you are equally pleased with this opportunity. This is a temporary position that reports to [Supervisor's Name], [Supervisor's Title] and this position is located in [Building].

This **part-time** position is based on [hours] hours per week. Your normal work schedule will be **to teach** [list of courses/sections/days/times]; **you may also be asked to participate in departmental service related to effective provision of instruction (e.g., attending meetings, participating in course quality reviews, providing information for assessment)**. This temporary appointment begins on 8/16/2025 and ends 12/31/2025; however, the University reserves the right to terminate this appointment at its sole discretion at any time with or without cause. This position is considered exempt under the Fair Labor Standards Act and is not subject to the minimum wage and overtime provisions specified by law. Should you accept this position, your salary will be \$[Salary], **subject to adjustment based on final enrollment**. Employees hired April 1, 2019 or later will be paid on the pay date which typically occurs approximately two weeks after the end of the pay period. University employees are typically paid on the 15<sup>th</sup> and the last day of the month via direct deposit.

**Official Transcript:** As a contingency of your employment, please arrange for your official transcript to be sent via email to the College of Arts and Sciences Office of Human Resources and Faculty Affairs, at [casdhr1@mailbox.sc.edu](mailto:casdhr1@mailbox.sc.edu) by **August 15, 2025**. This offer is contingent upon the verification of the award of your terminal degree as documented by the receipt of an official transcript from the Registrar of your degree institution to the Office of the Dean, College of Arts and Sciences, at the University of South Carolina. In the event that any misrepresentation occurs concerning academic credentials, required licenses, or certification, publication, or previous work experience, your appointment may be terminated in accordance with the provision of the **Faculty Manual**.

In accordance with University policies and State Law, you are employed at will, which means that you may be terminated at any time with or without cause and without grievance or appeal rights, and that you will not be entitled to any compensation beyond the date of termination. As a temporary employee, you are not entitled to annual or sick leave, paid holidays, grievance rights, or any other benefits normally associated with employment in an FTE position under State guidelines. However, health insurance will be extended if you are deemed eligible based on the Affordable Care Act (ACA) and University guidelines. If you have questions regarding the benefits offered by this position at the University of South Carolina, please contact the Benefits Office at 803-777-6650 (USC Columbia employees), or [your Campus Benefits Administrator \(all other campuses\)](#). You will be separated from the University of South Carolina at the end of this appointment and without further notice. You will not be eligible for rehire in a temporary capacity for a time period of not less than 15 calendar days.

This offer of employment is governed by state law which is subject to change and does not imply any commitment regarding your continued employment. Further, this letter supersedes any other representations and agreement, written or oral, with regard to your employment at the University.

The University of South Carolina is required by federal law to verify the eligibility and work authorization of new employees. Therefore, this offer of employment is contingent upon the satisfactory completion of such verification. This offer is also contingent upon the satisfactory completion of the required background screening by the University of South Carolina. You will receive an e-mail from the University's external vendor, HireRight Customer Support ([noreply@hireright.com](mailto:noreply@hireright.com)) that will direct you to complete on-line forms. The background invitation must be completed within 5 business days, or the invitation will expire, and your department will be notified. To ensure that there is no delay in processing your background screening, provide all required information. Please review the [Background Screening Tips Sheet for Candidates](#) for more information concerning the background and drug screening process.

**Non-US Citizen:** If you are a non-US citizen, this offer is contingent upon the following three conditions: (1) upon acceptance of this offer, you must work with the Human Resources Office of International Services (HR-OIS) to provide documents required by U.S. immigration law; (2) with the assistance of HR-OIS, you must obtain approval if needed from U.S. Citizenship and Immigration Services to be employed at USC in an appropriate immigration classification prior to the starting date; and (3) the University cannot be responsible for your failure to comply with U.S. immigration laws nor can we be held liable for limitations set forth in the U.S. Immigration and Nationality Act.

The University of South Carolina utilizes an online records management system to deliver onboarding tasks to new employees. Upon your written acceptance of this offer, you will receive a Welcome email providing instructions on how to log in and complete your assigned tasks. The first checklist, Critical New Hire Tasks, is extremely important to be completed in a timely manner.

Name  
Unit Name  
TFAC Offer Letter  
Date  
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Please indicate your acceptance of this offer by signing on the line below and returning this letter to me no later than [date]. We encourage you to keep a copy for yourself. I look forward to our partnership and the contributions you will make to our institution. Feel free to contact me directly if you have any questions, require additional information or if there is anything I can do to help you get started in your new job at the University of South Carolina. My direct phone number is [contact phone number] and my email is [contact email].

Sincerely,

[Chair/Director Name]  
[TITLE]

I have read and understand the above-referenced terms and conditions of employment and hereby accept the University of South Carolina's contingent offer of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Office of Human Resources and Faculty Affairs, College of Arts and Sciences  
Division Human Resources, University of South Carolina  
Personnel File