**TEMPLATE FOR STAFF INTERNAL DUAL APPOINTMENTS**

**PREPARED BY UNIT ON THEIR LETTERHEAD**

**RED – information only required if a Non-US Citizen**

August 24, 2023

[Employee Name]

[Email]

[Empl ID]

**Re: Staff Internal Dual Appointment Letter**

Dear [Name],

I am pleased to offer you the dual position of [Title] in the [Unit Name] within the College of Arts and Sciences. This is a dual position that reports to [Supervisor Name], and this position is located in [Building].

This dual position is based on XX hours per week. Your work schedule for this appointment will be [Days and Times outside of normal work schedule] and the duties will include: [list of duties]. This dual appointment begins on **[Start Date]** and ends **[End Date]**; however, the University reserves the right to terminate this appointment at its sole discretion 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. Should you accept this position, your rate of pay will be **$[Salary** or **Hourly Amount]**. It is your responsibility to work with the HR representative in the unit to determine if you will be responsible for submitting weekly timesheets with hours worked via [**HCM PeopleSoft**](https://hcm.ps.sc.edu/).

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 UofSC Office for International Scholars (OIS) to provide documents required by U.S. immigration law; (2) with the assistance of OIS, you must obtain approval if needed from U.S. Citizenship and Immigration Services to be employed at UofSC 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.

Please indicate your acceptance of this offer by signing on the line below and returning this letter by **[Due Date]**. We encourage you to keep a copy for yourself.  I look forward to the contributions you will make to the [Unit Name].

Sincerely,

[Unit Head]

[Unit Name]

I hereby accept the terms and conditions outlined above.

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

cc: Joel H. Samuels, Dean, College of Arts and Sciences

 [Name], Associate Dean of [Title]

 [Unit Head], [Unit Name]

 Latasha Robinson, Director of Human Resources & Faculty Affairs

 Ashley Maciaszek, Assistant Dean for Finance and Budget Operations

USC Division of Human Resources

Personnel File