**NEW FACULTY APPOINTMENT – TEMPLATE OFFER LETTER**

**Please note that each offer letter must include the exact verbiage and paragraph sequence as stated in the template below, with the “If applicable” areas included as appropriate.**

[Date]

[Candidate Name]

[Candidate Address]

[Candidate Address]

Dear [Candidate Name]:

Upon the recommendation of the Chair [Chair Name] and the departmental faculty, I am pleased to offer you an appointment in the Department of [Department Name] as [Assistant/Associate Professor] at a [X]-month salary of [Salary Amount] effective [Date].

**(If applicable, add this paragraph)**

The appointment at this rank and salary is contingent upon your completion and verification of all requirements for your [Ph.D./Master’s] degree prior to the starting date of the appointment. If all requirements for the degree are not completed by [Date], your offer of appointment will instead be at the rank of Instructor, (non-tenure-track) for a term ending [Date] and your salary will be [Reduced Salary]. If you complete your requirements for the [Ph.D./Master’s} degree during the fall semester of [Year], you will be eligible for appointment at the rank of Assistant Professor effective January 1, [Year], with an appropriate adjustment in salary.

**(If applicable, add the following paragraph)**

Since you are a non-U.S. citizen, this offer is contingent upon the following conditions:

* Upon acceptance of this offer, you must work with the USC Office of International Support for Faculty and Staff (ISFS) to provide documents required by U.S. immigration law;
* With the assistance of ISFS, you must obtain approval from U.S. Citizenship and Immigration Services to be employed by the University of South Carolina in an appropriate immigration classification prior to the starting date of your appointment;
* The University of South Carolina 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.

An appointment at the rank of [Assistant/Associate Professor] is in the tenure track and is subject to the tenure and promotion guidelines, and other policies and procedures which are in effect on the effective date of this appointment. All appointments are subject to the terms and conditions set forth in the *Faculty Manual* in effect on the beginning date of your tenure-track employment. A copy of the tenure and promotion policies, procedures, and guidelines of the [College/Department] is enclosed for your information. The [Chair/Dean] will advise you of your duties which are subject to change as the needs of the department change. Please note that the departmental/college and university criteria establish requirements in the areas of teaching, research and scholarly activities, and service.

**[Expectations of the new faculty member should be included in this paragraph and should be consistent with departmental/college criteria. For example, expectations of minimum teaching load, expectations for scholarly performance and/or for seeking extramural funding for the support of graduate students, faculty salary, and other areas, and expectations of specific service activities within and outside of the University should be included.**]

**(If applicable, add this paragraph)**

The [Department/College] will reimburse you up to [Moving Expense Amount] toward actual moving expenses incurred in your relocation to [USC Campus Location], SC, subject to USC policies and procedures. The USC policy regarding relocation expenses may be reviewed at the following web address: <http://www.sc.edu/policies/busf108.pdf>.

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 of your degree institution to the Office of the Dean, [College], at the University of South Carolina. In the event that any willful 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* http://www.sc.edu/policies/facman/fmhome.html.

Enclosed please find an Academic Personal Information Form that must be completed and returned to us along with your acceptance of this offer. In addition, under policy approved by the Board of Trustees, this offer is contingent upon the completion of a satisfactory job reference and criminal background check. I have attached a background authorization form for you to complete, sign, and return as instructed. If desired, you may access, complete, and print both forms from the Human Resources web site at <http://hr.sc.edu/forms.html>.

Federal Law requires that all employers verify the identity and employment eligibility of all new employees (including U.S. citizens) within three days of hire. Employees are required to complete a Form I-9 by the first day of employment, and must provide employers with documents establishing both identity and eligibility to work in the United States.

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.

I am delighted to welcome you to [Department/College] and request you indicate your acceptance of this offer by signing this letter in the space provided below and returning it to me by [Deadline Date]. Please retain a copy for your records. Your department chair and I will be happy to answer your questions as they arise.

Sincerely,

[Dean’s Name]

Enclosures: Academic Personal Information

Acknowledgement and Authorization for Criminal Background Check

Tenure and Promotion Policies, Procedures, and Guidelines

c: [Department Chair Name]

Lorraine Aun, Director – International Support for Faculty and Staff **(If non-U.S. Citizen)**

I accept the appointment as described above:

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[Candidate Name] Date