

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

Dear [Name],

On behalf of the College of Arts and Sciences and the University of South Carolina, I am pleased to offer you the temporary position of Instructor in the [Department Name]. We are excited to have you join our faculty and hope you are equally pleased with this opportunity. This is a temporary position located in [Building]. You will report to [Supervisor's Name], [Supervisor's Title], who will provide you details about your first day and assist with your return to the University.

**Please review, sign, date and return this offer letter to begin your hiring process.**

**Appointment Period:** 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.

**Schedule and Pay Information:** 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)**. Your work schedule may be changed by the [Division/College] to meet the needs of the [Division/College].

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.**

You will be paid on a lag. A pay lag means that earnings for the first half of the month will be paid at the end of the month – and earnings for the second half of the month will be paid the following month on the 15th day. For example, if you were to start work on August 16, you would receive your first paycheck on September 15. All University employees are ordinarily paid twice a month: on the 15th day and the last day of each month.

**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](#).

**Temporary Employment Status:** 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. 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 no less than 15 calendar days.

**Benefits Information: Benefits Information:** 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 a Full -Time Equivalent (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 eligible, you will receive a benefits enrollment email from PeopleSoft to enroll or refuse insurance coverage within 31 calendar days from your date of hire.

**Important:** The retirement decision at the time of your initial temporary appointment is irrevocable, unless you initially elected State ORP and later changed to SCRS during the State ORP annual open enrollment period (January 1 – March 1), or you are rehired in a covered position following a bona fide separation of employment. In accordance with guidelines established by the Office of Benefits, for retirement purposes, to be considered a bona fide separation of employment, the break in service must be beyond the mandatory 15 calendar day break for temporary staff, or longer than one academic semester, excluding summer, for adjunct faculty.

If you have questions regarding the benefits offered by this position at the University of South Carolina, or would like to speak with a benefits counselor, please visit the [New Employee Benefits page](#).

This **offer is contingent** on the satisfactory completion and verification of both the federal I9 process (verifying identity, eligibility and work authorization) and USC's required background screening.

**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.

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

As a rehire, please ensure your profile information for account management is up to date. Go to the Account Management service at <https://myaccount.sc.edu> and perform the following steps:

1. Select **Update Account Setting**
2. Login and enter your answer to the previously set security question
3. Update your account profile information (Password, email preferences, personal email address, Carolina Alert, multi-factor information).

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 continued partnership and the contributions you will continue to 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].

Congratulations and welcome back to the University of South Carolina.

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