

University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty

- For the complete policy, please see <http://www.sc.edu/policies/acaf100.pdf>.
- For sample offer letter, please see <http://www.sc.edu/provost/forms>.

Faculty Appointment Letter Requirements

To ensure that every offer contains the required information, the hiring department must use the standard format and paragraph sequence below in each offer letter.

Paragraph 1: Basic appointment information

Unit in which the appointment is being made; USC academic title; basis; salary; effective date

Paragraph 2: Contingencies associated with degree completion (If applicable)

Degree to be completed prior to starting date; if degree is not completed by date; initial appointment at different rank; term of initial appointment date; salary; degree to be completed by date

Paragraph 3: Contingencies associated with non-U.S. citizens (If applicable)

Copy this paragraph verbatim from the sample

Paragraph 4: Statement that the appointment is in the tenure track

Copy this paragraph verbatim from the sample with the blanks completed.

Paragraph 5: Faculty expectations

Expectations should be consistent with departmental/college criteria and include specific teaching, scholarship, service, extramural funding, and any additional information necessary.

Paragraph 6: Moving expenses (If applicable)

Department/College to reimburse expenses; campus location; University Relocation policy

Paragraph 7: Verification of terminal degree as set forth by the Southern Association of Colleges and Schools

Copy this paragraph verbatim from the sample with the blank completed.

Paragraph 8: Enclosure of Academic Personal Information Form and Background Authorization Form for completion

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Paragraph 9: Homeland Security Verification of employment eligibility for newly hired employees

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Paragraph 10: State of South Carolina General Assembly Proviso

Copy this paragraph verbatim from the sample

Paragraph 11: Personal comments of the dean; request written response

Personal comments of the dean; invitation to join the faculty; request written response to the offer by a specific date

QUESTIONS? Please contact the Office of the Provost at 803-777-2930.