UNIVERSITY OF South Carolina

Offer Letter Template Descriptions

It is vital to generate/download the correct offer letter template for each hire. Do not save offer letter templates to your desktop, rather generate them for each specific hire. Review offer letter template titles to ensure you are using the correct one for the specific hire you're working on.

For example, if an RGP/TL employment offer is made on the FTE offer letter template, the employee will not receive vital information about their appointment being 'at will' and having an end-date, instead the letter would have incorrect information about probationary period and state service. Using the incorrect offer letter template will result in having to issue an amended offer which negatively impacts the employee's hire experience.

Utilize the below table for quick reference of the different offer letter templates.

Staff FTE	
Template Name	**Description**
Offer of Staff FTE Employment for Reassignment, Promotion, or Demotion in the Same Position Type Only	To be used for currently employed FTE staff moving within the same position type (i.e. FTE staff in the College of Nursing is being offered an FTE staff position in the College of Arts and Sciences). Includes information about probationary/trial period.
(Lag) Offer of Staff FTE Employment	To be used for all new and rehire staff FTE positions. Includes information about probationary status and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
(Lag) Offer of State of SC Post-Retirement Staff FTE Employment	To be used for all FTE staff hires when the individual is a State of SC retiree. Includes important information about earnings limitation, break in service requirements, and working retiree contribution rate.
Staff RGP/ TL	
Template Name	**Description**
Offer of Research Grant/Time Limited Employment for Reassignment, Promotion, or Demotion in the Same Position Type Only	To be used for currently employed RGP or TL staff moving within the same position type (i.e. RGP staff in the College of Pharmacy is being offered an RGP staff position in the Office of Research). Includes important information about the appointment period (start and end-dates), the position being at will, and time in position not counting towards calculation of state service dates.
(Lag) Offer of Staff RGP/TL Employment	To be used for all new and rehire staff RGP and TL positions. Includes important information about the appointment period (start and end-dates), the position being at will, time in position not counting towards calculation of state service dates and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
(Lag) Offer of State of SC Post-Retirement Staff RGP/TL Employment	To be used for all RGP/TL staff hires when the individual is a State of SC retiree. Includes important information about the appointment period (start and end-dates), the position being at will, earnings limitation, the position being at will, break in service requirements, and working retiree contribution rate.
Faculty FTE	
Template Name	**Description**
Offer of Professional Track Faculty Appointment for Changes in FTE Position Types Only	To be used for currently employed Professional Track FTE faculty moving within the Professional Track.

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Faculty FTE (Continued)	
Offer of Tenured/Tenure Track Faculty Appointment for Changes in FTE Position Types Only	To be used for currently employed Tenured or Tenure Track FTE faculty moving within the Tenure Track.
(Lag) Offer of Professional Track Faculty FTE Appointment	To be used for all new and rehire FTE faculty in the Professional Track. Includes important information about time in position not counting towards probationary period for tenure.
(Lag) Offer of Tenured/Tenure Track Faculty FTE Appointment	To be used for all new and rehire FTE faculty hired with Tenure or in the Tenure Track. Includes information about tenure start date and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
Faculty RGP/TL	
Template Name	**Description**
(Lag) Offer of RGP/TL Faculty Employment	To be used for all new and rehire faculty RGP and TL positions. Includes important information about the appointment period (start and end-dates), the position being at will, time in position not counting towards calculation of state service dates and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
(Lag) Offer of State of SC Post-Retirement RGP/TL Faculty Employment	To be used for all RGP/TL faculty hires when the individual is a State of SC retiree. Includes important information about the appointment period (start and end-dates), the position being at will, earnings limitation, the position being at will, break in service requirements, and working retiree contribution rate.
Adjunct/Temporary	
Template Name	**Description**
(Lag) Offer of Temporary Hourly Employment	To be used for all non-exempt/hourly temporary new hires. Includes important information about submitting weekly timesheets, required 15 calendar day break, and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
(Lag) Rehire Offer of Temporary Hourly Employment	To be used for all non-exempt/hourly temporary rehires (regardless of length of break). Includes important information about submitting weekly timesheets, required 15 calendar day break, and inability to edit previous retirement decision.
(Lag) Offer of Temporary Salaried Employment	To be used for all exempt/salaried temporary rehires (regardless of length of break). Includes important information about required 15 calendar day break, and defaulting to SCRS/PORS if retirement election not made within 30 calendar days from hire.
(Lag) Rehire Offer of Temporary Salaried Employment	To be used for all exempt/salaried temporary rehires (regardless of length of break). Includes important information about: submitting weekly timesheets, required 15 calendar day break, and inability to edit previous retirement decision.
(Lag) Offer of State of SC Post-Retirement Temporary Salaried Employment	To be used for all exempt/salaried temporary hires when the individual is a State of SC retiree. Includes important information about: required 15 calendar day break, earnings limitation, break in service requirements, and working retiree contribution rate.
(Lag) Offer of State of SC Post-Retirement Temporary Hourly Employment	To be used for all non-exempt/hourly temporary hires when the individual is a State of SC retiree. Includes important information about: required 15 calendar day break, earnings limitation, break in service requirements, and working retiree contribution rate.