**TEMPLATE FOR INTERNAL DUAL APPOINTMENTS**

**PREPARED BY DEPARTMENT / PROGRAM ON THEIR LETTERHEAD**

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

March 6, 2020

Name

Email

**Re: Internal Dual Appointment Letter**

Dear XXXX,

I am pleased to offer you the dual position of XXXX in the Department of XXXX within the College of Arts and Sciences. This is a dual position that reports to XXXX, and this position is located in XXXX.

This dual position is based on XX hours per week. Your work schedule for this appointment will be Monday through Friday from 7:30 a.m. to 8:30 a.m. and the duties will include: XXXX. This dual appointment begins on **01/02/2020** and ends **12/15/2020**; 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 **$XX.00/hr**. 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 through ITAMS: <https://itams.csd.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 **Wednesday, 12/18/19**. We encourage you to keep a copy for yourself.  I look forward to the contributions you will make to the Department of XXXX.

Sincerely,

Unit Head

Department of XXXX

I hereby accept the terms and conditions outlined above.

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

cc: Lacy K. Ford, Dean of the College of Arts and Sciences

 XXXX, Associate Dean of XXXX

 Unit Head, Department of XXXX

 Latasha Robinson, Director of Human Resources

 Susan Klie, Director of Budget Operations

UofSC Division of Human Resources

Personnel File