

DRAFT

April 8, 1993

Dr. Jane P. Doe
College of General Studies
University of South Carolina
Columbia, SC 29208

Dear Dr. Doe:

I am pleased to offer you the position of Associate Provost at the University of South Carolina. Your appointment as Associate Provost would begin July 1, 1993. The Associate Provost reports to the Provost, and is subject to both the faculty evaluation and retention regulations outlined in the Faculty Manual, and the administrative evaluation and retention regulations in the policies and procedures of the University. This offer is also 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 wish to address several specific provisions of this offer below:

1. Faculty Appointment: You would retain your current faculty appointment as Professor with tenure in the College of General Studies.
2. Salary: You would be employed on a twelve-month per year basis at a total compensation of \$70,279 per year. These funds will be provided on a recurring basis by the Office of the Provost. This annual salary is made up as follows:

a. Nine-month faculty base salary:	\$ 50,000
b. Twelve-month expansion of faculty base (times 11/9ths)	\$ 61,112
c. Administrative Supplement (@ 15 %):	\$ 9,167
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Total (b+c):	\$ 70,279

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3. Salary Raises: Future salary raises would apply only to the faculty base salary. If you should, at some point in the future, return to the faculty on a nine-month basis, your faculty salary would be equal only to your nine-month faculty base salary.

Under new guidelines set forth by the Southern Association of Colleges and Schools, we are required to provide documentation of academic credentials for all part-time and full-time faculty members. Therefore, all offer letters must contain the following statement: "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 to the Office of the Provost. In the event that any willful misrepresentation occurs concerning academic credentials, required licenses or certification, publications, or previous work experience, your appointment may be terminated in accordance with the provisions of The Faculty Manual."

I look forward to a long and successful relationship between you and University in your new position. This offer is in effect until April 22, 1993, by which time I would need a written response accepting the appointment. Please feel free to contact me if you should have any questions.

Sincerely,

James C. Moeser

JCM/ba

cc: John M. Palms, President
Jane Jameson, Vice President for Human Resources
John Jones, Dean - College of General Studies