Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

TEMP Faculty (Adjunct Faculty or TFAC) - Hiring Diagram

Position Request
Submit *TFAC Review Spreadsheet* electronically via TEAMS for course/credentialing review and approval.
You will be notified once approved.

Transcript
Verify that the College has a copy of the transcript on file for the intended hire. For **new hires**, the TFAC will need to request that their institution send an original copy of their transcript to the CAS Office of Human Resources and Faculty Affairs via casdhr1@mailbox.sc.edu.
Please note: The College must receive an original copy of the transcript before their intended start date.

Posting
Create a posting in PeopleAdmin and transition it to College/Division HR for review and approval. Once approved, send the quick-hire posting link to the individual you want to apply.

Hiring Proposal
Submit a hiring proposal to College/Division HR for review and approval. Required attachments include: signed offer letter on letterhead (PeopleAdmin template) and ACA Calculation Worksheet. The CAS HR Manager will review and transition to *Offer Accepted/Create Onboarding*.
You will assign the appropriate Onboarding tasks if needed.

Please note: OB tasks are not assigned for rehires less than a year & international hires.