

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.9
SUBJECT: To Establish and Fill a Temporary Grant Position	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

TO ESTABLISH AND FILL A TEMPORARY GRANT POSITION

- A. The department submits, through its appropriate administrative channels, a request to establish a temporary grant position along with a completed Position Description (PD), an organization chart, a copy of the approved grant award letter, notification letter from the Office of Sponsored Programs, and the approved budget for the grant (from the Grants Accounting and Budget offices) to the Office of Human Resource Management (OHRM). Positions funded by Title III must also have the approval of the Title III Director.
- B. Upon receipt of the documentation, OHRM reviews the request and determines the appropriate State classified or unclassified job title based on the duties described on the position description. Once a classified or unclassified job title has been determined, OHRM will establish the temporary grant position and notify the department.
- C. To fill the temporary grant position the department posts it via the University's online employment system ([Employment Opportunities](#)). There is no minimum posting timeframe requirement for posting a temporary (non-student) position, nor is there a requirement to interview a minimum number of applicants. Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- D. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- E. No offer of employment or salary commitment shall be extended to a temporary grant candidate until all approvals have been made, to include the Budget Office, OHRM and the President. Any such offer made will not be considered valid nor binding on the University.