

3.15.1 Presidential Appointment Letter

STATE BOARD FOR COMMUNITY COLLEGES

Virginia Community College System

James Monroe Building

101 North Fourteenth Street

Richmond, Virginia 23219

PRESIDENTIAL APPOINTMENT

\_\_\_\_\_  
(Date)

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The State Board for Community Colleges has approved your appointment as President of \_\_\_\_\_ Community College for a term of one \_\_\_\_\_ beginning July 1, \_\_\_ and expiring June 30, \_\_\_\_, subject to the following terms and conditions:

1. The term of this appointment shall be extended on an annual basis for an additional term of one year unless either party shall prior to March 1 of the then current year notify the other party in writing that it does not desire the appointment to be so extended. This extension shall reoccur annually unless such notice is given.
2. You shall be responsible to the State Board for Community Colleges through the Chancellor of the Community College System for the operation of \_\_\_\_\_ Community College in accordance with applicable law, established policies, procedures, and regulations. You shall be responsible to the \_\_\_\_\_ Community College Board for those areas in which the College Board is empowered to act and which are assigned to you by the College Board. In addition, you shall serve as Secretary to the College Board.
3. Your annual salary rate shall be \$\_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_ payable semi-monthly and subject to lawful deductions. You shall also receive all of the usual retirement, life insurance, health insurance, and other benefits normally provided to presidents in accordance with the VCCS Policy Manual and state regulations.

4. The terms of this agreement are subject to the continued appropriation of sufficient funds and the Governor's on-going authority in such matters.
5. You shall obtain an annual physical examination by a licensed medical doctor with the expense of such examination to be paid by State funds. The results of such examination shall be made available to the Chancellor and the Chair of the College Board by January 1.
6. The Chancellor shall cause an evaluation of your performance to be conducted annually by June 15.
7. This agreement is subject to, and incorporates, all applicable laws, and the policies, regulations and rules of the State Board for Community Colleges as may be amended.

Please signify your acceptance of this appointment by signing and returning the original to my office within fifteen days of the above date.

\_\_\_\_\_  
Glenn DuBois, Chancellor

I accept the appointment described above under the terms and conditions set forth.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRESIDENTIAL APPOINTEE