

COMMUNITY COLLEGE LETTERHEAD
APPOINTMENT PROPOSAL

(Date)

(Name of Appointee)

In accordance with the policies of the State Board for Community Colleges as set forth in the VCCS Policy Manual and with applicable state and federal law, it is my intention to appoint you to the faculty of _____ Community College/ System Office in the position of _____ for the period _____ to _____

This appointment proposal is issued because of the following change:

- _____ Multi-year appointment status
- _____ Nine to twelve month teaching position
- _____ Twelve to nine month teaching position
- _____ Twelve to nine month administrative position
- _____ Twelve month administrative position to nine-month teaching position
- _____ Change in academic field taught (Describe in Special Conditions Section)
- _____ Nine-month program head to nine-month faculty
- _____ Nine-month faculty to nine month program head
- _____ Other (Describe in Special Conditions Section below)

Your responsibilities may include work during the day, evening, weekend, or anytime college programs are offered.

Acceptance of employment includes acceptance of the general conditions of employment set forth in the VCCS Policy Manual, System Office/ _____ Community College policies, and the laws of the Commonwealth of Virginia.

Special conditions concerning this appointment proposal are stated below. Your rank and salary shall be set forth in a separate Faculty Employment Contract.

If these terms are acceptable to you, please sign, date, and return this copy of the letter to me within _____ days from the above date.

President's Signature

Date _____

Signed _____

- _____ One Year Appointment
- _____ Three Year Appointment
- _____ Five Year Appointment
- _____ Administrative Appointment

Special Conditions: