

(COMMUNITY COLLEGE /SYSTEM OFFICE LETTERHEAD)
FACULTY EMPLOYMENT CONTRACT
INITIAL APPOINTMENT
(For use with non-routine appointments)
(Date)

(Name of Faculty Member)

This agreement is to appoint you as _____ at the rank of _____
at an annual salary rate of \$ _____ for the period of _____ to _____ and \$
_____ for the period of _____ to _____. Per § 23-224 of the
Code of Virginia, all appointments are contingent upon the State Board for Community Colleges'
(State Board's) approval before they become effective. The State Board grants such approval
via the VCCS Policy Manual for those appointments made in accordance with its stated
requirements and with applicable state and federal law. Because this proposed appointment is
outside of the stated requirements, it must receive the State Board's explicit approval.

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.
Any additional conditions concerning this agreement are stated below.

The terms of this agreement are subject to the continued appropriation of sufficient funds and
the Governor's on-going authority in such matters.

If this proposed agreement and any special conditions or assignments listed below are
acceptable to you, please sign, date, and return this copy of the form to me within
_____ days from the above date.

President's Signature

If I have an existing employment contract with the Virginia Community College System,
or one of its colleges, this contract will be considered an addendum to that existing contract.
This contract will not supersede any such existing employment contract in any way, unless
agreed to by the existing employing institution and any conflicts between such existing and
additional contracts will be construed in favor of the existing contract.

Date _____

Special conditions or assignments:

_____ One Year Appointment