**RENEWAL CONTRACT EXECUTIVE/SENIOR ADMINISTRATOR**

<DATE>

Position #:

Banner ID: V

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to continue your appointment at Virginia Commonwealth University for the period beginning July 1, 2019 through June 30, 2020. This appointment is a full-time position as a(n) <TITLE>, in the <DEPT>, <SCHOOL or UNIT>. Your salary for this position will be based on an annual salary of $<SALARY>.

This appointment is as a University and Academic Professional, with the designation of Executive/Senior Administrator. The terms and conditions of your continued appointment are set forth in the ***Virginia Commonwealth University* *Terms and Conditions of Employment******for University and Academic Professionals Designated as Executives/Senior Administrators****.*

As an Executive/Senior Administrator, your title and position responsibilities are subject to change depending on the needs of the University. Such changes, should they occur during this appointment, will be at a level commensurate with your education, training and capabilities, and at the same salary level as provided above.

If you have any concerns or questions about your appointment, please contact <NAME OF CONTACT PERSON>, <TITLE OF CONTACT PERSON>, <SCHOOL or UNIT>. If this appointment is acceptable to you, please sign and return the original of this appointment contract to this office as soon as possible.

Best wishes for an enjoyable and productive year.

Cordially,

Dean/VP/Unit Head

<SCHOOL or UNIT>

I agree to the terms and conditions of this contract and hereby accept this appointment.

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Signature Date

Enclosure

This offer is not valid unless signed.