

VIRGINIA COMMONWEALTH UNIVERSITY TERMS AND CONDITIONS OF EMPLOYMENT

1. FACULTY HANDBOOK AND OTHER UNIVERSITY POLICIES

The provisions of the Virginia Commonwealth University Faculty Handbook, and any future modifications to it, as well as all University policies, procedures and regulations pertaining to faculty, are incorporated into this contract by reference and constitute part of this contract.

2. CONDITIONS

As a condition of your faculty appointment at VCU, you are subject to all applicable policies and procedures of the University. Significant policies and procedures include, but are not limited to, University statements which address promotion and tenure, conflict of interests, outside professional activity, intellectual property and code of ethics. It is your responsibility to be aware of these policies and procedures as well as all others which may apply to you. University policies and procedures are subject to change, and further information regarding those which may be applicable to you, in addition to information concerning your privileges and duties as a faculty member, may be obtained by contacting your department chair and by visiting the VCU web site at <http://www.vcu.edu/provost/vcupolicies.html>. Also, you may, in the course of your employment, have access to confidential information regarding employees, students, patients, the public, or to proprietary or other confidential information belonging to or in the possession of VCU. This information is to remain confidential, and may be disclosed only in strict accordance with federal or state law and/or University Regulations and policy.

FOR INITIAL FACULTY APPOINTMENTS, TRANSFERS, AND PROMOTIONS: This offer of employment is conditional upon job related background checks and your completing a criminal history record request form and the satisfactory confirmation of the information reported on the form by criminal justice officials of the Commonwealth of Virginia and any other states or jurisdictions. Criminal conviction investigations also will be conducted in connection with certain transfers and promotions as described within the Criminal Conviction Investigation policy. As required by state law, the employment offer also is conditional upon U.S. citizens verifying that they have registered for the Selective Service or providing documentation from the Selective Service System that their requirement to register has been "terminated or become inapplicable." Also, VCU is required by state law to ask each new faculty member if he/she has an income withholding order for child support payments. An affirmative response will not adversely affect your employment with Virginia Commonwealth University. A U.S. Department of Justice I-9 Employment Eligibility Verification also must be completed no later than three business days from the date employment begins.

3. TERMS OF APPOINTMENT

Your appointment with the University is binding after approval of the Board of Visitors of the University. Renewal of tenure eligible, collateral, administrative and professional appointments shall be at the option of the University, subject to the non-renewal notice requirements contained in the Faculty Handbook, the provisions of the University Policy for Administrative and Professional Faculty and Faculty Holding Administrative Appointments and/or any applicable policies of schools or units of the University. To be valid, an extension or renewal of an appointment must be in writing and signed by the President, Vice President or appropriate designee of the University.

4. BENEFITS

Each person employed by Virginia Commonwealth University who is entitled to benefits in addition to salary is responsible for making all decisions and for taking all actions relating to such benefits within benefit deadlines.

5. GENERAL LIMITATIONS

This Contract is subject to the acts of the General Assembly of Virginia, the Governor's consolidated salary authorization of faculty positions, executive orders of the Governor, and the policies and regulations adopted by the Board of Visitors of Virginia Commonwealth University.

6. ACADEMIC YEAR

12-Month Faculty July 1 through June 30
9-Month Faculty August 16 through May 15

7. PAYMENT OF EARNINGS

	<u>Dates of Appointment</u>	<u>Contract Pay Cycle</u>	<u>Pay Dates</u>
12-Month Faculty	July 1 - June 30	July 1 - June 30	July 16 - July 16
9-Month Faculty	August 16 - May 15	August 10 - May 9	September 1 - August 16

Salary is paid in semi-monthly installments over 12 months on the 1st and 16th of the month. There is a one-week lag between the end of the payroll period and receipt of the related pay. Payroll periods are the 10th through the 24th (paid on the first of the subsequent month) and the 25th through the 9th (paid on the 16th of the month). New 12-month faculty appointed on July 1 will receive a partial paycheck on July 16 for the July 1-9 pay cycle and their first full paycheck on August 1 for the July 10-24 pay cycle. New 9-month faculty appointed at the beginning of the academic year will receive their first full paycheck on September 1 for the August 10-24 pay cycle. VCU faculty are required to receive their pay by direct deposit.