



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. CAROLE A. COWAN

978) 456-3100
Fax: (978) 452-5545

June 26, 2012

[Redacted]

Dear [Redacted]

I am please to inform you that your appointment to the position Director – Lowell Middlesex Academy Charter School has been approved. Your appointment is subject to the following terms and conditions:

- Date of Employment: July 1, 2012
- Laws of the Commonwealth and rules and regulations promulgated thereunder;
- The Non-Unit Professional Personnel Policies Handbook;
- The policies and procedures of this institution; and
- The appropriation of sufficient funds by the Legislature.

Your appointment has no terminal date and therefore is an indefinite appointment during which you shall serve at the pleasure of the President of the College.

Grant funded positions are subject to the terms and conditions of the grant, as well as grant funding. Certain provisions of the Non-Unit Professional's Personnel Policies Handbook are not applicable to grant funded positions.

Please sign this letter indicating your acceptance of the appointment subject to the terms and conditions stated above and return it to the Human Resources Department no later than ten (10) days from its receipt. If you do not respond within the specified time period, I shall consider it to be a rejection of the appointment.

Sincerely,

Carole A. Cowan
President

I accept the appointment and understand that it is subject to the terms and conditions state above.

[Redacted Signature]

Signature

7-17-12
Date