



WPI

Office of the Provost
100 Institute Road
Worcester, MA 01609-2280
508-831-5222 (TEL) | 508-831-5774 (FAX)
wpi.edu

May 25, 2021

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

I am pleased to appoint you to the position of Director at the Massachusetts Academy of Mathematics and Science (Academy). Your 2021-22 salary will be \$145,000 payable in 12 equal payments. This appointment is for eleven months, including the academic year plus four additional weeks for planning and administrative work in the summer. For the academic year 2021-2022, your appointment will begin July 1, 2021, through June 30, 2022.

The Director is the chief officer of the Academy whose basic function is to oversee the continuing development of the Academy as an innovative program for accelerated mathematics and science students and as a laboratory recognized for developing and implementing interdisciplinary and project-based education. Principal duties and responsibilities include: ensuring growth of the Academy by working closely with WPI, the Massachusetts Department of Education, and the Commonwealth's legislative and executive bodies; developing additional external resources and outreach to new constituencies; coordinating the Advisory Council; and writing grants to secure additional funding. In addition, the Director has overall responsibility to develop and implement school policies and procedures; manage recruitment and supervision of faculty; and oversee student recruitment, admissions, and college placement. Like all other Academy faculty, the Director will participate when appropriate in the students' learning.

As Director, you will serve at the pleasure of WPI's President and Board of Trustees. Continuation of this appointment will be on a yearly basis and is contingent upon satisfactory performance and continuation of funding for the Academy from government or private sources. Should funding be discontinued, WPI will guarantee at least one month's notice with pay and benefits. You will report directly to the Dean of Undergraduate Studies.

The academic year for the Academy is mid-August 2021 to mid-June 2022; the academic year for students begins mid-August and concludes at the end of May. Details of the calendar and the daily schedule are developed each year by the administration and faculty of the Academy.

COVID-19 Training:

If you will be working on campus, before you arrive, you will be required to complete COVID-19 training through our online WPI Learning Academy by logging in with your new WPI email address. Detailed instructions for this training will be provided by the Division of Talent & Inclusion. You must also follow COVID testing protocols and use WPI's Symptom Tracker daily to be on campus. For additional information on testing and symptom tracking, please go to



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<https://www.wpi.edu/we-are-wpi/employees-and-workplace>.

Benefits:

In addition to your compensation, WPI offers a comprehensive benefits package which includes medical, dental, life, and disability insurance, holidays, and additional benefits that will be discussed during orientation. Summary plans and additional information are available here. Faculty are required, as a condition of employment, to begin participation in the WPI Retirement Plan upon the attainment of one (1) year of service at WPI. Please note that you must make your elections for benefits online within thirty (30) days from your date of hire in order to receive benefits for the remainder of the calendar year. WPI reserves the right to change its benefits package at its sole discretion.

Please contact Human Resources, Division for Talent and Inclusion office at benefits@wpi.edu or 508-831-5470 if you have any questions.

Comfortable Workplace:

WPI is committed to maintaining a positive work environment and promoting a workplace free from discrimination and harassment to support the academic and research mission of the University and ensuring all members of our community can contribute to their fullest potential. As a new hire, you will be required to complete training on the topic of Anti-Discrimination, Harassment, and Sexual Harassment.

Background Check:

Please understand that your offer of employment is contingent upon the satisfactory completion of a criminal background check and other applicable pre-employment checks, depending upon your position and department. You will receive a separate email from the University's external vendor, HireRight on how to authorize this process.

My colleagues and I look forward to you joining the Academy and hope that you will indicate your acceptance of this offer no later than June 1, 2021.

Your signature constitutes your formal acceptance of this position and confirms that no promises, representations, or agreements that are inconsistent with any of the terms of this offer have been made to or with you by anyone at WPI. You also hereby represent and warrant that you are not now subject to any agreement which is or would be inconsistent or in conflict with the obligations you will have as an employee of WPI.

Thank you.

If you have any questions concerning this offer, please feel free to contact Michael Barney or myself.

Sincerely,



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Arthur Heinricher
Dean, Undergraduate Studies

Signature: Arthur Heinricher
Arthur Heinricher (May 25, 2021 14:30 EDT)
Email: djgraves@wpi.edu

Signature: [REDACTED]
[REDACTED] (May 25, 2021 20:03 EDT)
Email: [REDACTED]