



SOUTHWESTERN COMMUNITY COLLEGE

Office of Human Resources
447 College Drive • Sylva, North Carolina 28779
Phone: (828) 586-4091 FAX: (828) 586-3129
Web Site: <http://www.southwest.cc.nc.us>

June 29, 2005

New Budget Code —
Position Code —
Type of Contract — 9-0-0 contract

Name
Address
City, State, Zip

Dear Name:

Subject: **Full-Time Employment**

This letter of employment is beginning **2004 - 2005 Academic Year**. Your salary for this time frame will be **\$xx,xxxx**.

Your salary will be paid for the performance of **instructional** services to Southwestern Community College. The nature and location of your specific assignments will be determined by the needs of the College and communicated to you.

This agreement shall be governed by the laws of the State of North Carolina and the policies, rules, and regulations of the North Carolina State Board of Community Colleges and the Trustees of Southwestern Community College as stated in the North Carolina Administrative Code and the College's Policies and Procedures Manual.

You are considered a full-time employee for the duration of the agreement and subject to providing additional services, such as serving on committees, attending departmental, faculty and/or special meetings, student recruiting, serving as faculty advisor, student affair chaperone, or other duties that may be assigned.

This agreement is contingent upon the College's need for said position and the availability of funds to support it. If during the term of this agreement the position you hold is no longer needed, this agreement will be terminated; and if during the term of this agreement funds are not available to support the salary as herein before set forth; this agreement will be terminated.

In the event you terminate this agreement without 30 days' written notice, a sum equal to one-half of one month's salary shall be deducted from any amount due you under this agreement, not as a penalty, but as liquidated damages.

If you are in agreement with the above stipulations, please sign both copies of this letter and return the original to the Office of Human Resources by **July 15, 2005**, for your personnel file.

Sincerely,

Cecil L. Groves
President

Accepted

Date