Dear ,

Congratulations on your appointment as County Extension Director in {county} effective {date}. Your appointment as County Director is expected to be a three-year appointment. Following the initial three-year probationary period, your Director appointment will be re-evaluated and may be continued for an additional three-year term. Subsequent appointments will be contingent upon successful completion of duties and performance in the Director role. The University of Tennessee Extension has no obligation to continue your administrative duties and may remove them at any time.

Your base monthly salary will be {salary without ADA or longevity} (not including longevity), which reflects a 10 percent monthly increase of {10% of the monthly salary} for administrative responsibilities and will be earned and paid on a monthly basis. In the event a future assignment does not include Extension Director responsibility, your salary will be reduced by {10% of the monthly salary}. In addition, in the event of separation, The University of Tennessee Extension is not obligated to pay any unpaid portion of this annualized salary for the balance of the year not in employment.

Please indicate your acceptance of the terms and conditions of this offer by signing and dating below and return this letter no later than February 8, 2023. I look forward to working with you as you represent the University of Tennessee in this new role.

Regional Director Signature Extension Dean Signature

I accept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C: Dr. John Toman, Ms. Missy Kitts