



September 16, 2019

Board of Trustees

Cynthia Moore
1 Lindsay Drive
Beaver Falls, PA 15010

Dear Cynthia,

It is my pleasure to offer you the position of Secretary and Special Counsel with the University of Tennessee, subject to the terms and conditions outlined in this letter and subject to approval by the University of Tennessee Board of Trustees. The position also serves ex officio as Secretary of the Board of Trustees. The effective date of your appointment as Secretary and Special Counsel will be January 1, 2020, but you will begin employment with the University on November 1, 2019 (or such other date on which we subsequently agree) as Secretary-designate to facilitate the transition of duties and responsibilities from the current Secretary. This position reports directly to the Chair of the Board of Trustees. Your service in this position will be without tenure, without a definite term, and subject to the pleasure of the Board of Trustees.

The initial rate of pay for your position as Secretary-designate and subsequently as Secretary and Special Counsel is \$20,833.34 per month (\$250,000 annualized). As a full-time employee, you are also eligible for various benefits. For benefits information, please visit <https://hr.tennessee.edu/benefits>. Additional information will be provided during your orientation session to be scheduled at a future date.

To assist you with relocation, the University will provide a one-time moving allowance of \$15,000 consistent with Fiscal Policy FI0450. This allowance will be reported as taxable income and included on your W-2 statement. The IRS required that applicable taxes be withheld and reported.

All regular staff employees serve a six-month probationary period. At the end of the probationary period, I will complete an initial evaluation, which will be discussed with you and will become a part of your personnel file.

We are excited to welcome you to the University of Tennessee and look forward to working with you. To indicate that you agree to these terms and will accept this appointment upon approval by the Board of Trustees, please sign below and return the signed letter to me.

Sincerely,

John Compton
Chair, Board of Trustees

cc: Human Resources

ACCEPTANCE: I accept the appointment to serve as Secretary and Special Counsel with the University of Tennessee under the terms and conditions outlined above and with the understanding that the offer is not binding until and unless the appointment and compensation is approved by the University of Tennessee Board of Trustees.

Signature

Date