



April 11, 2019

Kevin G. McDonald



Dear Kevin:

I am pleased to invite you to join the University of Virginia as **Vice President for Diversity, Equity and Inclusion (VP-DEI)**. The term of your appointment will begin **August 1, 2019** for a term of **five (5) years**. This appointment may be renewed or extended upon our mutual written agreement, notwithstanding anything as may be to the contrary. As VP-DEI, you will report to directly to me and be responsible for the duties described herein.

This offer is contingent upon approval by the Board of Visitors at its upcoming June meeting. I expect enthusiastic endorsement by the Board. This appointment is subject to applicable policies of the University as same shall be in effect from time to time.

The starting annual salary is **\$340,000**, paid out over 26 bi-weekly pay periods, with the first prorated payment on August 9, 2019. Your salary is subject to federal and state tax withholding and to all deductions required by law. You are eligible to receive a benefits package available to University Staff. This position carries with it no expectation of continued employment beyond the terms noted in this offer.

Your specific duties and responsibilities are determined by me in my role as President and are described in the position description. These responsibilities are subject to change in response to the changing needs of the department and University. Your specific performance expectations and goals will be set as a part of the regular performance management process. Following an annual performance review, you will be eligible to earn an **annual performance bonus of up to 10 percent** of your base salary, as determined by me according to your performance and achievement of goals. Any performance bonus is awarded at the discretion of the President.

The University will provide you with **\$15,000** for reimbursable expenses to help defray the cost of your move. In addition, UVA will cover up to **\$15,000** for relocation costs billed directly to UVA through a Procurement-approved vendor. To be eligible for this assistance, you must execute a [Moving Agreement](#), a copy of which is included with this offer of employment. Please consult the [University's policy and procedures](#) on reimbursing employee expenses relating to moving and relocation for more information. Questions about the policy or reimbursement should be directed to me.

In addition to your base salary, you are also eligible to receive a **one-time recruitment bonus of \$25,000**, provided you accept the terms and conditions outlined in this letter and all addendums. The recruitment bonus terms and conditions are detailed in the University Staff Recruitment Bonus Agreement document included with this offer of employment.

You are scheduled for [Grounds for Success](#), our new employee orientation program, on Monday, August 5, 2019. In preparation for the program, please complete the online learning module about [Benefits](#), and review information about your required contribution towards retirement. Representatives from the Benefits Office will be available to answer questions at the end of the orientation program or you may request a personal one-on-one meeting with a benefit specialist. Click [here](#) for more information regarding orientation, including additional online learning modules, directions and parking, and proper attire.

I look forward to working with you as a key member of the leadership team. Please indicate your acceptance of the terms of this offer by signing below and returning to Kelley Stuck, VP & CHRO, [REDACTED], mobile: [REDACTED], by April 18, 2019.

Congratulations on your employment with the University of Virginia. If you have any questions, please feel free to contact me.

Best,



James E. Ryan
President

I certify that the credentials and information submitted with my application are accurate and complete, and I accept the offer contained in this letter and all attachment(s) by signing below.

Position Accepted: [REDACTED] Date: April 12, 2019
Kevin G. McDonald

Appendix A: Terms & Conditions of Employment

I understand and agree that any offer of University of Virginia employment made to me, and any employment I begin, is conditioned on the terms enumerated in this offer document. Upon accepting employment at the University of Virginia, and by signing my offer of employment, I agree to abide by all University of Virginia policies and procedures which apply to me. It is my responsibility to be aware of these policies and procedures. I am also aware that University policies and procedure may be changed from time to time by the Board of Visitors or University administration, and it is my responsibility to become aware of such changes in a timely manner.

I understand that I can access pertinent University policies through the [University's Policy Directory](#). In addition, I acknowledge having read and understood, and agree to abide by the following:

- [University Code of Ethics](#)
- [Virginia State and Local Governments Conflict of Interests Act](#)
- [UVA's Policy on Drug and Alcohol Use](#)
- [UVA Policy: Preventing and Addressing Discrimination and Harassment](#)
- [UVA Policy: Preventing and Addressing Retaliation](#)
- [UVA's Policy on Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence](#)
- [UVA Policy: Reporting by University Employees of Disclosures Relating to Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence](#)
- [UVA's Policy on the Use of Electronic Communications and Social Media](#)
- [The University's Commitment to a Caring Community of Dignity and Respect](#)
- [School of Medicine Required Health Screening \(School of Medicine Only\)](#)

This offer of employment is contingent upon successful completion of a background check in accordance with policy [HRM-034: Background Checks and Ongoing Responsibility for Employees to Disclose Criminal Convictions](#).

I understand that I am a "University Staff" employee and governed by all University HR policies applicable to University Staff. General information about Executive/Senior Administrative University Staff may be found [here](#).

The Federal Immigration and Control Act of 1986 requires employers to verify the identity and employment authorization of all employees. If I am not a United States citizen, I understand that I am required to obtain the appropriate visa and maintain legal permission to work in the United States. I understand that my employment is contingent upon official evidence of the appropriate visa and permission to work in the United States.

If I do not currently have a social security number, I will apply for one, and will provide UVA Human Resources evidence of the number when it is provided to me.

I understand I should notify UVA Human Resources if my primary residence changes to maintain my benefits coverage.

If my position requires a licensure, certification or registration I agree to keep these current and provide documentation to the University of Virginia.

The University of Virginia provides compensation via automatic direct deposit of payroll checks and I agree to provide current banking information.

Staff Benefits

A description of your University Staff benefits, including health care and retirement, may be found on the [staff benefits section](#) of the UVA Human Resources web page. For questions or assistance with benefits please contact Erica Wheat, Manager, Benefits, Leave and Payroll at

[REDACTED], [REDACTED]

What You Need to Do Next

Sign, date and return this document.

You will receive an email from our third-party background check vendor, Applicant Insight, with instructions to complete your background check. This email will be sent to the email attached to your application.

After successful completion of your background check process, you will receive information at the email provided on your application from the UVA systems access management office which will instruct you on how to obtain your e-mail and initial systems accesses including access to the UVA Human Resources information system. You will also be receiving information from the UVA Human Resources Talent Support team to help you complete your I-9, Federal and State tax documents, and direct deposit, among other important tasks.