

## APPOINTMENT AND TERM OF THE SUPERINTENDENT

The School Board appoints the Superintendent from a list of eligible candidates certified by the Board of Education and determines the term of employment. The Superintendent's term expires on June 30. The Superintendent serves an initial term of not less than two (2) years nor more than four (4) years. At the expiration of the initial term, the Superintendent is eligible to hold office for the term specified by the School Board, not to exceed four (4) years.

Except as provided below, the Superintendent shall be appointed by the School Board within 180 days after a vacancy occurs.

If the School Board has not appointed a Superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. On request, the School Board will be granted up to an additional 180 days within which to appoint a Superintendent.

If the School Board does not appoint a Superintendent within 180 days of a vacancy, or request additional time within which to make the appointment, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. If there has been no extension, within 30 days of the 180<sup>th</sup> day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three (3), for the position. The Virginia Board of Education may consider these candidates and other eligible individuals and may authorize the State Superintendent of Public Instruction to conduct the search for a Superintendent.

If the Virginia Board of Education appoints a superintendent, the contract for the superintendent will be negotiated by the School Board.

Adopted: July 1, 1994  
 Amended: September 26, 1994; March 24, 1997; August 8, 2002; May 8, 2014; April 23, 2015; April 14, 2022  
 Reviewed: July 13, 2006  
 Equity Review: April 14, 2022

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-60, 22.1-61

Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at [http://www.pen.k12.va.us/VDOE/VA\\_Board/Meetings/2006/mar22min.pdf](http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf) )

Cross Refs: CBA, *Role and Qualifications of the Superintendent*  
 CBD, *Compensation and Benefits of the Superintendent*  
 CBG, *Evaluation of the Superintendent*