

GENERAL SCHOOL ADMINISTRATION

File: CBB

APPOINTMENT AND TERM OF THE DIVISION SUPERINTENDENT

The Charlottesville City School Board will appoint the division superintendent from the list of eligible certified by the Board of Education and determine the term of employment. The Superintendent's term expires on June 30. The Superintendent serves an initial term of not less than two years nor more than four 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 years.

Except as provided below, if the School Board fails to appoint a division superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a superintendent for the division.

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 make an appointment. If there has been no extension, within 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division superintendent.

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

Adopted: April 3, 1998
Revised: December 20, 2007
Revised: June 17, 2010
Revised: June 30, 2015
Revised: June 19, 2018

Legal References.: 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)

- Cross References.:
- CBA Qualifications and Duties of the Superintendent
 - CBD Superintendent's Compensation and Benefits
 - CBG Evaluations of the Superintendent