

The Purpose of this Handbook

The contents of this handbook are presented as guidelines for some of the University's current practices and procedures. They will be changed and updated by the University as the University (in its sole discretion) deems necessary.

The contents of this handbook **are not** intended to create a contract between the University and any employee.

NOTHING IN THIS HANDBOOK BINDS THE UNIVERSITY OR ANY EMPLOYEE TO ANY CONDITIONS OR PRIVILEGES OF EMPLOYMENT OR DEFINITE TERMS OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE COMPLETELY FREE TO LEAVE THE UNIVERSITY AT ANY TIME YOU CHOOSE, FOR ANY OR NO REASON, AND THE UNIVERSITY HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP. NO SUPERVISOR OR MEMBER OF MANAGEMENT, EXCEPT FOR THE UNIVERSITY'S PRESIDENT, HAS THE AUTHORITY TO BIND THE UNIVERSITY TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER ORALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE UNIVERSITY AND ANY EMPLOYEE MUST BE IN WRITING, SPECIFY ITS INTENDED DURATION, AND BE SIGNED BY THE PRESIDENT.

Offer letters, yearly retention letters, and salary letters do not constitute contracts or guarantees of employment for any definite period of time.