



DIVISION OF DIVERSITY & COMMUNITY ENGAGEMENT
The University of Texas at Austin

2304 Whitis Ave, Mail Code G4600 • Flawn Academic Center Suite 402 • Austin, Texas 78712

September 24, 2014

Melissa Chavez, Ph.D.
Associate Vice President and Executive Director
UT Elementary School and UT Charter School System

Dear Dr. Chavez,

I am very pleased to confirm your appointment as Associate Vice President and Executive Director, UT Elementary School and UT Charter School System in the Division of Diversity and Community Engagement. This appointment includes an annual salary of \$125,000.

As associate vice president and executive director, your position provides support to the instructional process at UT Elementary School and the UT Charter School System, with specific responsibility for directing overall site operations, services, and staff. Responsibilities span working with teachers, administrative staff, children and donors. You will continue to have a key role within the DDCE Senior Management Team including serving on the DDCE Senior Staff and providing guidance and strategic leadership to the division's goals and plans.

I look forward to the enhancements you bring to this key area in our division and strategic direction. Thank you for all your service and commitment,

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Maedgen", written over a horizontal line.

Jennifer Maedgen, Ph.D.
Senior Associate Vice President
Chief of Staff
Division of Diversity and Community Engagement
Clinical Associate Professor, Department of Educational Psychology