

Catholic Schools

DIOCESE OF BUFFALO

March 22, 2022

Dear Pastor/Canonical Administrator,

Enclosed, please find the ***Annual Principal Employment Agreement*** form. This form has been approved by the Human Resource office and legal counsel for the Diocese of Buffalo.

We recommend that you notify principals of your intention to renew or non-renew by April 1st. We have also shared a new Principal Evaluation process. The evaluation should be completed before the employment agreement is offered.

Please review this ***Annual Principal Employment Agreement*** form to ensure that you are familiar with its content. I **ask all Pastors and Canonical Administrators to please only use this form.**

The ***Annual Principal Employment Agreement*** should be placed **on school letterhead for regional schools and parish letterhead for community schools.** This agreement is to be signed by both the principal and the Pastor/Canonical Administrator on an annual basis. Please complete this process no later than **Thursday, June 1, 2022** for returning principals. Please send me a copy of this agreement by **Thursday, June 16, 2022.**

Thank you for your ongoing support of our schools, and for your collaborative support of our principals. Please feel free to call me at 847-5520 should you need any assistance in this.

Thank you for your ongoing support and prayers, Sincerely,

Timothy D. Uhl, Ph.D.

Superintendent of Catholic Schools

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