

March 25, 1971

Dr. Wayne Duke, Dean  
Student Services  
Southside Virginia Community College  
U. S. 1 and State Route 46  
Alberta, Virginia 23821

Dear Dr. Duke:

This will acknowledge the receipt of your letter accepting the position of Dean of Student Life. We look forward to your arrival on the campus on June 1.

Enclosed is a packet from the Personnel Office which provides information concerning the various benefits open to faculty and staff. The retirement program provides for an option of either entering the Teacher Retirement System or an optional retirement system. We would suggest you confer with the Personnel Office upon your arrival and discuss the merits of these two systems. Some of the forms you may wish to complete prior to your arrival on the campus.

Enclosed is a copy of our holiday and vacation schedule for the current academic year. The schedule for the 1971-72 academic year will be released during the summer.

If there is any additional information which we can supply prior to your arrival, please do not hesitate to let us know. We shall look forward to your visiting when you come to make housing arrangements.

Sincerely yours,

Frank Harrison  
President

FH:jf  
Enclosures

**SOUTHSIDE VIRGINIA COMMUNITY COLLEGE**  
U. S. 1 & STATE ROUTE 46, ALBERTA, VIRGINIA 23821, PHONE 703/949-5111

March 23, 1971



Dr. Frank Harrison, President  
University of Texas at Arlington  
Arlington, Texas 76010

Dear Dr. Harrison:

This is to confirm my acceptance of the position of Dean of Student Life at the University of Texas at Arlington. It is my intent to report for duty in this position on June 1, 1971.

The state-operated Teacher Retirement System looks good and I expect to participate in this program. I would appreciate it if you could send me information on insurance programs, vacation schedules, etc. I have an individual policy at this time and would like to see how it compares to your programs. As I told you over the phone I would like to come to Arlington in the near future and look for housing. It would be very helpful if we could talk at length at that time concerning Student Services at the University. I will call and let you know when I have decided on a specific date for the trip.

I look forward to seeing you in the near future and working with you in the challenging field of higher education today.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Duke".

Wayne Duke, Dean  
Student Services

BWD/cad