

## Model Letter of Offer for Librarian Probationary/Continuing Appointments

Dear < >:

On the recommendation of the <Area's Appointment Committee>, I am writing to offer you a full-time appointment as <rank> in the Libraries, effective <date>. **[Where applicable, insert:]** "This offer is contingent on your <resignation/leave of absence without pay> from your current institution effective that date." This appointment is classified as <probationary/continuing>; **[for probationary appointments]** in <year> you will be in your <number> year of <candidacy/pre-candidacy>.

Your salary rate commencing <date> will be <salary amount> per annum. This salary is expressed in May 1, <year> to April 30, <year> terms and will not be increased by any increments in the period May 1, <year> to April 30, <year> which have been or may be negotiated between the York University Faculty Association and the York Administration. **[see Appendix H of the Collective Agreement for alternative wording]**

The general terms and conditions of your appointment at York are as set out in the enclosed copy of the current Collective Agreement between York's Board of Governors and the York University Faculty Association.

Your professional obligations and responsibilities to the University encompass professional performance and knowledge, professional development, and service to the University. In <year>, your specific responsibilities will be assigned to you by the <Area Head>, and will include <specific responsibilities>.

You will be expected to devote a reasonable proportion of your time to professional development, research and scholarship and to endeavour to make the results of such work accessible to the scholarly and general public through publications, lectures and other appropriate means. Service to the University is performed through sharing in the necessary work of the Libraries, the University, or the Faculty Association, and through participation in the decision making councils of the University. The Vice-Provost Academic and the Associate Vice-President, Teaching and Learning will be hosting a New Faculty Orientation in Summer <year>. Details about this event will be forthcoming. Please note that attendance is mandatory.

I would ask you to note Articles 20.10 of the Collective Agreement, which deals with credits toward entitlement to sabbatical leave. <You will be entitled to (number) years credit upon commencement of your appointment/This offer does not include credit toward a sabbatical.>

**[For non-Canadians:]** This offer is subject to compliance with the immigration laws of Canada (as contained in the *Immigration and Refugee Protection Act*), and contingent upon any approvals, authorizations, visas or permits required by Employment and Social Development Canada (ESDC), and by Citizenship and Immigration Canada (CIC). Please note that in order to retain this permanent position, you will be responsible for obtaining

permanent residence status from CIC. Until that status is achieved, you will be required to obtain a temporary work permit (or series of permits) in order to enter the country to legally begin and retain the position. If you are from a country whose citizens require a visa in order to enter Canada, you may also need to apply for a temporary resident visa. Please visit the Citizenship and Immigration Canada website for more information. Upon commencement of your appointment, please notify Claudia McPherson, Immigration & Relocation Coordinator, of the status of your permanent residence application and forward a copy of your current work permit to her in Human Resources. Claudia can provide guidance on the necessary steps you must take in order to apply for a temporary work permit, maintaining your employment and your settlement needs in Canada. She can be reached at [mcpherc@yorku.ca](mailto:mcpherc@yorku.ca) or 416-736-2100 x33434.

**[Where applicable, insert:]** I would refer you to the enclosed copy of the Relocation Policy and Estimate of Relocation Allowance form.

Please refer to Article 18.04 in the Collective Agreement concerning outside professional activities.

If these terms are acceptable to you, I would ask you to sign the attached copy of this letter and return it to me. The President will then forward this recommendation to the Board of Governors for their formal approval. Upon acceptance of this appointment you are advised to contact the Benefits Office at 416-736-5005 in order to provide the information necessary for input into York's payroll system.

This offer will expire 15 days from the date of this letter.

On behalf of the University, let me take this opportunity to welcome you to York University.

Yours truly,

University Librarian

cc: Vice-President Academic & Provost  
Director of Faculty Relations  
Executive Officer

No liability or responsibility is accepted by York University for any special conditions, undertakings or representations given or made concerning this appointment other than as set out above

I hereby accept the terms and conditions of the appointment as set out above.