

## Model Letter of Offer for New Contractually Limited Appointments

Dear < >:

On the recommendation of the Chair of the <Department/School/Area>, I am writing to offer you a full-time appointment as a <title> [see Section 3.1.4. for titles utilized in contractually limited appointments] in the <Department/School/Area> of the <Faculty>. [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 to the <professorial/alternate> stream of faculty and is classified as Contractually Limited. The term of the appointment is to be for <length of term> commencing <start date> and terminating <end date>.

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 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 encompass teaching, <research> and service to the University. For contractually-limited appointments in the <professorial/alternate> stream, the normal teaching load for faculty members in the <Department/School/Area> is <xxx> courses per year. In accordance with Article 12.06 of the Agreement, your Contractually Limited Appointment is categorized under 12.06 <(a), (b), (c) or (d)> and carries no implication of renewal or continuation beyond the stated term, and no implication of consideration for tenure. In <appointment year>, your specific teaching responsibilities will be assigned to you by the Chair of the <Department/School/Area>.

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.

**[Please use the following for U.S.A. and Mexican citizens as per the North American Free Trade Agreement (NAFTA) and for Chilean citizens as per the Canada Chile Free Trade Agreement (CCFTA)]:** Pursuant to the North American Free Trade Agreement (NAFTA), citizens of the U.S.A. and Mexico are exempt from the requirement for Employment and Social Development Canada (ESDC) job confirmation. [OR] Pursuant to the Canada Chile Free Trade Agreement (CCFTA), citizens of Chile are exempt from the requirement for Employment and Social Development Canada (ESDC) job confirmation. In order to obtain a temporary work permit from Citizenship and Immigration Canada (CIC), a copy of this letter of offer and proof of citizenship will be required. Depending on citizenship, a Temporary Resident Visa may also be required. For further information, please contact the Immigration & Relocation Office at 416-736-2100 x33434. Upon commencement

of your appointment, please forward a copy of your current work permit to Human Resources.

**[Please use the following for non-Canadians who are not U.S.A., Mexican or Chilean citizens]:** 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 approval by Citizenship and Immigration Canada (CIC). Please note that in order to retain this position, you will be responsible for obtaining a temporary work permit (or series of permits) which you will require 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. For further information, please contact the Immigration & Relocation Office at 416-736-2100 x33434. Upon commencement of your appointment, please forward a copy of your current work permit to Human Resources.

**[Where applicable, insert:]** To assist in your teaching and research, this offer includes a computer of the University's standard quality. Computing equipment remains the property of York University.

If these terms are acceptable to you, I would ask you to sign the attached copy of this letter and return it to me. 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.

Yours sincerely,

Dean

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.