

Model Letter of Offer

Probationary/Tenured Appointments in the Professorial-Stream

Dear < >:

On the recommendation of the <Department/Division/School>, I am writing to offer you a full-time appointment as <rank> in the **[In the case of a joint appointment, be sure to identify the home faculty and unit]** <Department/Division/School>, <Faculty Name>, effective <date>. **[Insert alternate sentence for those who have not completed PhD at time of offer:]** “On the recommendation of the <Department/Division/School>, I am writing to offer you a full-time appointment as Lecturer in the <Department/Division/School>, <Faculty Name>, effective <date> with an automatic promotion to Assistant Professor upon completion and conferral of your PhD.” **[Where applicable, insert:]** If you do not complete all the requirements for your PhD by June 30, <year>, this contract is null and void. **[Where applicable, insert:]** “This offer is contingent on your <resignation/leave of absence without pay> from [specify current institution] effective that date.” This appointment is to the Professorial stream of faculty and is classified as <probationary/tenured>; **[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: teaching; research, scholarly or creative activity; and service to the University. These responsibilities may include graduate teaching and supervision. In <year>, your specific teaching responsibilities will be assigned to you by the Chairperson of the <Department/Division/School>. Currently, the normal teaching load for faculty members in <Department/Division/School> is <xxx> *full course equivalents (FCEs)* per year. **[Where applicable, insert:]** To assist in the establishment of your research programme, you will be offered teaching relief in the amount of <xxx>, to be exercised in <year>. You will be expected to carry out your teaching responsibilities with all due attention to the needs of the students and to the standards established in the <Department/Division/School> and Faculty. You will be expected to devote a reasonable proportion of your time to research and scholarly or creative work, 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 administrative work of your school/department as well as the Faculty, University or 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 refer you also to the Report of the Senate Committee on Tenure and Promotions which sets forth criteria and procedures for advancement from pre-candidacy to candidacy and consideration for tenure, and for promotion to a higher rank. **[Where applicable, insert:]** Movement from pre-candidacy to candidacy at the end of the third year after appointment (i.e., by July 20XX) will be conditional upon successful completion of all requirements for your PhD. Should your PhD not be successfully completed by that date, this contract will end. Your achievements in teaching/research/scholarly/creative activity and service to the University will be assessed in considering you for tenure and/or promotion.

I would ask you to note Articles 20.03 and 20.04 of the Collective Agreement, which deal 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 or 416-736-2100 x33434.

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

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

To assist your research program, 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. 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.

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.