

Probationary/Tenured Appointments in the Alternate Stream

Dear < >:

On the recommendation of the <Department/School>, I am writing to offer you a full-time appointment as Assistant Lecturer in the <Department/School, Faculty>, York University, effective July 1, 201X. This appointment is to the Alternate Stream of faculty and is classified as probationary; in 20XX-XX you will be in your first year of pre-candidacy. Your salary rate commencing July 1, 201X will be <base salary> per annum on the basis of a normal annual teaching load of <3.5> full course equivalents (FCEs). This salary is expressed in May 1, 201X to April 30, 201X terms and will not be increased by any increments in the period May 1, 201X to April 30 201X which have been or may be negotiated between the York University Faculty Association and the York Administration.

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 and service to the University. Any research related to an Alternate Stream member's course work will be considered with the teaching performance for Tenure and Promotion. In 201X-1X, your specific teaching responsibilities will be assigned to you by the <Chair/Director of the Department/School>. **<For units with normal teaching load of 3.5 FCEs please include:>** Your teaching load in the first three years of your probationary appointment will be 3.0 full course equivalents (FCEs). This is the arrangement for alternate stream faculty in units with a normal teaching load of 3.5 FCEs. **<For units with an already established teaching load of 3.0 FCEs please include:>** As a member of the <department/school>, you will be teaching according to the unit's established teaching load for alternate stream faculty which is currently 3.0 full course equivalents (FCEs).

In addition to undergraduate education, your teaching responsibilities may include graduate teaching and supervision. 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 <Unit> and Faculty. 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 and the Associate Vice-President, Teaching and Learning will be hosting a New Faculty Orientation in Summer 20XX. You will be asked to attend two days; a Welcome to York Day on XXX and a Teaching and Learning Day on XXX. Details will be forthcoming. Please note that attendance is mandatory.

I would refer you also to the Tenure/Continuing Appointments and Promotions

Documents for Faculty and Librarians which sets forth criteria and procedures for advancement from pre-candidacy to candidacy and consideration for tenure, and for promotion to a higher rank. Your achievements in teaching 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 Human Resources and Skills Development Canada (HRSDC), 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 mcpher@yorku.ca or 416-736-2100 x33434.

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

This offer also 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 arrival, 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.

Sincerely,

Dean/Principal

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