

## 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 <Special/Sessional/Visiting Assistant Professor, OR Special/Sessional/Visiting Assistant Professor, Teaching Stream> in the <Department/School/Area, 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 or teaching> 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.

In order to prepare you for your teaching role at <Faculty>, we ask that you arrange to attend two development events in your first year; the Instructional Skills Workshop (a three day event that participants have found to be one of the most significant development opportunities of their teaching careers) and a two day course design workshop (to assist you in preparing for your teaching at York). The workshops are offered on multiple dates by the Teaching Commons. Please see <http://teachingcommons.yorku.ca/> to enrol or email [teaching@yorku.ca](mailto:teaching@yorku.ca) if you have any questions about these courses.

**[Please use 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.

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

**[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.

York University has a policy on [Accommodation in Employment for Persons with Disabilities](#) and is committed to working towards a barrier-free workplace and to expanding the accessibility of the workplace to persons with disabilities. If you require accommodation, please contact [Name] at [Email/Tel].

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 forward the recommendation to the Board of Governors for their formal approval. We will notify Human Resources to begin the process of establishing you in our systems. You will be contacted for the information needed from you to set you up in the payroll system, benefit plans, etc.

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 sincerely,

Dean/Principal

cc: Provost & Vice-President Academic  
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.

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Signature

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Date