

Draft Letter of Offer for 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 <Assistant Professor/Associate Professor/Professor> in the **[In the case of a joint appointment, identify the home faculty and unit]** <Department/Division/School>, <Faculty>, 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 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.

[For professorial stream appointments to units with a normal teaching load of 2.5 FCEs or higher and who do not already have access to another teaching load reduction related to or predicated on research related activity, please replace above:] Currently, the normal teaching load for faculty members in the <Department/School> is 2.5 full course equivalents (2.5 FCEs) per year. To provide you with greater opportunity to focus on your teaching and research, your teaching load for 20xx-xx will include a half-course release (0.5 FCE). In the second and third

years of your probationary appointment, you will be eligible to receive a half-course release under the Research Release Program in Article 18.15 of the YUFA Collective Agreement. Thereafter, you will be eligible to participate in the Research Release Program as specified in the collective agreement.

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 if you have any questions about these courses.

The Vice-Provost Academic 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 xxxx and a Teaching and Learning Day on xxxx. 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 Immigration Refugees and Citizenship Canada (IRCC). Please note that in order to retain this permanent position, you will be responsible for obtaining permanent residence status from IRCC. 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 or electronic travel authorization (eTA) in order to enter Canada, you may also need to apply for a temporary resident visa or eTA. Please visit the Immigration Refugees and Citizenship Canada website for more information. Upon commencement of your appointment, please notify Claudia McPherson, Affirmative Action, Immigration & Relocation Officer, of the status of your permanent residence application and forward a copy of your current work permit to her in Faculty Relations. 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.

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.

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.

Signed: _____

Date: _____