

Draft Letter of Offer for Probationary/Tenured Appointments in the Teaching Stream

Dear < >:

On the recommendation of the <Department/School>, I am writing to offer you a full-time appointment as <Assistant Professor, Teaching Stream/Associate Professor, Teaching Stream/Professor, Teaching Stream> in the <Department/School, Faculty>, York University, effective <date>. This appointment is to the Teaching 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 and service to the University. Any research related to a Teaching Stream member's course work will be considered with the teaching performance for Tenure and Promotion. In <year>, 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 Teaching 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 Teaching 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.

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 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 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 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.

This offer also 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: _____