«Date»

«honorific» «firstname» «lastname»

«address» «postalcode»

Dear «honorific» «lastname»:

1. **Academic appointment**

We are pleased to offer you an appointment as Adjunct Professor/Professor of Practice/Academic Associate/Associate or Affiliate Member in the Department/School/Institute of <Unit Name>, Faculty of <Faculty Name>. This is an **Unranked** appointment as a member of the Contract Academic Staff and does not confer eligibility for tenure.

1. **Duties**

As part of your appointment in the Department/School/Institute of <unit> you are expected to <explain academic/research/service duties.>

1. **Conditions of appointment [**Obligatory for Clinical Appointments, recommended for some Professional appointment]

Your appointment is contingent on your appointment at <primary institution>.

1. **Duration and Start date**

Your appointment will be for <duration> years, starting <start date>./You are appointed starting <start date> and ending <end date>.

1. **[For appointments of 1 year or less add this sentence**]

As this definite term appointment is for one year or less, the appointment shall end on the date specified without further notice of termination.

1. **Salary**

Your initial salary will be <salary> per annum/This is a nil-salary appointment.

1. **Regulations**

The general terms of employment for Contract Academic Staff at McGill University are described in the *Regulations Relating to the Employment of Contract Academic Staff*: <https://www.mcgill.ca/secretariat/files/secretariat/regulations_relating_to_the_employment_of_contract_academic_staff.pdf>

Additional information about Contract Academic Staff (Unranked) classifications can be found on the Academic Personnel Office website at <https://www.mcgill.ca/apo/classifications/cas-unranked>

McGill University’s Policies and Regulations can be found on the Secretariat website at <https://www.mcgill.ca/secretariat/policies-and-regulations>; they apply to members of the McGill community and visitors as specified in each document.

Please consult the Academic Staff Guides on the Academic Personnel Office website at <http://www.mcgill.ca/apo/academic-staff>, and do not hesitate to contact the Academic Personnel Office should you have queries in their regard.

1. **Immigration Stipulation [Obligatory for non-Canadians without permanent residency]**

In accordance with Canadian and Québec law, the above offer is conditional upon your obtaining the appropriate work authorization from any or all of the following as applicable: Citizenship & Immigration Canada, Immigration Québec, Employment and Skills Development Canada (ESDC).

1. **Effective Date**

We hope that you will accept this offer. It will remain in effect until <date>. Please do not hesitate to contact one of us should you need any additional information or clarification.

**Closing paragraph must use the following wording:**

Lastly, please note that upon receiving your acceptance, we will recommend your University appointment to the Provost & Vice-Principal (Academic). Appointments do not become official until approved by the Provost & Vice-Principal (Academic).

Yours sincerely,

«Chair's Name»

Chair/Director

cc: Dean «Dean's Name», Faculty of «Faculty»

 Christopher P. Manfredi, Provost & Vice-Principal (Academic)

 Academic Personnel Office

I accept the terms herein.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_