**<DATE>**

**PERSONAL & CONFIDENTIAL**

**<NAME>**

**<ADDRESS>**

Dear <NAME>:

*See Options Appendix Document for Opening Statement/Appointment Text for various ranks: Special Category, Associate Member Appointment and University Tenure Committee for Recruitment (UTCR)*

**COMPENSATION**

The starting annual salary for this appointment will be $ <SALARY>. This is your base professorial salary, which is subject to any increments applied by the University in accordance with the University Salary Policy.

*See Options Appendix Document for Stipend (reference on page 1 of this template document)*

**IMMIGRATION**

*See Options Appendix Document for Immigration (reference on page 1 of this template document)*

**ACADEMIC DUTIES**

Your primary academic duties consist of: teaching; research and other scholarly and professional activities; and service contributions to the University and scholarly communities. The eventual renewal of your appointment and tenure will depend on your effective fulfillment of these duties.

With regard to teaching, you will be required to participate in classroom instruction and student supervision within the guidelines of your Department. You are expected to develop a teaching program and maintain a teaching dossier that includes student evaluations.

*Insert any specific teaching requirements if known.*

Please note that McGill’s Teaching and Learning Services (TLS) provides leadership and support for faculty with a view to developing teaching skills and competencies. Please visit their website at <http://www.mcgill.ca/tls/>

As regards research, you are expected to initiate a successful scholarly career as evidenced by publications, presentations and success in obtaining external funding. Information, services and support pertinent to research funding can be obtained from McGill’s Office of Sponsored Research (OSR). Please visit their website at <https://www.mcgill.ca/research/>

Finally, all McGill faculty members are expected to contribute to service activities within their units, the University and the wider scholarly community. Developing a presence and leadership within these service activities will be essential to your success at McGill.

As part of our academic performance review process, your performance will be reviewed and you will receive feedback on an annual basis by your Chair or Chair’s designate.

Guidance as to the preparation of your teaching, research, and service portfolios can be found in the appendices to the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*: <https://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf>

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.

**SABBATIC LEAVE**

As a tenured member of academic staff you will be entitled to a sabbatic leave after six years of credited service.

*See Options Appendix Document for Sabbatic Leave (reference on page 1 of this template document)*

**START-UP AND RESEARCH FUNDING**

You are required to apply for peer-reviewed grants. To assist you, we will provide you with start-up operating funds of $ <FUNDING>. The start-up fund must be spent within the first X years of your appointment.

*See Options Appendix Document for CRCs, CFI-JELFs and Endowed Named Chairs (reference on page 1 of this template document)*

**SPACE**

You will be allocated an office in and/or laboratory space in the <FACULTY>.

**PROFESSIONAL REQUIREMENTS**

*See Options Appendix Document for Professional Requirements (reference on page 1 of this template document)*

**ORIENTATION AND TRAINING**

On your arrival at McGill, your orientation will include a session for New Tenure-Stream Academic Staff (<https://www.mcgill.ca/apo/new-tsas-guide/orientation-new-tenure-stream-academic-staff>). There is also a mandatory session for all new faculty on graduate supervision, organized by the University’s Graduate and Postdoctoral Studies Office (<http://www.mcgill.ca/tls/teaching/supervision>).

**OTHER BENEFITS**

Your benefits program is an important part of being a McGill employee. For details, please visit the Human Resources website at <http://www.mcgill.ca/hr/bp/benefits>

You may be eligible for a subsidy that covers part or all of the costs of purchasing laptop computers to be used for teaching purposes. The laptop and any other equipment purchased from this fund or other research funds are considered to be the University’s property. For details, please visit the Academic Personnel Office website at <https://www.mcgill.ca/apo/academic-staff/other-information/academic-laptop-program>

You may also be eligible each year for an amount of $750 from the Professional Development Fund administered by the Office of the Provost and Vice-Principal (Academic) for academic memberships, conference registrations, etc. For details, please visit the Academic Personnel Office website at <https://www.mcgill.ca/apo/academic-staff/other-information/professional-development-fund>

**RELOCATION SERVICES**

\*DO NOT INCLUDE FOR SPOUSAL/PROVOSTIAL HIRES/LOCAL RESIDENTS

The relocation costs paid under this Service constitute a loan made by the University to the employee. This loan will be considered to be paid off by means of 36 months of continuous service to the University. Should you, for any reason, leave the University prior to the completion of 36 months’ service, you agree to reimburse the University the outstanding portion (x/36) of the final relocation cost. In addition to what is offered by the University, the <DEPARTMENT/SCHOOL/UNIT> undertakes to …

For details, please visit the Academic Personnel Office website at <http://www.mcgill.ca/apo/new-tsas-guide/working-canada-moving-montreal/relocation-service>.

You may also contact the Immigration and Relocation Administrator by email at [relocation.apo@mcgill.ca](mailto:relocation.apo@mcgill.ca) should you have questions or need assistance.

*See Options Appendix Document for Quebec Tax Holiday (reference on page 1 of this template document)*

**LANGUAGE INSTRUCTIONS**

You and your spouse, as applicable, may be eligible for subsidized French instruction through the *Mon Français* Initiative. For details, please visit the Academic Personnel Office website at <http://www.mcgill.ca/apo/academic-staff/procedures/language-instruction/>.

**McGILL EMAIL**

The University and the Faculty of <FACULTY> communicate with faculty members by email addressed to their McGill e-mail address (firstname.lastname@mcgill.ca). Once your appointment has been processed, you will receive email notifications to your personal email account with instructions on how to access the McGill email account.

This letter is a conditional letter of offer. Upon receiving your written acceptance of this offer, we will recommend your appointment to the Provost and Vice-Principal (Academic). I ask that you please indicate your acceptance by returning a signed copy of this letter no later than <DATE>. Appointments do not become official until confirmed in writing by the Provost and Vice-Principal (Academic) on behalf of the McGill University Board of Governors.

*Closure as deemed appropriate.*

<SIGNATORY’S NAME>

Chair/Director/Dean

cc: Dean <DEAN’S NAME>, Faculty of <FACULTY> (for letters signed by Chair or Director)

Vice-Dean <DEAN’S NAME> Academic Affairs, Faculty of Medicine

Christopher Manfredi, Provost & Vice-Principal (Academic)

Ghyslaine McClure, Associate Provost (Academic Priorities & Resource Allocations)

Academic Personnel Office

I, <FULL NAME>, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the terms herein on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.