To: _____

From: _____

Date: _____

Subject:
Teaching Assistantship in the Department of _____Faculty of _____

I am pleased to confirm your appointment as a Teaching Assistant for the course _____ in the Department of _____, Faculty of _____ for the period beginning _____ and ending _____

Your remuneration will be $_____ per hour, and you will be expected to work an average of _____ hours per week for a total remuneration of $_____ for the term. Your hourly rate includes the 4% legal requirement for vacation, as well as compensation for statutory holidays.

As this position is unionized, and covered by the AGSEM (Association of Graduate Students Employed by McGill) certification, the University is required to withhold union dues, currently established by the Union at 2.5% of your remuneration.

All graduate students must complete and sign the attached union membership form and return the form to the departmental administrative offices, with the signed copy of their contract. Please do not detach the form from the contract.

Please confirm your acceptance of this position by signing and returning one copy of this letter within five (5) working days of receipt of this letter.

Sincerely,

Chair of department/TA Coordinator

I accept the position offered to me.

_____
Signature:

Date: _____