CLTA Teaching-Stream Appointment

**[This letter is meant to be a short, welcoming cover letter. It can also include any department-specific issues that need to be emphasized.]**

Dear [ ]:

I am writing with the approval of the Dean of the Faculty of [ ] and of the Provost of the University, to offer you a contractually limited term teaching-stream appointment in the Department of [ ] at the rank of [ ], Teaching Stream for [ ] year[s], effective [ ].

The details of the offer are described in the attachment.

In addition to the items covered in the attachment, the offer of employment includes the following Department/Faculty-specific items:

**[Insert—examples could include special teaching arrangements and other supports or job requirements such as program administration.]**

Please take the time to read carefully the attachment and the various policies referred to in the attachment. They form a binding part of your contract of employment. You may indicate your acceptance by returning this letter, signed, to my attention by **[return date]**. Otherwise, this offer will be withdrawn on that date.

My colleagues and I look forward to having you join us at the University of Toronto. **[Insert any other welcoming or personal details here.]**

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments
cc: Dean **[if multi-departmental Faculty]**

I have read this letter, the attachments and the items referred to in the attachments, and accept employment on the basis of all these provisions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Attachment:

Detailed Terms and Conditions of Offer of Employment for [Name of Candidate]

Appointment and Term of Appointment

Your contractually limited term appointment is to the rank of [ ], Teaching Stream for [ ] years, from [ ] to [ ]. Your employment shall cease on [ ], without further payments other than those accrued to that date, and this offer shall constitute notice of termination at that time.

The University and the University of Toronto Faculty Association (UTFA) have agreed that “the full titles [Assistant Professor, Teaching Stream; Associate Professor, Teaching Stream; and Professor, Teaching Stream] shall be used in all written and/or formal circumstances including, for example, letters, email, faculty or department websites, course calendars, conference materials, etc.”

Salary

Your starting salary will be $ [ ] per month, equivalent to an annual salary of $ [ ]. This is a firm salary offer, and will not be affected by any salary increase effective [ ] that may occur as a result of negotiations between the University and the Faculty Association.

Your salary will be paid by direct deposit. Please bring a void cheque with you on your first day of work. **[Name]** will meet with you in your first few days of employment to complete payroll documentation.

Your printable monthly pay statement is available online through the University’s Employee Self-Service (ESS). ESS and information concerning ESS are available at: [hrandequity.utoronto.ca/hr-service-centre/](https://hrandequity.utoronto.ca/hr-service-centre/). Your annual T4 slip will also be provided electronically through ESS. By signing this letter, you authorize the University to provide your T4 slips electronically and not in a paper format.

Benefits

The University has an extensive fringe benefit package that includes, but is not limited to, a pension plan, medical and insurance benefits, and a dental plan. General information on these benefits can be found at [hrandequity.utoronto.ca/careers/benefits/](https://hrandequity.utoronto.ca/careers/benefits/). For details and to enrol in these benefits, contact the Faculty’s Human Resources office at [ ].

Vacation

You are entitled to a vacation of one month each year. Vacation pay is included within your salary. Vacation is to be scheduled at a mutually convenient time. Normally, vacation may not be accumulated from year to year. Details are described in the Policy on Vacations.

UTFA Dues

As a term and condition of employment, you are required to authorize the University to deduct from your salary an amount equal to membership dues in the University of Toronto Faculty Association fixed annually in accordance with the Association's constitution. Your written acceptance of this offer constitutes authorization for the University to make this deduction. The deduction will be remitted to the Association unless you object as a matter of conscience. Should you conscientiously object to deduction of dues, you may obtain a form from your divisional Human Resources office that you must complete providing a written declaration and direction to remit the deduction to a charity selected from a list agreed upon by the University and the Association. More information about UTFA can be found at [www.utfa.org](http://www.utfa.org/).

Other Deductions

Payments in respect of salary, benefits, and any other items described in this offer are subject to deductions required by law and those made pursuant to the benefit plans in which you are enrolled, as applicable.

Travel and Moving Expenses [delete if not applicable]

The Faculty of [ ] will reimburse you for travel and moving expenses in accordance with its practice. **[Note: this should usually provide for reimbursement of two-thirds of moving expenses and the cost of one-way economy airfare.]** It will be necessary for you to submit estimates of your moving costs for your department chair's approval in advance. **[If there are any other limitations, these should be specified.]**

Teaching

You will be expected to assume a normal teaching load in the Department of [ ] as described in its workload policy, which is attached. Every effort will be made to assist you, should you require it, in developing teaching skills at the undergraduate level. In this regard we would draw your attention to the availability of the services of the University of Toronto's Centre for Teaching Support & Innovation located on the 4th floor of the Robarts Library, St. George campus. For more information about the Centre for Teaching Support & Innovation, go to [www.teaching.utoronto.ca](http://www.teaching.utoronto.ca).

Leaves [delete if not applicable]

You will be eligible to apply for your first research and study leave on [ ]. **[Insert this section only if a leave other than as specified in the Memorandum of Agreement has been negotiated.]**

Immigration Issues [delete if not applicable]

**[If appointing a foreign national, please contact** **faculty.immigration@utoronto.ca****]**

This offer is subject to compliance with the immigration laws of Canada (as contained in the Immigration and Refugee Protection Act and in the regulations made in pursuance of that Act), and it is conditional upon any approvals, authorizations and/or permits in respect of your employment that may be required under that Act or the regulations.

**[NAFTA language—if using this provision, please contact** **faculty.immigration@utoronto.ca****]**

Your contract of employment shall at all times be subject to and conditional upon compliance with the work permit requirements of the Immigration and Refugee Protection Act and the regulations made in pursuance of that Act. As a United States citizen you are eligible to apply for such a Work Permit pursuant to Canada's treaty obligations under the North American Free Trade Agreement.

Upon receipt of your Work Permit, it is necessary that you obtain a Social Insurance Number (SIN). For information on how to obtain a new SIN, please refer to the Federal Government's website: [www.canada.ca/en/employment-social-development/services/sin.html](http://www.canada.ca/en/employment-social-development/services/sin.html).

Health Insurance [delete if not applicable]

The provincial health insurance plan (OHIP) normally commences coverage three months after application. You should apply for this coverage on your arrival to ensure there is no further delay. (Please refer to the Faculty Relocation Service website: [www.facultyrelocation.utoronto.ca](http://www.facultyrelocation.utoronto.ca) for more information). If your existing health insurance coverage does not apply to this waiting period, then it is compulsory that you apply immediately for the University's Health Insurance Plan (UHIP; [www.uhip.ca](http://www.uhip.ca)). For further information, please contact the Faculty’s Human Resources office at \_\_\_\_\_\_\_\_\_.

Accessibility

The University has a number of programs and services available to employees who have need of accommodation due to a disability through its Health & Well-Being Programs & Services ([hrandequity.utoronto.ca/culture/wellness/](https://hrandequity.utoronto.ca/culture/wellness/)). A description of the accommodation process is available in the Accommodation Guidelines for Employees with Disabilities, which may be found at [hrandequity.utoronto.ca/inclusion/accessibility/accommodation/accommodation-guidelines-for-employees-with-disabilities/](https://hrandequity.utoronto.ca/inclusion/accessibility/accommodation/accommodation-guidelines-for-employees-with-disabilities/).

In the event that you have a disability that would impact upon how you would respond to an emergency in the workplace (e.g., situations requiring evacuation), you should contact Health & Well-Being Programs & Services at 416.946.0537 as soon as possible so that you can be provided with information regarding an individualized emergency response plan.

Policies and Procedures

You are subject to and bound by all applicable Faculty and University policies and procedures.

Attached for your information are the following policies and agreement:

* the University’s Policy and Procedures on Academic Appointments
* the Memorandum of Agreement between the Governing Council of the University of Toronto and the University of Toronto Faculty Association
* the Code of Behaviour on Academic Matters
* the Policy and Procedures Governing Promotions
* the Policy on Conflict of Interest: Academic Staff
* the University of Toronto Workload Policy and Procedures for Faculty and Librarians, and the workload policy of your Department.

In addition, please review and familiarize yourself with the following:

* University Assessment and Grading Practices Policy [governingcouncil.utoronto.ca/secretariat/policies/grading-practices-policy-university-assessment-and-january-26-2012](https://governingcouncil.utoronto.ca/secretariat/policies/grading-practices-policy-university-assessment-and-january-26-2012)
* Publication Policy
[governingcouncil.utoronto.ca/secretariat/policies/publication-policy-may-30-2007](https://governingcouncil.utoronto.ca/secretariat/policies/publication-policy-may-30-2007)
* Statement on Freedom of Speech [governingcouncil.utoronto.ca/secretariat/policies/freedom-speech-statement-protection-may-28-1992](https://governingcouncil.utoronto.ca/secretariat/policies/freedom-speech-statement-protection-may-28-1992)

These and other applicable University policies can be found at [www.governingcouncil.utoronto.ca/Governing\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm). Some of the policies that govern aspects of your rights and obligations as a faculty member can be found at www.provost.utoronto.ca/planning-policy/#section\_2.

The [Manual of Staff Policies for Academics and Librarians](https://hrandequity.utoronto.ca/wp-content/uploads/sites/34/2016/04/Manual-of-Staff-Policies-for-Academics-and-Librarians.pdf) is available on the Human Resources website. Some of these policies are subject to negotiation with the University of Toronto Faculty Association, and others may be changed directly by the University. All full-time University of Toronto academic appointments are subject to these provisions and you should familiarize yourself with them.

You will also be subject to and bound by University policies of general application and their related guidelines. For convenience, a partial list of policies, those applicable to all employees, and related guidelines can be found on the Human Resources & Equity website at [hrandequity.utoronto.ca/policies/](https://hrandequity.utoronto.ca/policies/). Printed versions will be provided upon request.

The law requires the Employment Standards Act Poster to be provided to all employees; it is available at [www.ontario.ca/page/posters-required-workplace#section-1](http://www.ontario.ca/page/posters-required-workplace#section-1). This poster describes the minimum rights and obligations contained in the Employment Standards Act. Please note that in many respects this offer of employment exceeds the minimum requirements set out in the Act.

You should pay particular attention to those policies which confirm the University’s commitment to, and your obligation to support, a workplace that is free from discrimination and harassment as set out in the Human Rights Code, is safe as set out in the Occupational Health and Safety Act and that respects the University’s commitment to equity and to workplace civility.

All of the applicable policies may be amended and/or new policies may be introduced from time to time which will become binding terms of your employment contract with the University.

Please carefully review all applicable policies and guidelines. By signing this letter you acknowledge that you understand them and agree to be bound by them. If you have questions about any of these policies or guidelines, you should raise them with HR before accepting this offer.

Entire Agreement

This summary of the details of the offer of employment, the documents referred to in it and the covering letter together set out the entire agreement between you and the University. There are no representations, warranties, or other commitments apart from these documents.