Part-Time Academic Appointment

Dear [ ]

On behalf of the Faculty of [ ], I am pleased to offer you a part-time **[x%—note that this percentage should not exceed 75% of full-time employment]** appointment in the Department of [ ] at the rank of [ ], for **[one year]**, beginning on [ ] and ending on [ ]. There is no guarantee of future appointments.

Your prorated salary, effective **[start date]**, will be $[ ]. This is a firm salary offer and will not be affected by any salary increase effective [ ] 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.

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. **[Note: part-time academics are eligible to participate in the pension plan and, if they hold an appointment of 25% or more, in benefits on a prorated basis.]** 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

**[vacation entitlement for part-time annual appointments]**

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 is taken in the summer. If your appointment is renewed, your vacation entitlement may not be carried over.

UTFA

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).

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.

Teaching

You will be expected to assume a normal teaching load in the Department as described in its workload policy, which is attached. 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).

Policies and Procedures

I enclose for your information a copy of the University's Policy and Procedures on Employment Conditions of Part-Time Academic Staff. I also enclose a copy of the Memorandum of Agreement between the University and the University of Toronto Faculty Association. In addition, attached are: the Code of Behaviour on Academic Matters, the Policy and Procedures Governing Promotions and the Policy on Conflict of Interest: Academic Staff. There are various other policies that govern aspects of your rights and obligations as a faculty member. They can be found on the Provost's website at [www.provost.utoronto.ca/planning-policy/#section\_2](http://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 part-time University of Toronto academic appointments are subject to these provisions and you should familiarize yourself with them.

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.

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.

Immigration Issues

**[delete where not applicable if the candidate is not Canadian or permanent resident; 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 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.

This letter and the documents referred to in it constitute the entire agreement between you and the University. There are no representations, warranties, or other commitments apart from these documents.

If you accept this offer of employment, I would appreciate your signing a copy of this letter and returning it to me by **[return date]**. Otherwise, this offer will be withdrawn on that date. Should you have any questions, do not hesitate to contact me.

My colleagues and I look forward to having you join us at the University of Toronto.

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.

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Name Date