Date

Recipient Name
Recipient address

Dear [ ],

I would like to invite you to the University of Toronto as a Visiting Professor in the Department of [ ] for the period *[Up to one year. A longer period requires the approval of the Vice-President and Provost.]* from [ ] to [ ]*.* The purpose of your visit will be to *[specify duties while visiting]*.

We will pay your airfare and living expenses *[optional]*. You will receive a *[stipend, honorarium – optional]* $[ ]. While you are here, the Department of [ ] will provide you with *[office space, access to it and library resources, departmental e-mail address, etc.].*

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research on the [Governing Council website](https://governingcouncil.utoronto.ca/secretariat/policies)*.* In particular, I would like to draw your attention to:

* The *Code of Behaviour on Academic Matters*: [governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019](https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019);
[governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf](https://governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf)
* The *Policy on Conflict of Interest – Academic Staff*:
* [governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994](https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994);
[governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf](https://governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf)
* *the* Policy *on Sexual Violence and Sexual Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/sexual-violence-and-sexual-harassment-policy-december-16-2021>; and
* the *Policy with Respect to Workplace Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/workplace-harassment-policy-respect-february-2-2022>.
* *[Optional - and specify any additional policies governing the duties to be performed by the Visiting Professor. REMOVE this bullet if there are no additional policies]*

Please be advised that the University has a [Vaccination Guideline](https://www.provost.utoronto.ca/wp-content/uploads/sites/155/2021/09/U-of-T-Vaccine-Guideline-Sep.3.2021.pdf) requiring mandatory COVID vaccinations, with the rare exception of those individuals who cannot be vaccinated due to having University-approved exemptions from the vaccine requirement. This requirement has been paused effective May 1, 2022, until further notice. On the basis of public health guidance related to COVID-19 or any future pandemic, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Please contact your [Divisional HR Office](https://people.utoronto.ca/contact) for information about the exemption process. Consequences for violating this Guideline may include prohibition from attending University premises and being unable to participate in planned activities or receive planned compensation.

We expect that you will govern yourself in accordance with all applicable Faculty and University policies.

Your time on campus shall at all times be subject to and conditional upon compliance with the Immigration and Refugee Protection Act and the regulations made in pursuance of that Act. This invitation is issued on the understanding that you are a Canadian citizen or Canadian Permanent Resident. As such, you must be in possession of a valid Canadian Passport, Permanent Resident card, or have proof of landing. You may be required to provide your Social Insurance Number (SIN) to the division business officer upon arrival. If you do not have any of these documents, please let us know.

If you will be on campus for more than three weeks, it is mandatory for you and any accompanying dependents to enroll in UHIP. To enroll in UHIP, please contact the Human Resources (HR) office for your division. However, if you are covered by Ontario Health Insurance Plan for the duration of your stay, you will not need to enroll in UHIP. For additional information concerning UHIP, please refer to: <http://www.uhip.ca/>. A complete list of HR contacts can be found at <https://hrandequity.utoronto.ca/contact/>.

My colleagues and I look forward to your time with us at the University of Toronto.

Yours sincerely,

[Dean or Designate]

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

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| Name: |  |  | Date: |  |