1. TENURED OR TENURE-TRACK FACULTY MEMBER APPOINTMENT LETTER
(for NON Canadians and NON Permanent Residents)

[This letter is a short, welcoming cover letter. The Attachment provides details about terms, conditions, any department-specific arrangements and references to key policies]

Dean’s Office
College of [ ]
Date

CONFIDENTIAL

Dear [

With the approval of the Provost I am pleased to offer you [an indeterminate appointment with tenure] or a tenure-track appointment to the faculty of the University of Guelph at the rank of [ ] in the Department/School of _____, College of _____, effective [start date]. Your initial annual salary, payable from commencement of your active duties at the University, is $________. Your duties and responsibilities will be determined annually by your Department Chair/Director in the context of your agreed upon Distribution of Effort (see attached).

Please note that this indeterminate appointment is subject to you obtaining and maintaining a work permit and any renewals thereof and upon your being granted Permanent Residence status in Canada, as explained in the attached Terms and Conditions. The University of Guelph makes no representations, warranties or inducements to you in this regard.

The details of the offer are described in the Attachment: Terms and Conditions of Offer of Employment. Please take the time to read this Attachment carefully and to review the various policies referred to in it. Your appointment is governed by the terms and conditions of the Collective Agreement between the University of Guelph and the University of Guelph Faculty Association; other policies referred to in the attachment, as they may be amended from time to time; and other policies established by the University. If you agree with the terms of this appointment, please sign the second copy of this letter and return it to me as confirmation of your acceptance.

My colleagues and I look forward to a mutually rewarding association with you at the University of Guelph.

Yours sincerely,

Dean
College
I have read, understand and agree with the terms and conditions as outlined in the letter and the Attachment.

Signature ______________________  Date ____________________
Attachment: Terms and Conditions of Offer of Employment For [Name of Candidate]

Note: The Faculty Association (UGFA) is a certified union under the Ontario Labour Relations Act and acts as your sole and exclusive bargaining agent. The University of Guelph Faculty Association may be contacted at (519) 767-6547 or facassoc@uoguelph.ca.

Appointment and Term of Appointment
Your indeterminate offer appointment is [tenure-track or with tenure] at the rank of ___________ Professor. Your duties and responsibilities are outlined below:

[Insert job requirements, including Distribution of Effort and any department-specific arrangements that need to be highlighted including any teaching release that has been agreed upon (per Article 18:26)].

[If tenure-track appointment] Tenure-track appointments are reviewed annually by the Department Tenure and Promotion Committee. Your first tenure-track review is scheduled for [insert date] and your final tenure review will occur in [insert year]. Your performance in the areas of teaching, research and service will be evaluated relative to the expectations set out in the [department’s/ school’s] criteria for tenure and/or promotion. This document is attached for your reference.

Details about Tenure, Promotion, and Performance Review are outlined in Article 21 of the UGFA Collective Agreement.

Immigration Requirements
You are responsible for obtaining a valid work permit prior to arrival in Canada or at the port of entry and you must do so during the period of the approved Labour Market Impact Assessment (LMIA). Failure to do so could result in the offer not being valid. Your employment is subject to obtaining and maintaining a work permit and any renewals thereof and the University of Guelph makes no representations, warranties, or inducements to you in this regard. It is recommended that you apply for a three year work permit.

Should your work permit expire without your permanent resident application submitted, Citizenship and Immigration Canada and Service Canada requires re-advertising and re-application of the position. This could put your ability to obtain an extended work permit and continue in your position in jeopardy. As such, once you begin your employment with the University, you should start the application process for Permanent Residency through the Canada’s Express Entry System. Please work with your Dean’s office to coordinate the Employer and Employee portions of this process.

Further information on immigrating to Canada as a skilled worker is provided on the CIC website at http://www.cic.gc.ca/english/immigrate/skilled/index.asp

For a list of Canadian Visa Offices, see http://www.cic.gc.ca/ENGLISH/information/offices/index.asp
As discussed, continuation of this appointment is contingent upon successful completion of your PhD. Failure to obtain your PhD in [area of study] on or before [insert start date + 2 years] will result in the immediate termination of your appointment and employment with the University.

**Salary Review**
Individual salary rates are reviewed biennially within the framework of the Collective Agreement with the UGFA. Any changes to the rates are normally effective from July 1st each year. Your first review is scheduled for [insert date]. Details are provided under Compensation as outlined in Article 53 of the Collective Agreement at http://www.uoguelph.ca/vpacademic/facultyrelations/pdf/CA-UGFA.pdf

**Benefits and Pension**
As a faculty member, you will participate in the full University benefits program, details of which are available at https://www.uoguelph.ca/hr/staff-faculty/benefits. Deductions will be made for the University Pension Plan, Extended Health Care Plan, Dental Plan (optional), Group Life Insurance, the Long-Term Salary Continuation Plan, Canada Pension Plan, Income Tax and Employment Insurance. Details of the pension plan can be found at https://www.uoguelph.ca/hr/staff-faculty/pension-plans.

**Study/Research Leave**
Subject to Article 22 of the Faculty Collective Agreement and based on your [insert number] of years of eligible service as [insert position title] at [insert name of institution], you will be provided with [insert number] of semesters/years of credit toward eligibility of application for Study/Research Leave. OR Based on Article 22 Study/Research Leave for Faculty, you are not eligible for prior credited service and will commence accruing service toward eligibility for application for Study/Research Leave effective on your start date.

**Professional Development Reimbursement (PDR)**
Faculty members (provided the appointment is one year or greater) who are actively employed as of September 15th are entitled to the full faculty PDR. Details on the PDR can be found at http://www.uoguelph.ca/vpacademic/facultyrelations/pdf/Professional-Development-Reimbursement2014.pdf

**Vacation**
Your appointment covers a twelve-month period each year (i.e. September to August), and your initial vacation entitlement will be <x number> of days per year. You are expected to take your vacation within the twelve-month period in which it is earned, and to arrange the time with your Chair or Director. For further details, refer to Vacation and Holidays of the Collective agreement as outlined in Article 46 http://www.uoguelph.ca/vpacademic/facultyrelations/pdf/CA-UGFA.pdf

**UGFA Dues**
You will be required to pay union dues to the University of Guelph Faculty Association which is a certified union through the Ontario Labour Relations Act. For further information you should contact Melissa Jutzi at mjutzi@uoguelph.ca.
Travel and Moving Expenses [insert where applicable]
The University will assist you with the costs of moving to Guelph. Instructions for relocation assistance and a link to the Relocation Policy are provided on the web at http://www.uoguelph.ca/facultyjobs/set_guelph.shtml. Your departmental administrative assistant is the central point of contact for matters related to moving. The faculty recruitment and support website at http://www.uoguelph.ca/facultyjobs/ provides information on relocating, getting settled and living in Guelph. Assistance with transitional needs is provided by the Office of Faculty and Academic Staff Relations (519 824 4120 ext. 54337 or p.allen@exec.uoguelph.ca).

Research Support
General information about research services and funding opportunities can be found at http://www.uoguelph.ca/research/.

Teaching Support
The Centre for Open Learning and Educational Support offers a range of programs to support you in developing your teaching skills. Further information can be found at http://opened.uoguelph.ca/educational-development.

New Faculty Orientation
The Provost’s Office, in collaboration with the Office of Research and The Centre for Open Learning and Educational Support Services, provides new faculty members with a formal orientation program each year in August. Details are provided on the web at http://www.uoguelph.ca/facultyjobs/join_orientation.shtml.

Tuition Scholarship Plan
This plan provides scholarships to eligible dependent children and spouses for tuition fees for courses taken for credit in undergraduate, diploma, or graduate programs. Further details can be found at https://www.uoguelph.ca/hr/node/494/.

Employee Risk Assessment [insert where applicable]
University policy requires newly appointed faculty and staff who will be working in disciplines and/or areas which involve confirmed human carcinogens, designated substances, physical agents, zoonotic diseases or environmental allergens to undergo a pre-placement occupational health assessment. The results of this health assessment are used for the sole purpose of promoting job-specific health protection measures and safety in the workplace. This assessment is intended to benefit you as a new employee by determining whether there are any susceptibilities to illnesses. The results are confidential and will not affect the status of your position with the University, nor will they be used for any other purpose. Following your acceptance of this appointment, we will arrange for you to meet with the Department of Occupational Health and Safety.

For further details, see the University’s policy on pre-placement occupational health assessments at https://www.uoguelph.ca/hr/staff-faculty-health-well-being/healthy-workplace.