**Non-Budgetary Cross Appointment Template**

Date

Dear [ ],

I am writing to offer you a non-budgetary cross appointment in the [*Department*] of [ ].

[ Department ] offers non-budgetary cross-appointments only to individuals who are deemed qualified to make a significant contribution to the educational and research activities of the unit. In return, the unit makes a commitment to further the academic activities and progress of all faculty appointees, in recognition of the contributions that they make to the mission of the unit in education and research.

The terms of your appointment are as follows:

Your appointment is for a term of [ ] years, beginning on [ ] and ending [ ]. Your appointment will be reviewed in each year of your appointment. There is no right to renewal of your appointment, but renewal may be granted at the Dean’s discretion.

Your non-budgetary cross-appointment will automatically terminate on [ ], and this offer shall constitute notice of termination at that time, unless before that time the Dean advises, in writing that your appointment will be renewed.

Your annualreview will be based on your performance in the areas of responsibility outlined as follows:

* 1. Teaching: *[Insert teaching responsibilities as appropriate].*
	2. Research: *[Insert research responsibilities as appropriate]*
	3. Service: *[Insert service responsibilities as appropriate]*

You will be required to submit an annual report to the [*Chair/Dean*] by March 31 of each year, summarizing your contributions to the division.

You are expected to acknowledge your affiliation with the [*Department*]in all publications and scholarly works resulting from your appointment.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at <https://governingcouncil.utoronto.ca/secretariat/policies>. In particular, I would like to draw your attention to the *Code of Behaviour on Academic Matters* at [www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing%2BCouncil%2BDigital%2BAssets/Policies/PDF/ppjun011995.pdf) and the *Policy on Conflict of Interest Academic Staff* at [www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf](http://www.governingcouncil.utoronto.ca/Assets/Governing%2BCouncil%2BDigital%2BAssets/Policies/PDF/ppjun221994.pdf). We expect that you will govern yourself in accordance with all applicable faculty and University policies.

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a copy of this letter to me that has been signed by you and the [*Chair]* of your primary appointment unit. Please also keep a copy of the signed letter of offer for your files.

I welcome you as a faculty member and look forward to working with you in the year ahead.

Yours sincerely,

*Chair*

*Department* of

cc: UTM Dean’s Office

Agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Candidate’s Signature*]

Agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Signature of Chair of Primary Appointment*].