Adjunct Lecturer

Date

Dear [ ],

I am writing with the approval of the Vice-Principal Academic and Dean of the University of Toronto Mississauga to offer you an appointment as Adjunct Lecturer in the Department of [ ]. The Department of [ ] offers Adjunct Lecturer appointments to those who contribute their skills or experience in contributing to the educational mission of the Department.

Your appointment as Adjunct Lecturer is for a term of [ ] year(s), beginning [ ] and ending [ ]. There is no right to a renewal of your appointment, but renewal may be granted at the Vice-Principal Academic and Dean’s discretion. Your performance will be reviewed annually according to standard procedures in the Department of [ ].

As an Adjunct Lecturer you are expected to **[specify duties]**. You will receive a separate letter dealing with an honorarium or stipend applicable for these duties.

If you are assigned to teach a credit course on a stipend basis on a contract of less than twelve months, the terms of your employment in connection with such teaching will be governed by the collective agreement with CUPE 3902, Unit 3 and will be set out in a separate letter.

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at [www.governingcouncil.utoronto.ca/policies](http://www.governingcouncil.utoronto.ca/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+Council+Digital+Assets/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+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf). We expect that you will govern yourself in accordance with all applicable faculty and University policies.

While you hold this appointment, the Department of [ ] will provide you with **[appropriate office space, access to IT and library resources, departmental email address, other]**.

Please indicate your acceptance of this appointment under the terms and conditions set out above by returning a signed copy of this letter 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 Otherwise, this offer will be withdrawn on that date.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.

Yours sincerely,

Chair

Department of [ ]

cc: Vice-Principal Academic and Dean, UTM

encls.

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