Date

Name  
Department of xx  
University of Toronto Scarborough

Dear Name:

I am writing with the approval of the Vice-Principal Academic and Dean of the University of Toronto Scarborough to offer you a renewal of your part-time (xx% of full-time) teaching stream appointment in the Department of xx at the rank of Lecturer for a period of one year, beginning on July 1, 202x and ending on June 30, 202x. There is no guarantee of future appointments.

Your pro-rated salary, effective July 1, 202x will be $xxx, which is xx% of your current annualized salary, plus any adjustments awarded to you through the annual performance review process (PTR merit awards), as well as the across-the-board increases for which you are eligible and as may occur between the University and the Faculty Association.

As a part-time Lecturer, you will be expected to assume the normal responsibilities of CTLA, Teaching Stream faculty as described in the Department’s Workload policy, but prorated to xx%. Your teaching duties will be detailed in a workload letter that is provided to all faculty members in the Department of xx.

If you accept this offer of employment, I would appreciate your signing a copy of this letter and returning it to me by 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 Otherwise, this offer will be withdrawn on that date.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 continuing to work with you at the University of Toronto Scarborough.

Yours sincerely,

Name of Chair  
Rank and Chair  
Department of xx

cc: Maydianne Andrade, Vice Dean Faculty Affairs & Equity  
Desma Charlemagne-Michel, Director, Human Resource Services

I accept the offer as outlined above:

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Name Date