Adjunct Lecturer

Date

Dear [ ],

I am writing with the approval of the Dean of the Faculty of [ ] 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 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%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.

The University may from time to time introduce or re-introduce new, previous, or revised measures relating to COVID-19 or any future pandemic. You will be provided with appropriate information and instruction on measures applicable from time to time. For more information on the University’s COVID-19 response, please refer to the [University’s Response to COVID-19](https://people.utoronto.ca/covid-19/). Consequences of failing to comply with policies, guidelines, and other instructions on safety measures arising from COVID-19 or any other pandemic, include prohibition from attending University premises, not being permitted to work, not being paid, being placed on unpaid leave of absence, or termination of your employment.

Without limiting the generality of the foregoing, please be advised that the University has a [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. This requirement has been paused effective May 1, 2022, until further notice. On the basis of COVID developments and public health guidance, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Should this occur, you will be required to have updated vaccinations to continue working at the University, unless you apply for and are granted a University-approved exemption. Please contact your [Divisional HR Office](https://people.utoronto.ca/contact) for information about the exemption process. Should you not have updated vaccinations, you may not be permitted to work or be paid and may be placed on a leave of absence in the University’s discretion.

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 [ ]

I accept the appointment under the terms set out above.

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Name Date

cc: Dean, Faculty of [ ]