Date

Recipient Name  
Recipient address

Dear [ ],

I would like to invite you to the University of Toronto as a Visiting Professor in the Department of [ ] for the period *[Up to one year. A longer period requires the approval of the Vice-President and Provost.]* from [ ] to [ ]*.* The purpose of your visit will be to *[specify duties while visiting]*.

We will pay your airfare and living expenses *[optional]*. You will receive a *[stipend, honorarium – optional]* $[ ]. While you are here, the Department of [ ] will provide you with *[office space, access to it and library resources, departmental e-mail address, etc.].*

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research on the [Governing Council website](https://governingcouncil.utoronto.ca/secretariat/policies)*.* In particular, I would like to draw your attention to:

* The *Code of Behaviour on Academic Matters*: [governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019](https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019);   
  [governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf](https://governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf)
* The *Policy on Conflict of Interest – Academic Staff*:
* [governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994](https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994);  
  [governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf](https://governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf)
* *the* Policy *on Sexual Violence and Sexual Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/sexual-violence-and-sexual-harassment-policy-december-16-2021>; and
* the *Policy with Respect to Workplace Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/workplace-harassment-policy-respect-february-2-2022>.
* *[Optional - and specify any additional policies governing the duties to be performed by the Visiting Professor. REMOVE this bullet if there are no additional 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.

We expect that you will govern yourself in accordance with all applicable Faculty and University policies.

Your time on campus shall at all times be subject to and conditional upon compliance with the Immigration and Refugee Protection Act and the regulations made in pursuance of that Act. This invitation is issued on the understanding that you are a Canadian citizen or Canadian Permanent Resident. As such, you must be in possession of a valid Canadian Passport, Permanent Resident card, or have proof of landing. You may be required to provide your Social Insurance Number (SIN) to the division business officer upon arrival. If you do not have any of these documents, please let us know.

If you will be on campus for more than three weeks, it is mandatory for you and any accompanying dependents to enroll in UHIP. To enroll in UHIP, please contact the Human Resources (HR) office for your division. However, if you are covered by Ontario Health Insurance Plan for the duration of your stay, you will not need to enroll in UHIP. For additional information concerning UHIP, please refer to: <http://www.uhip.ca/>. A complete list of HR contacts can be found at <https://hrandequity.utoronto.ca/contact/>.

My colleagues and I look forward to your time with us at the University of Toronto.

Yours sincerely,

[Dean or Designate]

I have read this letter and the items referred to in it, and accept the appointment on the basis of all these provisions.

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| Name: |  |  | Date: |  |