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| **OPENING STATEMENT/APPOINTMENT TEXT OPTIONS** |
| **TENURE-TRACK**  I am pleased to inform you that the Departmental (or School/Faculty when applicable) Selection Committee has recommended that you be offered a full-time academic position as a <Rank> Professor(tenure-track) in the <DEPARTMENT/SCHOOL/UNIT>, Faculty of <FACULTY> in accordance with the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*: <https://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf>  I am writing to set out the general terms and conditions of this offer of APPOINTMENT/EMPLOYMENT.  **APPOINTMENT**  Your initial appointment will be for three years (five years for Full Professors hired without tenure) commencing August 1st /January 1st, <YEAR> (or soon thereafter).This appointment may be renewed subject to a reappointment process based on satisfactory performance |
| **PRE-TENURE-TRACK SPECIAL CATEGORY**  I am pleased to inform you that the Departmental (or School/Faculty when applicable) Selection Committee has recommended that you be offered a full-time academic position as an Assistant Professor(Special Category) in the <DEPARTMENT/SCHOOL/UNIT>, Faculty of <FACULTY>. I am writing to set out the general terms and conditions of this offer of APPOINTMENT/EMPLOYMENT.  **APPOINTMENT**  This appointment will be for one year commencing August 1st /January 1st, <YEAR> (or soon thereafter) and is not renewable. You will be appointed to a full-time tenure-track Assistant Professor position on either January 1st or August 1st, immediately following the conferral of the doctorate. Further clarification can be found on the Academic Personnel Office website: <https://mcgill.ca/apo/academic-life-cycle/tenure-track-academic-staff-professors-and-librarians/transfers-within-tenure-stream-appointments> |
| **UNIVERSITY TENURE COMMITTEE FOR RECRUITMENT (UTCR)**  I am pleased to inform you that the Departmental (or School/Faculty when applicable) Selection Committee has recommended that you be offered a full-time academic position as a <Rank> Professorin the <DEPARTMENT/SCHOOL/UNIT>, Faculty of <FACULTY> in accordance with the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*:<https://www.mcgill.ca/secretariat/files/secretariat/employment_of_tenure_track_and_tenured_academic_staff_regs_relating_to.pdf>  I am writing to set out the general terms and conditions of this offer of APPOINTMENT/EMPLOYMENT.  **APPOINTMENT**  As we discussed, I will recommend to the Principal, via the University Tenure Committee for Recruitment (UTCR), that you be appointed to AREA/DEPARTMENT/UNIT at the rank of ASSOCIATE/FULL PROFESSOR with tenure commencing August 1st /January 1st, <YEAR> (or soon thereafter). For this purpose, we are required to submit a completed dossier to the UTCR. Upon receipt of your acceptance, my office will initiate this process, including contacting three referees, and will be in touch with you for your assistance in providing documentation for the UTCR. Additional information can be found on the Academic Personnel Office website: <https://mcgill.ca/apo/academic-life-cycle/tenure-track-academic-staff-professors-and-librarians/recruitment> |

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| **SECONDARY APPOINTMENT linked to the Primary Appointment Option above** |
| **ASSOCIATE MEMBER APPOINTMENTS**  You will also be appointed to an Associate Member position in the Department of (or School/Faculty when applicable) effective <DATE>. This appointment is in recognition of your <CLINICAL/RESEARCH/TEACHING> activities in the Faculty of <FACULTY>, or in the Department of <DEPARTMENT>. This is a X-year(s) appointment (**Note to administrators**: the associate member appointment cannot exceed the end date of the primary appointment) and is / is not renewable. Further information can be found on the Academic Personnel Office website: <https://mcgill.ca/apo/academic-life-cycle/contract-academic-staff-cas/unranked-cas> |

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| **COMPENSATION** |
| **STIPEND**  In addition to your base professorial salary, you will receive an administrative stipend in the amount of $ <AMOUNT> beginning on XXXX and ending on XXXX for the duration of your appointment as <XXX, or> performing <INSERT reason and duties>.  This stipend will not be used to calculate your pension entitlement and will be eligible for member and University contributions under the defined contribution component of the Pension Plan, subject to contribution limits established by the Canada Revenue Agency. |

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| **IMMIGRATION** |
| (For Temporary Workers) As you are neither a permanent resident nor a Canadian citizen, this appointment is conditional on your obtaining appropriate authorization to work in Canada from both Citizenship and Immigration Canada and Immigration Québec, and maintaining a valid work permit for the entire duration of your appointment. You are expected to apply for permanent residency as soon as possible. You may also contact our Immigration Advisors by phone at 514-398-1407 or 514-398-8029, or by email at [immigration.apo@mcgill.ca](mailto:immigration.apo@mcgill.ca) should you have questions or need assistance. |

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| **SABBATIC LEAVE** |
| <If applicable>: As you held a (tenured or tenure-track) academic position in your current University, you will be credited with (one or two years, TBD by the Associate Provost, Equity and Academic Policies) of service towards your initial sabbatic leave. |

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| **START-UP AND RESEARCH FUNDING OPTIONS** |
| **CFI-JELF APPLICATION**  In addition, to launch your research program, we will sponsor your application for a Canada Foundation for Innovation  (CFI) John R. Evans Leaders Fund (JELF) for up to $XX (40% CFI; 40% Quebec Government; 20% in-kind contributions) total project cost for major equipment and/or renovations. |
| **ENDOWED NAMED CHAIR**  \*Only if pre-approved by the Provost and Vice-Principal (Academic) for an Endowed Chair appointment.  A proposal will be submitted to the Provost and Vice-Principal (Academic) to secure for you a <NAMED CHAIR TITLE> with the full support of the Dean of the Faculty.  \*Financials need pre-approval by the Provost and Vice-Principal (Academic) before being included in the letter of offer. |

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| **PROFESSIONAL REQUIREMENTS OPTIONS** |
| It is the responsibility of all faculty members at McGill to be familiar with their obligations under University Regulations and Policies. These can be found on the Secretariat website: <https://www.mcgill.ca/secretariat/policies-and-regulations>  Please pay particular attention to the following:   * Charter of Students' Rights * Regulation on the Conduct of Research * Regulation on the Conflict of Interest * Regulation on Consulting and Similar Activities by Academic Staff * Regulations Relating to Employment of Tenure Track and Tenured Academic Staff * Regulations on Graduate Student Supervision * Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law * Guidelines on Intimate Relationships Between Teaching Staff and Students * Policy against Sexual Violence * Regulations Concerning the Investigation of Research Misconduct   **FACULTY OF MEDICINE ONLY**  It is the responsibility of all members of the Faculty of Medicine to adhere to the Code of Conduct: <https://www.mcgill.ca/medicine/about/our-vision-mission-values/code-conduct> |
| **PROFESSIONAL AFFILIATION REQUIREMENTS**  <Membership in Order, etc.> Add any requirements specific. |

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| **QUEBEC TAX HOLIDAY** |
| A Quebec fiscal measure [OPTIONAL: designed by *Revenu Québec* with the *Recherche, Science et Technologie* mission of the Minist*ère de l'Économie, de l’Innovation et des Exportations*] is aimed to facilitate the recruitment of recognized researchers and foreign experts hired new to Canada to work with selected Quebec employers in the fields of scientific research and experimental development, and on the implementation of innovation projects. McGill University will apply on your behalf for an eligibility certificate which, if granted, would allow you a tax holiday from Québec personal income taxes applied, on a decreasing sliding scale, to salaries paid by the University for up to 60 consecutive months, as follows:   * 100% of taxable earnings for the first two years * 75% the third year * 50% the fourth year * 25% the fifth year   McGill University cannot guarantee that your application will be successful, as the conditions for eligibility and all aspect of the program are strictly determined by the Quebec agencies. You may also contact the Academic Personnel Office by email at [academic.personnel@mcgill.ca](mailto:academic.personnel@mcgill.ca) should you have questions or need assistance. |
| **RETURNING CANADIANS**  New hires must obtain an opinion from the Canada Revenue Agency’s International Tax Services Office concerning their non-resident status. Please contact 1-800-959-8281. |