«Date»

«honorific» «firstname» «lastname»

«address»

 «postalcode»

Dear «honorific» «lastname»:

1. **Invitation**

We are/I am pleased to invite you to McGill University as a Visiting Fellow/Scholar/Professor in the Department/School/Institute of <Unit Name>, Faculty of <Faculty Name> for <duration> years, starting <start date> and ending <end date>. Your status as a Visiting Fellow/Scholar/Professor does not confer eligibility for promotion or tenure.

As this definite term appointment is for one year or less, the appointment shall end on the date specified without further notice of termination.

1. **Duties**

During your stay you will be expected to participate in the life of the department by taking part in **[INSERT SPECIFIC ACTIVITIES**: teaching, research, conferences, etc.]. You will be provided with (shared) office space and access to the McGill Library.

1. **Salary**

You will be paid $XX,XXX for the duration of your stay/This is a nil-salary appointment.

1. **Conditions of appointment**

Your appointment is contingent on your appointment at <primary institution>.

Your appointment is subject to evidence that your costs in Canada will be covered by your scholarship from <funding scholarship>.

1. **Regulations**

The general terms of employment for a visiting academic at McGill University are described in the *Regulations Relating to Visiting Academic Appointments*: <https://www.mcgill.ca/secretariat/files/secretariat/regulations_relating_to_visiting_academic_appointments.pdf>

Additional information about Affiliation/Visiting classifications can be found on the Academic Personnel Office website at <https://www.mcgill.ca/apo/classifications/cas-unranked-affiliation-visiting>

McGill University’s Policies and Regulations can be found on the Secretariat website at <https://www.mcgill.ca/secretariat/policies-and-regulations>; they apply to members of the McGill community and visitors as specified in each document.

1. **Immigration Stipulation [Obligatory for non-Canadians without permanent residency]**

In accordance with Canadian and Québec law, the above offer is conditional upon your obtaining the appropriate work authorization from any or all of the following, as applicable: Citizenship & Immigration Canada, Immigration Québec, Employment and Skills Development Canada (ESDC).

Yours sincerely,

«Dean's Name»

Faculty of «Faculty»

cc: Dr./Professor «Chair's Name», Department of «Department»

 Christopher P. Manfredi, Provost & Vice-Principal (Academic)

 Academic Personnel Office

I accept the terms herein.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date