CHECKLIST FOR LETTER OF OFFER

Name of Supervisor: _____   ☐ New appointment   ☐ Reappointment

Name of prospective hire: _____   McGill ID: _____

Title of position:

Postdoc – Send form to Ross

☐ Postdoc to be paid by your funds (Must be less than 5yrs since PhD)

☐ Postdoc Trainee
Registered at another university as primary hire
(All letters of offer & immigration paperwork must indicate McGill as Employer)

☐ Postdoc with own funding
(Must be less than 5yrs since PhD)
- If self-funded, we need proof of funding with name and dates

GRT & UGRT - Ross

Undergraduate Research Trainee (UGRT)
Undergraduate Research Trainee (non-McGill student)
Fill out UGRT form and send it to Ross

Graduate Research Trainee (GRT)
☐ Graduate Research Trainee (non-McGill Student)
- Student must apply on the portal

Research Assistant - Send form to Linda

Undergraduate Research Assistant - Work Study

Undergraduate Research Assistant – non Work Study

Research Assistant

Research Assistant (Must have MSc)

Research Assistant (recently graduated McGill BSc student)

Other - Send form to Linda

☐ Research Associate (Must have PhD and 5 years Postdoc experience)

☐ Visiting Professor – must be in a tenure track position at home institution
- Must have permission for visit (sabbatical leave, etc)
- If self-funded, we need proof of funding

☐ Visiting Scholar – for non-tenure track position at home institution
- Must have permission for visit (sabbatical leave, scholarship, etc)
- If self-funded, provide proof of funding

Volunteer undergraduate student

AMUSE Casuals

Summer Undergraduate Research Internship -Send form to Chelsea

☐ Summer 2026 Undergraduate Research Internship
- (Currently a McGill undergraduate student who is registered for the upcoming Fall term and was registered for the previous Winter term in the same program.)
- Fill out Summer 2026 Undegraduate Research Internship form and send it to Chelsea

==Do you have sufficient lab/student space for this new appointment?==   ☐ YES   ☐ NO

Duration of hire:
Start date: _____

End date: _____

Number of hours per week: _____

Project Title:

Salary: $ _____
As per the collective agreement: minimum or greater

FOAPAL: _____
- If self-funded:
  o Name of scholarship: _____
  o Date of scholarship: _____

Immigration:
- Immigration paper work requested for non-Canadian hire   ☐ Yes   ☐ No
  If yes, we need copy of Passport

Duties
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PI Signature: