Notification of acceptance for a teaching assistantship (Not appointment to a specific course)

To: [blank]
From: [blank]
Date: [blank]

Re: Teaching Assistantship in the Department of [blank], Faculty of [blank]

I am pleased to notify you that you have been accepted for a Teaching Assistantship in the Department of [blank] for the term [blank]. We will be appointing selected applicants to available positions in the near future and will notify you of the course to which you have been appointed as soon as possible.

In doing this, we will be considering your indicated preferences, as well as the requirements of the positions available. However, given the specific requirements of certain positions and in order to appoint qualified employees to all courses, we may appoint you to a position other than those indicated in your preferences.

Your remuneration will be $X.XX per hour, which is the hourly rate established for the Department of [blank].

As this position is unionized, and covered by the AGSEM (Association of Graduate Students Employed by McGill) certification, the University is required to withhold union dues, currently established by the Union at 2.5% of your remuneration.

Please note that all graduate students that are new employees shall become members of the Union upon hiring.

Sincerely,

Chair of department/TA Coordinator