To:

From:

Date:

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

I am pleased to confirm your appointment as a Teaching Assistant for the course [blank] in the Department of [blank], Faculty of [blank], for the period beginning [blank] and ending [blank].

Your remuneration will be $X.XX per hour, and you will be expected to work an average of XX hours per week for a total remuneration of $X,XXX for the term. Your hourly rate includes the 4% legal requirement for vacation, as well as compensation for statutory holidays.

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.

All graduate students must complete and sign the attached union membership form and return the form to the departmental administrative offices, with the signed copy of their contract. Please do not detach the form from the contract.

Please confirm your acceptance of this position by signing and returning one copy of this letter within seven (7) days of receipt of this letter.

Sincerely,

Chair of department/TA Coordinator

I accept the position offered to me.

____________________________________
Signature: [blank]

Date:
APPENDIX III - UNION MEMBERSHIP FORM

Term: Fall / Winter / Summer Year:___________
McGill ID_________________
Name _______________________________________________________

Mailing Address ______________________________________________
____________________________________________________

Telephone number (Work) _________________(Home(Optional) __________________

E-mail _______________________________________________________

Department __________________________________________________

Degree (Ph.D./M.A.) ____________________________ Year _________________

Have you had a TAship prior to this appointment? (Yes/No) __________

The Association des étudiant-e-s diplômé-e-s employé-e-s de McGill/Association of Graduate Students Employed at McGill (AGSEM) was created to protect teaching assistants and demonstrators’ interests and to improve their working conditions. For further information, consult the full text of the collective agreement, which can be found at: http://www.mcgill.ca/hr/labour-relations/collective-agreements. The collective agreement defines the procedure upon which my future appointments will be based. I will complete a workload form at the beginning of my appointment with my course supervisor which specifies my anticipated duties and work hours. This schedule should not exceed the total hours specified in my appointment. By signing this form I confirm or reaffirm that I am a member of AGSEM and pledge to observe the statutes, bylaws and decisions of the union.

Signature ____________________________________ Date _________________