**Sample Letter of Appointment for Teaching Staff**

I am pleased to confirm your appointment in the Faculty of <name> as a member of the

(XYZ Position) effective <date>.

The appointment, which is for a <period> year, renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or as initiated by the Department or yourself.

(XYZ Position) appointments are listed in the University Calendar and are bound by the rules and regulations of the University of Alberta. These include policies about research, conflict of interest, professional misconduct, grading, discrimination, computing services, intellectual property, etc. All relevant policies and regulations are available for review in the Department’s general office. Please let me know if you wish to discuss any of these with me.

The specifics of each adjunct academic appointment are worked out with respect to the particular needs and circumstances of both the appointee and the department. The goals and expectations for your appointment, on which we have mutually agreed, are as follows:

Prior to the end of your appointment, we will evaluate, together, whether these goals and expectations have been met.

To support your work with us, the following will be made available to you: <list here

departmental resources, ONECard (which provides access to the library, entitlement to a

secondary computing ID and access to the physical education facilities upon payment of

an annual user fee), eligibility for parking privileges, membership in the Faculty Club

etc>.

We look forward to your association with our Faculty.

Sincerely,

<Dean of Faculty (or designate)>

cc: (c/w (XYZ Position) Appointment Form)

(Office of the Associate Vice President, Academic Administration)