TEMPLATE LETTER OFFERING   
FULL GRADUATE FACULTY MEMBERSHIP

Offered to those in the following faculty categories:

* \*Tenured/Tenure Stream Faculty (F1)
* Grant-funded CLTA (non tenure stream) Faculty (F2)
* Part-time (non tenure stream) Faculty (F2)
* \*Full-time Clinical Faculty
* \*Status-Only Faculty (for whom U of T is their only academic home)

\* This is the normal GFM type for this category.

*Note: Membership is subject to approval by the School of Graduate Studies.*

Date

Dear [ ],

In my role as Graduate Chair, I am writing to offer you Full Graduate Faculty Membership in the [Name of Graduate Unit] at the University of Toronto.

As a full member of graduate faculty, you may:

*Teaching:*

* Teach, set, and mark examinations for a graduate course
* Teach in a course-based master’s program

*Supervision & supervisory committees:*

* Supervise a master’s research project
* Act as a member of a master’s thesis committee for students in any graduate unit, as appropriate
* Act as the sole or major supervisor of a master’s thesis for students in the graduate unit
* Act as a member of a professional doctoral thesis committee for students in any graduate unit, as appropriate
* Act as the co-supervisor of a professional doctoral thesis for students in the graduate unit
* Act as the sole or major supervisor of a professional doctoral thesis for students in the graduate unit
* Act as a member of a PhD thesis committee for students in any graduate unit, as appropriate
* Act as the co-supervisor of a PhD thesis for students in the graduate unit
* Act as the sole or major supervisor of a PhD thesis for students in the graduate unit

*Examinations:*

* Assume lead responsibility for the setting and marking of comprehensive (general) exams
* Serve as a voting member of a Final Oral Examination committee, where such examinations are required by SGS, and perform all associated duties
* Serve as chair of a Final Oral Examination committee, where such examinations are required by SGS, and perform all associated duties

[Please feel free to insert any graduate unit specific responsibilities/duties as long as they do not conflict with SGS policy – e.g., contributions to graduate student funding, teaching, service. These duties may differ by whether the membership offered is primary or secondary.]

Your membership is for the period [start date to end date *\*NOTE\* Graduate Faculty Membership must not extend beyond end-date of University of Toronto Appointment/Role*]. It is expected that you will maintain familiarity with the relevant policies and procedures in the [SGS Calendar](https://sgs.calendar.utoronto.ca/) and [Graduate Faculty Membership Guidelines](https://facultyandstaff.sgs.utoronto.ca/gfm/) and will undertake your responsibilities within that framework.

Please indicate your acceptance of this graduate faculty membership under the terms and conditions set out above by returning a signed and dated copy of this letter to me, along with a current copy of your curriculum vitae, which I will keep on file. Please also keep a copy of the signed letter of offer for your files.

I look forward to working with you. Thank you for your commitment to our graduate students.

Yours sincerely,

Graduate Chair/Academic Designate

cc: [Chair and business officer of the appointee’s budgetary home unit, if different from graduate unit]

Agreed to by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_