1. TEMPLATE LETTER OFFERING FULL GRADUATE FACULTY MEMBERSHIP TO THOSE HOLDING:

* TENURED FACULTY APPOINTMENTS AT THE UNIVERSITY OF TORONTO
* STATUS ONLY FACULTY AT THE RANK OF FULL OR ASSOICATE PROFESSOR, OR;
* FULL-TIME CLINICAL FACULTY AT AFFILIATED TEACHING HOSPITALS.

Date

Dear [ ],

In my role as Graduate Chair/Director, I am writing to offer you Full Graduate Faculty Membership in the Graduate Department/Centre of [NAME OF GRADUATE UNIT] at the University of Toronto.

As a full member of graduate faculty, you may act as the sole or major supervisor of a doctoral or master’s thesis, and as a member of thesis committees; serve as chair or voting member of a final oral examination committee, where such examinations are required by SGS, and perform all associated duties; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set, and mark examinations for a graduate course and give such other graduate direction as may be required.

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*]. It is expected that you will maintain familiarity with the relevant policies and procedures in the Graduate Calendar, and will undertake your responsibilities within that framework.

Please indicate your acceptance of this graduate 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 congratulate you on achieving this status, and I look forward to working with you.

Yours sincerely,

Graduate Chair/Director/Academic Designate

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

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

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