2. TEMPLATE LETTER OFFERING ASSOCIATE GRADUATE FACULTY MEMBERSHIP TO:

* TENURED FACULTY AT THE UNIVERSITY OF TORONTO
* STATUS ONLY FACULTY AT THE RANK OF FULL OR ASSOICATE PROFESSOR,
* FULL-TIME CLINICAL FACULTY AT AFFILIATED TEACHING HOSPITALS,
* PROBATIONARY/TENURE-STREAM FACULTY AT THE UNIVERSITY OF TORONTO,
* UofT APPOINTED SENIOR LECTURERS,
* UofT APPOINTED LIBRARIANS (III, IV),
* *SOME* ADJUNCT PROFESSORS (RESEARCH SCIENTISTS), OR;
* PART-TIME CLINICAL FACULTY.

Date

Dear [ ],

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

In this role, you may act as the sole or major supervisor of a master’s thesis, and serve as a member of a doctoral or master’s thesis committee; serve as a 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.*