3. TEMPLATE LETTER OFFERING AN ASSOCIATE (RESTRICTED) 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),
* PART-TIME CLINICAL FACULTY,
* UofT APPOINTED SENIOR RESEARCH ASSOCIATES,
* UofT APPOINTED LECTURERS,
* UofT APPOINTED ADJUNCT PROFESSORS & ADJUNCT LECTURERS,
* STIPEND INSTRUCTORS TEACHING GRADUATE COURSE, OR;
* UofT APPOINTED STAFF TEACHING GRADUATE COURSE.

Date

Dear [ ],

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

In this role, your duties include [SPECIFIY FROM AMONG THE FOLLOWING] serve as sole or major supervisor of a master’s thesis [SPECIFY STUDENT], serve as a member of a doctoral or master’s thesis committee[SPECIFY STUDENT]; serve as a voting member of a final oral examination committee [SPECIFY STUDENT], 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 [SPECIFY COURSE] and give such other graduate direction as may be required. It is expected that you will maintain familiarity with the relevant policies and procedures within the Graduate Calendar, and will undertake your responsibilities within that framework.

Your membership is for a term of [START DATE to END DATE *\*NOTE\* Graduate Faculty Membership must not extend beyond end-date of University of Toronto Appointment*] [OR] for the duration of the program of [STUDENT NAME] [OR] from this date until such time as a final doctoral thesis is submitted by [STUDENT NAME].

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 copy of your current 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

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

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