4. TEMPLATE LETTER OFFERING EMERITUS GRADUATE FACULTY MEMBERSHIP TO RETIRED FACULTY MEMBERS WHO HAVE PREVIOUSLY HELD FULL GRADUATE FACULTY MEMBERSHIP.

Date

Dear [ ],

In my role as Graduate Chair/Director, I am writing to offer you Emeritus/Emerita Graduate Faculty Membership in the Graduate Department/Centre of [NAME OF GRAD UNIT] at the University of Toronto. In this role, you may chair or serve as a voting member of a final oral examination committee, teach, set, and mark examinations for a graduate course; assume responsibility for setting and marking comprehensive (general) examinations; serve as a member of a thesis committee; and continue to act as a sole or major supervisor of a doctoral or master’s thesis. With the approval of the Graduate Chair/Director, you may take on new masters or doctoral supervision.

Your membership is for the period [START DATE to END DATE *\*NOTE\* Maximum five-year term*]. 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 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.

Thank you for your continuing involvement with the graduate program.

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.*