



Appendix 'E'
Sessional Lecturer
Letter Of Appointment



This position is covered by an Agreement between the University and CUPE 3913. The text of the current Collective Agreement is available on the CUPE 3913 website <www.cupe3913.on.ca>, and/or the University of Guelph website <http://www.uoguelph.ca/sessional_ta/>. In the alternative, you may pick up a personal copy of the Collective Agreement in your Department, at the Union Office (Room 213A University Centre) or at the Office of Faculty & Academic Staff Relations, 4th Floor, University Centre.

Date: _____ Employee's Name: _____

Employee's Address: _____

Home Telephone Number: _____ Campus Extension: _____

Dear

I am pleased to confirm your appointment as a _____.

Details with respect to this work assignment are as follows: _____

Department/School: _____ Course: _____

Level of Appointment (Full or Pro-Rated): _____

Immediate Supervisor: _____

Start Date: _____ End Date: _____

Lecture Days & Times: _____

Wages: _____

NOTE: Subject to 14.09 (a), there shall be no extra payment for hours worked on weekends.

The Chair/Director (or designate) of your Department shall arrange to discuss with you the requirements of this work assignment prior to commencement of the semester.

Please sign and return one copy of this appointment letter to _____. You should retain a copy for your records.

The Department/School will send a copy to the Union, CUPE 3913 - UC 213A and give you a copy of the Collective Agreement.

Sincerely

Employee's Signature: _____

Date: _____