

WRITTEN CONFIRMATION of APPOINTMENT for TERM ADJUNCTS

This confirmation conforms to Article 25.10.3 of the *Collective Agreement (all Faculty, Librarians and Archivists)* between Queen's University Faculty Association (QUFA) and Queen's University (2019-2022). It will be treated as a private and confidential document for use by the Term Adjunct, Department Head/Unit Director, Dean, Compensation, and VP Academic. All details are subject to change according to the *Collective Agreement* and will be finalized on the Appointment Letter from the Dean.

PERSONAL	Title:	Last Name:	First Name:
	Date of Birth: (YYYY-MM-DD)	Gender:	Social Ins. Number:
	Phone: (xxx-xxx-xxxx)	Address:	
	Department:	Email Address:	

APPOINTMENT DETAILS	Rank:	Years of Experience:	Location:	
	Appointment recommendation based on (select one):			
	<ul style="list-style-type: none"> Specific Right of Reappointment (SpecRoR) General Right of Reappointment (GenRoR) Responded to Advertisement Unforeseen Circumstances ATEP (Aboriginal Program) 		<ul style="list-style-type: none"> Posted fewer than 20 Working Days Distinguished Member of the Community Post-Doctoral Fellow Right of Reappoint (good record of teaching) 	
	Commuting: (Appendix G)	Appointment Start Date:	End Date:	
	COURSE		Term	Sect
	Prefix	Suffix	Course Weight	% of Resp
			Actual Credit Weight	Course Type <small>(lect/lab/sem/ASO/online)</small>
			Maximum Enrolment	Compensation
Additional Duties:			Compensation for Additional Duties:	
TOTAL COMPENSATION for Teaching and/or Additional Duties:				
Required to Supervise Laboratory/Practicum work:			Explain:	

OTHER	Collective Agreement:	Refer to <i>Faculty Relations</i> web site for details http://queensu.ca/facultyrelations/
	Professional Support Programs:	Refer to http://queensu.ca/facultyrelations/faculty-librarians-and-archivists/collective-agreement for program details (Fund for Scholarly Research/Creative Work/Professional Development, Professional Expenses, Child Care Benefit, and Tuition Support).
	Compensation and Benefits Details:	Refer to Article 42.4
	Appointment of Members:	Refer to Article 25.10

APPROVALS	Term Adjunct Declaration:	For Compensation Unit use only:	
	I have <u>no other teaching</u> appointments at Queen's	New Staff Number:	
	I have <u>other teaching</u> responsibilities at Queen's during the same period May – April. If yes, list below:	Date: (YYYY-MM-DD)	
		Signature: (Comp Clerk)	

The personal information collected on this form is collected under the legal authority of the Queen's Royal Charter of 1841, as amended. The information will be placed in your file for future references as noted above, retained for the duration of your employment, and then stored for a period of five years after you leave.

Member's signature

Date

Head/Director's signature

Date

Distribution:

Term Adjunct (original)

Department

Office of the Dean