

Tips on Completing a Trust/Research Appointment Letter

1. Refer to the evaluation from Job and Organizational Design (JOD).
2. The length of the appointment should not exceed assured need or assured funding.
3. Initial appointments of greater than 12 months must include a probationary period of six to 12 months.
4. Indicate either a fixed or renewable term

Fixed Term: The appointment has a set start and end date. At the conclusion of a fixed term appointment, a reappointment may be offered, although there is no residual obligation to do so.

Renewable Term: Must be approved by Employment Services prior to offer of appointment.

5. Indicate the "Full-time Equivalent" (e.g. 0.5 FTE, 1.0 FTE). Appointments which are 14 hours per week or less and/or less than four months in length are excluded from the agreement and should be appointed using the Academic Term-Excluded appointment letter.
6. Salary must be within the evaluated salary range; refer to the evaluation from JOD. If the position is part-time, use the actual salary (not the full-time equivalent.)
7. Refer to the evaluation from JOD for the Level. The Department must declare the Range, A, B, or C, based on whether the position requires a basic, intermediate or expert level of related experience, knowledge, skills and abilities.
8. Special Conditions is intended only for terms in variance to the TRAS agreement, although any of the following may be included under this heading:
 - Eligible to apply for research funding as a co-applicant and/or hold projects.
 - Eligible for Professional Expense Allowance.
 - Reimbursement of relocation expenses in accordance with University policy, including funding sources.
9. The Chair is the appointing officer for a trustholder in a department. The Dean is the appointing officer for a Director, etc.

*** All TRAS appointments must be evaluated, and a position number assigned, by JOD. The only exception are those under the Teaching/Research Family – contact [Employment Services](#) before an initial hire under this Family.**

[Name]
[Address]

[Date]

Dear [Name]:

I am pleased to offer you a formal appointment to the trust/research academic staff of the University of Alberta in accordance with the terms set forth below. Your employment will be governed by the Collective Agreement for Trust/Research Academic Staff, a copy of which can be found at www.arts.ualberta.ca/MyEmploymentAgreements.aspx. The Agreement may be amended in accordance with its terms and such amendments are binding upon you. As a trust/research academic staff member, it is understood that employment for the period listed below is conditional upon the availability of research and/or external funding.

The specific terms of the appointment offer are:

1. Working Title: _____ 1
2. Department: _____
3. Faculty: _____
4. Period of appointment: _____ 2
5. Probationary Period: _____ 3
6. Appointment type: [fixed/renewable - refer to tip sheet] 4
7. Full-time/Part-time: _____ FTE 5
8. Salary: \$ _____ per annum 6
9. Salary Level Range: [refer to position evaluation] 7
10. Job Family (check one and attach position description and evaluation):
 - Teaching/Research Academic
 - Research Academic (indicate position title: Trust Professional, Research Associate, or Other: _____)
 - Trust Administrator
 - Library/Information Professional
11. Special conditions (specify): _____ 8

The return of one signed original copy of this letter to the undersigned will constitute your acceptance of this offer of appointment on the terms hereof. In anticipation of the receipt of your acceptance may I take this opportunity to welcome you to the University and to wish you success in your position.

This appointment is expressly contingent on your continuing eligibility for employment in Canada and upon the University receiving confirmation, if required by the appropriate federal government department or upon request by the University, of your continuing eligibility for employment in Canada. Loss of your eligibility for employment in Canada or a failure to provide confirmation of your eligibility for employment in Canada (i.e. work permit and/or permanent or temporary residence visa) will render the appointment null and void.

All personal information collected by the University of Alberta for the purpose of employment shall be collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act (FOIPPA) and will be protected under Part 2 of that Act. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information regarding the collection and use of the personal information, contact Human Resource Services, 2-60 University Terrace, University of Alberta. Phone: 491-4555.

THIS FORM CONSTITUTES THE ENTIRE CONTRACT OF APPOINTMENT BETWEEN THE APPOINTEE AND THE UNIVERSITY AND NO OTHER WRITTEN OR ORAL CONDITION, QUALIFICATION OR AGREEMENT EXISTS OR IS INCLUDED HEREIN BY REFERENCE HERETO EXCEPT AS HEREIN BEFORE SET FORTH.

Yours sincerely,

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[Name of Trustholder/Director]
[Department/Institute]

[Name of Chair/Dean]
[Department/Faculty]

Received by University

ACCEPTANCE

I hereby acknowledge receipt of the original hereof and accept the appointment referred to and the terms and conditions set forth.

Dated at _____
(City)
This _____ day of _____, _____
(day) (month) (year)

Signature