

DATE

Dear NAME,

On behalf of McGill University, I am pleased to offer you temporary employment as part-time Casual Research Assistant in the Distributed Digital Music Archives and Libraries (DDMAL) Laboratory of the Music Technology Area of the Schulich School of Music. The purpose of this letter is to confirm the details of your appointment.

**Duration and Probationary Period**

Your term appointment will begin on DATE and end on DATE (17 weeks) at which time your appointment shall end without further notice. During this period, you are expected to work for 75 days (15 weeks). This means you will take 10 days off without pay during this term. We ask that you do not take this time off during the first two weeks of the term. You will be subject to probationary period of 60 worked days during which we will have the opportunity to assess your suitability for the position and you will be able to assess whether the position meets your expectations. The University reserves its right to terminate your appointment at any time during the course of your appointment. The termination of your appointment is subject to the provisions of the collective agreement.

**Salary**

Your salary will be $XXX per hour, plus on each pay 6.0% vacation indemnity and 3.6% paid statutory holiday indemnity will be added to the hourly rate.

**Working Hours**

You will work from Monday to Friday, from 9am to 5pm with one-hour lunch break. Your regular  
work week will be 35 hours.

**Location of Work**

Work may be remote or in person as you choose. When conditions permit, in-person location of work is the Music Technology Area of the Schulich School of Music, 550 Sherbrooke Street West (East Tower), 5th Floor, Suite 500.

**Union Membership**

By accepting this position, you will become a member of the Association of McGill University Research Employees (AMURE) and your working conditions will be governed by the AMURE collective agreement. For your union membership application, please consult <http://www.aerum-amure.ca>. For further information, consult the full text of the collective agreement, which can be found at: <http://www.aerum-amure.ca/wp-content/uploads/2019/03/AMURE-2018-06-18.pdf>.

**Software and Public Domain Policy**  
SIMSSA is funded by a SSHRC Partnership grant and follows SSHRC policies for availability of research. SSHRC is committed to the principle that the various forms of research results and data collected with public funds belong in the public domain. Accordingly, SSHRC has adopted a policy to facilitate making research results and data that has been collected with the help of SSHRC funds available to other researchers All software written while working at DDMAL falls into this category, and must be open sourced.

**Immigration Stipulation (Obligatory for non-Canadian candidates without permanent residency**  
**who will reside in Canada only)**  
In accordance with Canadian and Québec law, the above offer is conditional upon your obtaining the  
appropriate work authorization from any or all of the following as applicable: Citizenship &  
Immigration Canada, Immigration Québec, and Human Resources & Skills Development Canada  
(HRSDC).

We hope that you will accept this offer. Please confirm your acceptance of this contract over email before DATE. This offer shall remain open until DATE. Please do not hesitate to contact me should you need any additional information or clarification.

Yours sincerely,

Ichiro Fujinaga

Professor

Music Technology Area

Schulich School of Music

McGill University

cc: Safia Nour, Human Resources Advisor

Please sign below to indicate your acceptance of the terms and conditions of this offer.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the terms and conditions of this offer,

and I have signed on the \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_ YEAR.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.