

DATE OF LETTER

Dear NAME,

On behalf of McGill University, I am pleased to offer you a renewal of your position 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, at which time your appointment shall end without further notice. 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 $XXXXper 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 a maximum of XXXXhours per week.

**Location of Work**

The location of work is the same as that of your previous appointment.

**Union Membership**

By accepting this position, you will remain a member of the Association of McGill University Research Employees (AMURE) and your working conditions will continue to 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. To do so, please sign below and return a copy of this letter by email. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.