DATE

NAME

ADDRESS

Dear NAME:

On behalf of McGill University, I am pleased to offer you an appointment as an unranked part-time Regular Research Assistant in the Distributed Digital Music Archives & Libraries Lab of Music Research, Schulich School of Music. The purpose of this letter is to confirm the details of your appointment.

**Duration and Probationary Period**

Your appointment will begin on DATE and end on DATE at which time your appointment shall end without further notice. This appointment is subject to renewal contingent upon securing sufficient funding, amongst other criteria. You will be subject to a probationary period of 60 worked days during which I 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 initial salary will be $$$$ per hour.

**Working Hours**

You will set your own hours. Your regular work week will be #HOURS.

**Location of Work**

You will choose the location of your work.

**Duties**

As part of your appointment in the Schulich School of Music in the Music Research department you are expected to carry out and support all aspects of research associated with the Distributed Digital Music Archives & Libraries Lab under my supervision as your Research Supervisor.  Your primary responsibilities will be:

* ACTIVITY
* Any other activities assigned by your Research Supervisor.

**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 [www.amure.ca](http://www.amure.ca). For further information, consult the full text of the collective agreement, which can be found at: <http://www.mcgill.ca/hr/employee-relations/collective-agreements-0>.

We hope that you will accept this offer. To do so, please sign below and return a copy of this letter to XXXX. This offer shall remain open until DATE. Please do not hesitate to contact the undersigned 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 Administrator

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

I, NAME, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the terms and conditions of this offer, and I have signed on the \_\_of\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

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

**Getting Started**

In order to process your appointment, you must first complete the Biographical Information for New Employees form, located online at <http://www.mcgill.ca/hr/sites/mcgill.ca.hr/files/biographical_information_for_new_employees_1.pdf> and forward the completed form to your supervisor or departmental administrator. Once your appointment is processed, you will receive two separate e-mails at your personal e-mail address, identifying your McGill ID number and your Personal Identification Number (PIN), respectively. Your PIN is necessary to access MINERVA, the web interface which you will use to access all your personal employee data stored in McGill’s database. Questions about MINERVA should be directed to the ICS Service Desk at **398-3398 or visit the relevant web pages at** <http://kb.mcgill.ca/kb/article?ArticleId=1439&source=Article&c=12&cid=2>.

It is recommended that within 48 hours of receiving your McGill ID number and PIN you enrol, online, in the McGill Benefits Program. Simply access the website at <http://www.mcgill.ca/minerva-faculty-staff/> to complete the enrolment process. Inquiries about McGill Benefits should be directed to the HR Service Center at 398-4747.

To obtain your McGill ID card to access your campus building and the libraries, please present a government-issued photo ID (i.e. Medicare card, driver’s license, passport or citizenship card) in person at the Department of Human Resources, located at 688 Sherbrooke Street West, Suite 1520 between 8:30 am and 4:30 pm Mondays and Wednesdays, and between 8:30 am and noon on Fridays.