



Date: September 27, 2021

Faculty name: Stephen Carter

Employee number: 506881

Programs: Information Technology: Web and Mobile Application Development

**RE: Coordinating Instructor Allowance**

Dear Stephen,

This letter is to offer you the role of Coordinating Instructor for the:

Program: Information Technology: Web and Mobile Application Development

School of Information Technology and Natural Resources

Collective Agreement Article – Article 22.01(b)

Amount payable – \$80.00 bi-weekly

Timeframe – Start Date: August 30, 2021 End Date: June 24, 2022

Please indicate below your acceptance/non-acceptance of the Coordinating Instructor role.  
Once again, thank you for agreeing to take on this additional responsibility.

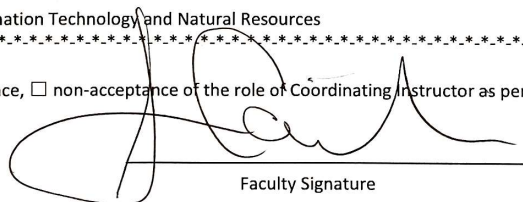
Sincerely,

Dan Shannon

Academic Chair – School of Information Technology and Natural Resources

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I wish to advise of my ☒ acceptance, ☐ non-acceptance of the role of Coordinating Instructor as per above.

  
Faculty Signature

Copies:

Dean – Jeff Dempsey  
Payroll Representative  
Faculty member