



**McGill University and Genome Quebec Innovation Centre**  
740 Dr. Penfield Avenue  
Montreal, QC H3A 0G1

November 13, 2017

Dr. Toby Dylan Hocking  
7260 Boyer, #2  
Montreal, QC  
H2R 2R7

Dear Dr. Hocking:

On behalf of McGill University, I am pleased to offer you an appointment as an unranked full-time Research Associate in the McGill University and Genome Quebec Innovation Centre, Department of Human Genetics, Faculty of Medicine. The purpose of this letter is to confirm the details of your appointment.

**Duration and Probationary Period**

Your appointment will begin on November 19, 2017 and end on October 31, 2018, at which time your appointment shall end without further notice. This definite term appointment is not subject to renewal. 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 employment at any time during the course of your appointment. The termination of your employment will be in accordance with the provisions of the collective agreement.

**Salary**

Your initial salary will be \$28.75 per hour.

**Working Hours**

You will work from Monday to Friday, from 9:00am to 6:00pm. Your regular work week will be 40 hours.

**Location of Work**

Your location of work will be 740 Dr. Penfield Avenue, Montreal, Quebec H3A 0G1.

**Duties**

As part of your appointment in the McGill University and Genome Quebec Innovation Centre, Department of Human Genetics you are expected to carry out and support all aspects of research associated with the Bourque Laboratory under my supervision as your Research Supervisor. Your primary responsibilities will be:

- Develop new methods using epigenomics datasets to predict the impact of non-coding mutations.
- Participate in research projects regarding epigenomic data analysis.
- Co-author publications for the lab regarding new findings about the human epigenome and new statistical machine learning algorithms for epigenome data analysis
- Advise PhD students with writing research papers.
- Develop code for data analysis, and prepare such code for diffusion to colleagues at McGill and elsewhere.
- Participate in group meetings and journal clubs.
- Organize and teach seminars on scientific subjects.
- Prepare scientific reports for diffusion internally at McGill and elsewhere.
- Establish and maintain collaborations with other research groups from McGill and elsewhere.
- Assist with the preparation of grant applications.
- Any other activities assigned by your Research Supervisor.



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### **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/labour-relations/collective-agreements>.

### **Immigration Stipulation (Obligatory for non-Canadian candidates without permanent residency who will reside in Canada only)**

In accordance with Canadian and Quebec 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 Quebec and Human Resources & Skills Development Canada (HRSDC).

It is the responsibility of all members of the Faculty to adhere to the Faculty of Medicine "Code of Conduct" which can be found at the following link: [http://www.mcgill.ca/files/medsra/Code\\_of\\_Conduct.pdf](http://www.mcgill.ca/files/medsra/Code_of_Conduct.pdf).

We hope that you will accept this offer. To do so, please sign below and return a copy of this letter to Maria Faria, HR Administrator, AEC 12 Faculty of Medicine at [aec12-hr.med@mcgill.ca](mailto:aec12-hr.med@mcgill.ca). This offer shall remain open until November 18, 2017. Please do not hesitate to contact the undersigned should you need any additional information or clarification.

Yours sincerely,

Dr. Guillaume Bourque, PhD  
Director Bioinformatics, McGill University and Genome Quebec Innovation Centre  
Associate Professor, Department of Human Genetics

cc: Dr. Daniel auld, PhD, Deputy Director, McGill University and Genome Quebec Innovation Centre  
Ms. Marie Verlingo, CHRA-CHRP, HR Advisor, Administrative Excellence Centre #12  
Academic Approvals, Human Resources

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 \_\_\_\_\_, 201\_\_.

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



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### **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](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 enroll 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.