These statements can be included in (or with) offer letters as required (rev. December 2015)

1. **VACATION**: (to be included in every offer letter where vacation entitlement is awarded)

The appointee shall be entitled to vacation in accordance with article 11.2 of the Memorandum of Agreement between the Faculty Association of the University of Waterloo and the university.

<https://uwaterloo.ca/secretariat/documents-potential-interest/memorandum-agreement-uw-fauw>. (Unused vacation is not paid out)

1. **PhD PENDING:** This offer is conditional upon completion of the requirements for your PhD degree and upon receipt of satisfactory evidence from <granting institution>. If all requirements for the PhD have not been met by <date>, your initial appointment will be that of “Lecturer”. If this is the case, sabbatical credit will accumulate at one-half the regular rate, you will not be eligible to receive start-up funds and eligibility for tenure will not begin. Upon confirmation of completion of the requirements for the PhD, your probationary-term appointment as an Assistant Professor will begin on the 1st day of the following month.
2. **PAYROLL PROCEDURES/BENEFIT PROGRAM/MOVING EXPENSES**: Enclosed are a summary of payroll procedures and the faculty benefit programs which are terms and conditions of employment, together with a University policy statement concerning assistance with moving expenses of new faculty members. [*Subject to prior approval, the Faculty of \_\_\_\_\_\_ will pay for 100% of the moving expenses specified in Policy 28 (attached), supplementing the 75% specified in the policy.*]
3. **ADDS STATUS**: Please refer to the handout enclosed regarding the Approved Doctoral Dissertation Supervisor status (ADDS status). Faculty members must be approved before they can be a primary supervisor for doctoral students. Prior to approval, they may co-supervise PhD students. Refer to the Organization of Graduate Studies, 6. Approved Doctoral Dissertation Supervisor (ADDS) for more information.

**Note**: the addition of a procedure or link to the procedure in the offer letter was approved by G. McBoyle in November 2013.

<https://uwaterloo.ca/graduate-studies/faculty-and-staff/organization-graduate-studies>

1. **FACULTY PROFESSIONAL EXPENSE REIMBURSEMENT**: As a regular full-time faculty member at the University of Waterloo, you are eligible for an annual professional allowance, the amount of which is set on an annual basis. This year, the allowance is $x,xxx. The professional allowance covers the period from May 1 to April 30, and will be pro-rated to the length of your employment at Waterloo in the first year. See Memorandum of Agreement 11.5 - **Faculty Professional Expense Reimbursement Plan**: <https://uwaterloo.ca/secretariat-general-counsel/documents-potential-interest/memorandum-agreement-uw-fauw>
2. **HUMAN RESEARCH ETHICS**: Effective May I, 2013, all faculty members, undergraduate, graduate, post-doctoral students and visiting scholars will be required to complete a tutorial on Human Research Ethics Training before submitting a research ethics application on which you are named. Non­compliance will result in all applications being returned to the principal investigator or faculty supervisor (for student research) until the tutorial has been completed. For more information, please review the Policy for Human Research Ethics Training on the Office of Research website: <https://uwaterloo.ca/research/office-research-ethics/research-human-participants/pre-submission-and-training/human-research-ethics-training>. The CORE tutorial can be found at <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>.
3. **GRADUATE FUNDING**: New full-time faculty members can apply for one term of graduate funding from the Graduate Studies Office. The purpose of this award is to encourage new faculty members to undertake supervision of new full-time graduate students in keeping with Waterloo's vision for graduate expansion. The maximum funds per faculty member are $5,500 to be used exclusively to support one or more newly admitted full-time graduate students in term one or two of their graduate program. Please refer to the Graduate Studies web site: <https://uwaterloo.ca/graduate-studies/awards/waterloo-special-graduate-student-entrance-award-also-known>
4. **SPECIAL EARLY SABBATICAL:** At Waterloo, tenure-track faculty members are eligible for a “special early” six-month sabbatical at full salary. This sabbatical would normally be completed during the fourth year of probationary appointment (i.e. the first year of a second probationary term)
5. **CENTRE FOR TEACHING EXCELLENCE**: There are four mandatory workshops for new faculty members in Applied Health Sciences and Engineering. Please contact the Associate Dean Teaching or the Faculty's Teaching Fellow, Dr. first name, last name, ext. xxxxx (email@uwaterloo.ca) for more information on the program for orientation, training and professional development. This program is offered by the Centre for Teaching Excellence.
6. **~~WATPORT~~**~~: The University of Waterloo offers a service to assist new faculty. The University's Faculty Recruitment and Support Office (WatPort) can provide valuable information about resettlement to the UW and KW communities. Please contact Frances Hannigan, ext. 36332 if you have any questions or would like to make an appointment. Please see the WatPort web site at: www//watport.uwaterloo.ca.~~ **To be REVISED (Glenda will provide a statement)**

1. **MANDATORY TRAINING:** During the first term of your employment, you are required to complete three mandatory on-line Safety courses and the Accessibility for Ontarians with Disabilities on-line training modules. Links can be found on the [Safety Office](https://uwaterloo.ca/safety-office/) and [AccessAbility Services](https://uwaterloo.ca/disability-services/) web sites.

[SO1001 Employee safety orientation](https://info.uwaterloo.ca/infohs/hse/online_training/employee-orientation/Staff%20Orientation.swf)

[SO1081 Workplace violence awareness](https://info.uwaterloo.ca/infohs/hse/online_training/workplace_violence/workplace_violence.html)

[SO1100 Supervisor Safety Awareness](https://info.uwaterloo.ca/infohs/hse/online_training/Supervisor-orientation/Supervisor-orientation.html)

[Accessible Customer Service Standards & On-Line Training Modules](https://cas.uwaterloo.ca/cas/login?service=http%3a%2f%2fwww.aoda.uwaterloo.ca%2f)

1. **INTERNATIONAL HIRES/VISITORS:** Information for foreign nationals/foreign visitors is available at:

foreign faculty hires: <https://uwaterloo.ca/watport/campus-resources/immigration-employee> OR

visitors: <https://uwaterloo.ca/watport/sites/ca.watport/files/uploads/files/infoforforeignvisitors.pdf>