

Workload Assignment Template Letter

ON DEPARTMENTAL LETTERHEAD

DATE

NAME OF FACULTY MEMBER
RANK (teaching stream, if applicable)
DEPARTMENT
University of Toronto Mississauga

Dear Professor X:

In accordance with Article 2.11 of the *Workload Policy and Procedures for Faculty and Librarians*, I am writing to provide details of your assigned duties in teaching and service for the 2018-19 academic year.

Your assigned duties will be as follows:

Teaching

List all courses that the faculty member will be teaching in the academic year, whether it is in the Fall term (September to December), Winter term (January to April) or full year course (September to April)

COURSE CODE – COURSE TITLE

Service

List all services that the faculty member will be undertaking, i.e.:

Departmental Seminar Coordinator
Graduate Admissions and Scholarships Committee
Chair, Undergraduate Curriculum Committee

Please note that additional service duties—such as participation on Search Committees, Interim and Probationary Review Committees, Tenure Committees, Promotion Committees, and Advancement Committees for Sessional Lecturers—may be assigned during the course of the year.

Yours sincerely,

Name of Chair (or Director)
TITLE(S)