



Office of the Provost and Vice-President (Academic)

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www.mun.ca/vpacademic

June 10, 2022

Dr. Lee Ann McKivior



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Dear Dr. McKivior,

Further to our discussions, I am pleased to recommend your appointment as University Registrar to the President who will then seek approval of the appointment from the Board of Regents at the earliest opportunity. Below are the terms and conditions of your employment:

- 1. Your appointment as University Registrar will be effective August 15, 2022.
2. You will report to the Provost and Vice-President (Academic).
3. Your starting salary will be \$174,903 per annum

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On an ongoing basis, your salary will be administered in accordance with our normal salary review policies for employees in comparable positions within the University.

- 4. The conditions of your employment will be in accordance with those that apply to the Leadership Group and non-bargaining employees of the University generally. These are outlined in detail in the University's "Staff Handbook for Non-Bargaining Unit Employees," which is available from the Department of Human Resources
https://www.mun.ca/hr/media/production/memorial/administrative/human-resources/media-library/services/GuideNonBargainingEmployees-revised.pdf
5. Your participation in the University's health benefits program and pension plan will also be in line with your peers in the Leadership Group group.
6. The University will cover 100% of the eligible costs of moving your household goods and furnishings including home office materials. Please contact Mr. Scott Murphy in the Department of Financial Services to arrange the relocation. He can be reached via email scott.murphy@mun.ca.

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Familiarization/house hunting trips: 1 round-trip for self and spouse from to St. John's; includes 3-4 nights' accommodation plus per diem to cover meals (seek pre-approval for longer stays). One further familiarization/house hunting trip is possible but requires pre-approval by the Provost. Refer to the following link "Travel- Familiarization Visit" at http://www.mun.ca/policy/site/policy.php?id=257

- 8. Travel cost of one-way travel for self, spouse, children and pets (spouse, children and pet travel can be deferred) from to St. John's; travel by private auto or air is covered as per MUN's moving and travel policies.

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- 9. You will be entitled to four (4) weeks of annual leave provided to management employees.

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- 10. You have a responsibility to be aware of, and to comply with, Memorial’s policies and procedures - <https://www.mun.ca/policy/>.
- 11. You agree to participate in relevant professional development, training, research and/or education workshops for administrative leaders, as determined in consultation with the Provost and Vice-President (Academic).
- 12. In the event the University terminates your employment without cause you shall be entitled to twelve (12) months’ salary, payable as a lump sum less statutory deductions. This payment would be inclusive of all statutory requirements for notice and/or redundancy pay. This entitlement will be effective for the first 3 years of continuous employment with Memorial following which time, any termination considerations will be in alignment with the relevant university policies and practices.

I trust that the above adequately reflects our discussions and understandings, and that it represents the basis of an offer that is acceptable to you. If so, I would ask that you signify your acceptance of this offer by signing in the area indicated on page 2 and then returning one copy of this letter to me as soon as possible. You should retain the other copy for your records.

This senior and important role is integral to the University’s success. I look forward to working with you in furthering this critical function for Memorial.

Sincerely,

[Redacted Signature Area]

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Margaret Steele, HBS, MD, FRCPC, MEd, DFCCA, CCPE, FCAHS
Interim Provost and Vice-President (Academic)

- c: Dr. Vianne Timmons, President
- Mr. Stephen Dodge, Director of Human Resources

I have read the above and hereby signify my acceptance of the terms of the University’s offer of employment for the position of University Registrar.

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Dr. Lee Ann McKivor

11 June 2022

Date