



Newfoundland & Labrador, Canada

July 8, 2022

Ed Martin

s.40(1)

Dear Mr. Martin:

Further to our recent discussions, I am pleased to offer you the contractual position of Director, Memorial's Centre for Entrepreneurship, Memorial University. This position reports both the Dean, Faculty of Business Administration and the Dean, Faculty of Engineering and Applied Science. The effective date is yet to be determined with an end date of October 31, 2024. This position is externally funded, however there is a possibility of extension.

The salary for this position is \$120,000 per year based on a 35 hour work week. As this salary is above the top of the pay range, there will be no incremental changes to this salary through the duration of this contract. However if there are any general economic increases approved by the Board of Regents for other positions in the management and professional pay group during the term of this contract, those would also apply to this position. The probationary period for this position is one year. Should Memorial University terminate this contractual employment relationship without cause prior to October 31, 2024, you will be provided with two (2) month's pay in lieu of notice.

The conditions of your employment are outlined in detail within the University's "Handbook for Non-Bargaining Unit Employees" which is available on the Department of Human Resources website:

<https://www.mun.ca/hr/media/production/memorial/administrative/human-resources/media-library/services/GuideNonBargainingEmployees-revised.pdf>. You will receive twenty (20) days of annual leave entitlement per fiscal year. Your participation in the University's benefits program and pension plan is mandatory and a full list of benefits available to you is available on our website

<http://www.mun.ca/hr/services/benefits/>.

I trust that the above adequately reflects our discussions and understandings and represents an offer that is acceptable to you. If so, I would ask that you signify your acceptance of this appointment by signing in the area indicated below and then returning a copy of this letter to me as soon as possible.

Sincerely,



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Kim Blanchard  
Manager, Client & Advisory Services  
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 Director, Memorial's Centre for Entrepreneurship, Memorial University.**



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July 13, 2022

**Signature**

**Date**