

**TO: All MUNFA members**  
**FROM: MUNFA Executive**  
**DATE: April 24, 2026**  
**SUBJECT: Reminder on Teaching Assignments and Contract Confirmation**

---

With teaching assignments going out, MUNFA wants to remind all Academic Staff Members that employment is confirmed only when a formal letter of offer has been received. A teaching assignment letter from a Department Head or Dean does not constitute a contract, and course preparation should not begin until formal confirmation has been received.

We recognize that instructors are dedicated and eager to begin preparing for their courses. However, members have found themselves in difficult situations after investing significant time and effort into course preparation, only to learn that their contract would not be issued. ([See IB2024.25.57](#)) Protecting your time and labour starts with waiting for that formal confirmation.

We also want to remind members that Teaching Term Appointments (TTAs) do not include a service component. TTAs are teaching contracts, and service expectations fall outside their scope.

If you have questions about your appointment, or if you are experiencing delays or uncertainty around a contract, please do not hesitate to reach out to us at [munfa@mun.ca](mailto:munfa@mun.ca). We are here to help.