(CAE),

An offering of (course for which the Automatic/Discretionary MYA is held + section number) is scheduled for the \_\_\_\_\_ semester at (day and time). As an Automatic/Discretionary Multi-Year Appointment holder, you are being offered this course. Please confirm via return email whether you can teach it by (deadline of at least five business days). If we do not hear from you by this time, the course will be offered to someone else.

When considering whether to accept this offer, you are required to ensure that you remain within term and multi-section course limits under the Collective Agreement (Article 18A.04).

Thank you,

(Department or Faculty)