



OCAD UNIVERSITY
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January 16, 2020

Ms. Ana Serrano
Delivered via Email

Dear Ana:

In my capacity as Chair of the Board of Governors, I am delighted that you have agreed to accept my offer to serve as the next President & Vice-Chancellor of OCAD University (OCAD U). Your pending appointment has engendered a great deal of excitement and anticipation among Search Committee members!

With the appointment of President & Vice-Chancellor, a Tenured faculty appointment will be granted immediately at the rank of Professor in the Faculty of Liberal Arts & Sciences and School of Interdisciplinary Studies. In the event of a return to teaching following completion of a 5-year presidential term, a guaranteed salary placement at the top of the Professor scale (\$151,365 as of Jan 1/20) will be provided.

This letter sets out the terms and conditions of your employment as President & Vice-Chancellor of OCAD U, as follows. Reporting to the Board of Governors, your responsibilities as President & Vice-Chancellor are summarized in the position description.

1. Commencement Date: July 1, 2020
2. Term: Five (5) years, concluding on June 30, 2025. This appointment is subject to renewal based on performance and in accordance with the *Policy on the Appointment & Reappointment of President*.
3. Administrative Leave: Upon completion of a 5-year presidential term, a guaranteed one-year administrative leave will be provided, to be paid at the then-current Presidential salary and to be taken as time rather than pay in lieu.
4. Compensation:
 - a) Salary: \$257,500 gross per annum, which will be paid in twenty-six (26) bi-weekly installments of \$9,903.85, less statutory deductions. As discussed, this rate is currently frozen per the *Public Sector Compensation Restraint to Protect Public Services Act, 2010*. When permitted by law and in accordance with any future public sector executive compensation legislation, this salary will be reviewed per the *Policy on the Appointment & Reappointment of President*. Payroll payments are issued to employees via direct deposit with pay statements delivered through the OCAD U portal at <https://my.ocadu.ca>.

- b) **Benefits:** You will be eligible to enroll in the University's Group Benefits plan as of August 1, 2020. All eligible employees must enroll in OCAD U's Group Benefits Plan and enrollment must be processed within thirty-one (31) days of eligibility; otherwise, satisfactory medical evidence may be required. This Group Benefits Plan includes: extended medical and dental (medical premiums are paid 10% by the employee and 90% by the University, while dental premiums are 100% University-paid); life insurance (current maximum benefit \$350,000, with premiums 50% paid by the employee and 50% by the University as a taxable benefit); accidental death and dismemberment (premiums are paid 50% by the employee and 50% by the University); and long-term disability (LTD) (with LTD premiums 100% employee-paid). Benefits eligibility and coverage are provided in accordance with the University's policies with its insurance carriers. You will also be eligible for sick leave, personal emergency leave, family medical leave or such other authorized absences as may be permitted under OCAD University policies for Managers or by statute.
 - c) **Pension:** Effective immediately upon employment on July 1, 2020, you will be eligible for the University's group pension plan, which is a money purchase plan providing for matching contributions by the University of either 5% or 7.5% of salary, subject to Revenue Canada maximums.
 - d) **Vacation:** You will be entitled to four (4) weeks of annual vacation, two personal business leave days per annum, and time off during the winter shutdown, the dates of which are established annually. Any vacation is to be established at a mutually agreeable time, with a maximum carry-over of twenty-five (25) days from one fiscal year to the next.
5. **Professional Development:**
- a) To support your professional development, you will receive an allowance of \$8,000 per annum, to be reimbursed for appropriate expenses in accordance with the University's relevant policies and procedures. You will also be entitled to four (4) weeks of paid professional development leave per annum. Neither leave nor allowance can be carried over from one fiscal year to the next.
 - b) It is understood that you will pursue a graduate degree over the period of your 5-year presidential term and administrative leave. With such program to be mutually agreed between yourself and the University, OCAD U will cover the full cost of tuition. In the event you leave OCAD U of your own volition within three years of such tuition support, you would be responsible to refund the pro-rate portion of tuition support for the remainder of the three-year period.

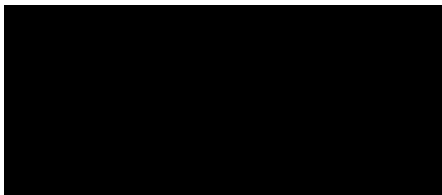
- e) Termination of Contract: This contract may be terminated on the following bases:
- a) By both parties upon mutual consent;
 - b) By the Board of Governors at any time without notice or payment in lieu thereof where there is just cause for termination;
 - c) By the Board where there is no just cause for termination upon the provision to you of notice and/or payment in lieu of notice equal to your presidential salary and benefits for a period of eighteen (18) months (or whatever lesser number of months that may be remaining in your five-year term); and
 - d) By you upon the provision of six (6) months' notice to the University.
- f) Outside Directorships: You are permitted to hold up to two (2) paid private sector directorships, subject to the approval of each directorship and the terms thereof in advance by the Chair of the Board of Governors, with such approval not to be unreasonably withheld.
- g) You will be working with and have access to information and records of a highly personal and confidential nature. As a result, this offer of employment is conditional upon you signing the enclosed confidentiality agreement.

OCAD U provides accommodations for employees with accessibility needs, as set out in the [Accommodation in Employment for Persons with Disabilities](#) policy. If you require an accommodation, please contact Human Resources at hr@ocadu.ca or 416-977-6000 x 298.

Please indicate your acceptance of the terms of this appointment as set out above, by signing and forwarding a copy of this letter and the enclosed confidentiality agreement to Nicky Davis, Director, Human Resources.

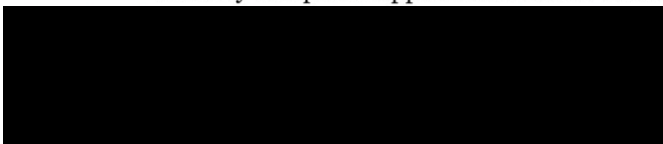
Congratulations on your appointment, Ana, and we look forward to welcoming you to OCAD University!

Sincerely,



Jaime Watt
Board Chair

I hereby accept this appointment under the terms and conditions set forth above:



Ana Serrano

January 17, 2020

Date

cc: Human Resources - Employee File