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Agreement regarding Microsoft Office for Retiring Faculty Members and Librarians

January 16, 2025

Dear UTFA Colleagues,

We are very pleased to announce that the University Administration and University of Toronto Faculty Association (UTFA) have agreed to a Letter of Understanding that will reimburse retiring faculty members and librarians for the value of a one-time purchase of a personal Microsoft Office software package upon their retirement (approximate value $170.00 plus applicable taxes). Retirees will have six months to transition their files to a personal device, and the Administration will provide IT support to assist with the transition.

In addition, the parties agreed to provide retirees who are actively engaged in various University activities (i.e. Teaching; Supervision of graduate students; Research (including creative professional activity); Service; Some other special project or University business requiring access to full MS Office license beyond email) continuing access to the full suite of Microsoft 365 licensed at the University.

The following groups are eligible:

- Faculty members and librarians retiring between July 1, 2023 and June 30, 2029.
- Faculty members and librarians that retired prior to July 1, 2023, who have been designated as “actively engaged” and whose designation ends between December 11, 2024 and June 30, 2029.

Eligible retired faculty members and librarians should contact their Business Officers to seek reimbursement.

The Letter of Understanding provides all details of the Agreement between the parties.

Sincerely,

Kelly Hannah-Moffat, Vice-President, People Strategy, Equity & Culture

Heather Boon, Vice-Provost, Faculty & Academic Life

Terezia Zorić, UTFA President and Ariel Katz, Vice-President, Salary, Benefits, Pensions and Workload, UTFA

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