Information for New Full Time Faculty

McMaster University
Health Sciences

Last Revised – May 2015
Simplified Org Chart - Academic

President (P. Deane)

Provost & VP Academic (D. Wilkinson)
VP Research & International Affairs (M. Elbestawi)
VP & Dean, FHS (J. Kelton)

AVP Faculty (S. Searls Giroux)

Faculty Deans

Business
Engineering
Humanities
Social Sciences
Science
FHS
Simplified Org Chart - Academic

VP & Dean (J. Kelton)

AVP Academic (S. Denburg)

Associate Deans

Clinical Services (W. Orovan)

Education (A. Neville)

Graduate Studies (C. Hayward)

Research (S. Collins)
Faculty of Health Sciences

Dean & VP
J. Kelton

School of Medicine
Michael G. DeGroote

School of Nursing
C. Byrne

School of Rehabilitation Science
P. Solomon

Dean
J. Kelton

Associate Dean
C. Byrne

Associate Dean
P. Solomon

Departments
School of Medicine

Anesthesia
• N. Buckley

Biochemistry & Biomedical Sciences
• K. Mossman

Clinical Epidemiology & Biostatistics
• H. Schunemann

Family Medicine
• D. Price

Medicine
• P. O’Byrne

Obstetrics & Gynecology
• N. Leyland

Oncology
• M. Levine

Pathology & Molecular Medicine
• M. Crowther

Pediatrics
• S. Findlay (acting)

Psychiatry & Behavioural Neurosciences
• N. Kates

Radiology
• D. Koff

Surgery
• S. Reid
Ranks

Assistant Professor

Required

6 yrs

Associate Professor

Optional

6 yrs

Professor
Appointment Categories

Special
- CAWAR

Tenure track
- Tenure

Teaching Track
- Permanence

Contract (CLA)
- --
Special leads to CAWAR

Special appointments and those which confer CAWAR are academically identical to tenure-track appointments and those which confer tenure except that continuation of the appointment, for the length of the designated period, is contingent upon the member’s receiving continuing salary support from his or her outside funding agency for that designated period.

A Special appointment implies that faculty member’s academic contributions will be reviewed and at the end of a stated period the University will:

- extend the period of appointment
- confer CAWAR on the candidate, or
- allow the appointment to lapse
Tenure Track Leads to Tenure

- A Tenure-track appointment implies that faculty member’s academic contributions will be reviewed and at the end of a stated period the University will:
  - extend the period of appointment
  - confer tenure on the candidate, or
  - allow the appointment to lapse
Teaching Track leads to Permanence

- Teaching track positions create opportunities for individuals who are prepared to devote themselves primarily to teaching within an academic environment.

- Such appointments are made in the first instance for a stated period. At the end of that period the University will:
  - extend the period of appointment
  - grant permanence to the candidate, or
  - allow the appointment to lapse
A Contractually Limited Appointment (CLA) is granted for a limited period which carries no implication of renewal or continuation beyond the period and no implication that the appointee will be considered for a Tenure-track, Special or Teaching-track appointment.
Mutually Agreed Responsibilities (R4)

- All faculty members of the School of Medicine are expected to contribute a minimum of 20% of their time to Education. Within the Schools of Nursing and Rehabilitation Science this expectation is normally 40%.

- As part of the appointment process, the R4 form is completed and signed by yourself and your Department Chair/Associate Dean.

- The R4 assists in determining the review stream which would apply during academic reviews and provides an annual overview of your academic expectations.
Process for Faculty Appointment

Note: this process can take several weeks to complete once the preliminary offer is signed.
Initial Appointment with CAWAR or Tenure

Note: It can take several months to obtain all the necessary approvals.
Associate Memberships

- A faculty member may be an Associate Member of another department on the invitation of the second department and with the approval of the Chair of their primary department. Approval must also be granted by the Faculty Dean(s) and the Dean of Graduate Studies.

- These renewable appointments are granted through the Office of the Provost and are for a specified term of up to 5 years (renewable).
CAWAR/Tenure/Permanence Timeline

- For a person initially appointed to this University as a full-time Assistant Professor, the total duration of his or her tenure-track appointment(s) shall not exceed six years from the date of that first appointment. CAWAR/Tenure must be considered during the fifth year of appointment.

- For a person initially appointed to this University as a full-time Associate Professor, the total duration of his or her tenure-track appointment(s) shall not normally exceed four years, and in no case shall it exceed six years, from the date of that first appointment. Tenure must be considered in the third year of appointment and, if not granted, must be considered again in subsequent years, provided the appointment is extended.

- For a person initially appointed to this University as a full-time Professor, the total duration of his or her tenure-track appointment(s) shall not exceed three years from the date of that first appointment. Tenure must be considered in the second year of appointment and, if not granted, must be considered again in the third, provided the appointment extends to that year.

- For a person initially appointed to this University in a full-time teaching-track position at any rank, the total duration of his or her teaching-track appointment(s) shall not exceed six years from the date of that first appointment. Permanence must be considered in the fifth year unless the candidate agrees in writing to a one year deferral.
The Academic Clock

- For the purpose of academic review, all appointments shall be deemed to begin on July 1 coincidental with or next following the date of first appointment to this University.

- Although the standard timing for CAWAR/Tenure is after 5 years at rank, this can be shortened through the use of the acceleration clauses and lengthened through the “Stop the clock” provisions as outlined in the Yellow Document.
Preparation for Academic Review

- The following documents will assist you in preparing for academic review:
  - The McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion (2012)
  - Supplementary Policy Statements (SPS) including:
    - Clinical Portfolio
    - Teaching Portfolio
    - McMaster Curriculum Vitae Guidelines
    - Preparation of Dossiers for Tenure and/or Promotion
Academic Review Streams

- **Research Based**
  - Primary focus: education & research

- **Clinician Educator**
  - Unique to FHS
  - Primary focus: education & clinical scholarly activities

- **Traditional Non-clinical stream**
  - Primary focus: education & research
A candidate for a permanent teaching position must have demonstrated that he or she is an excellent teacher, has developed as an educator, and thereby has shown academic excellence.

For promotion to Associate Professor of a teaching-stream candidate, the criteria include not only excellent teaching and satisfactory performance of University duties as described in the previous clause, but also evidence of recognition external to the Department for the candidate’s contributions.
For all academic reviews (i.e. 3rd year review, CAWAR, tenure, permanence and promotion, your dossier will be assessed by:

- Board of Governors
- Senate Committee on Appointments
- Senate
- Faculty Tenure and Promotion Committee
- Departmental Tenure and Promotion Committee
Timeline

- Department Submission: August (~1 yr. prior to effective date)
- Faculty review: September
- SCA review: October
- Senate approves: November
- Board approves: December
- President’s letter: December
- Effective Date: July
Resources

- For more information, please visit the FHS Faculty Relations Website. The site contains information related to your academic appointment as well links to other McMaster resources.

- http://fhs.mcmaster.ca/faculty_relations/