INITIAL APPOINTMENT

The completion of the final Details of Mutually Agreed Responsibilities (R4) may require repeated consultation between the Chief/Delegate and the Department Chair/Delegate to satisfy the needs of both the Hospital and the Faculty Department when negotiating an appointment. The preliminary letters of offer, made by both the Department Chair/Delegate and the Chief/Delegate should include the final copy signed by both parties.

1. Hospital Chief/Delegate

   The Chief/Delegate should complete the sections of the details of Mutually Agreed Responsibilities (R4) pertinent to the member's proposed Hospital appointment including: Name, Hospital Department, Service, For the Period and the distribution of time expected for C: Health Services / Clinical and D: Administrative. If initiated by the hospital, the draft should be sent to the Chair of the Faculty Department for completion.

2. Department Chair/Delegate

   The Chair/Delegate should complete the sections of the Details of Mutually Agreed Responsibilities (R4) pertinent to the member's proposed Academic appointment including: University Department, Academic Appointment Rank, and Category, For the Period and the distributed time expected for A: Education, B: Research and D: Administrative (The Faculty of Health Sciences has an expectation that all full-time faculty contribute a minimum of 20% to Education. Variations on this must be discussed and justified.) If initiated by the Department Chair/Delegate, the draft should be sent to the Hospital Chief/Delegate for completion.

For initial appointment the Details of Mutually Agreed Responsibilities will be included in:

a) The Credentials Package submitted to the Hospital, by the Hospital Chief/Delegate.

b) The formal academic appointment recommendation made by the Chair of the Department to the Faculty Appointments Committee and the academic appointment made by the President of McMaster University.
REVIEWS

1. Hospital Annual Reviews

The Hospital Chief/Delegate will initiate a review of the Details of Mutually Agreed Responsibilities (R4) at the time of the annual review of the hospital appointment and revise as appropriate. The Hospital Chief/Delegate will consult with the Department Chair/Delegate regarding any shifts in the clinical role description and the Department Chair/Delegate will sign off the form.

A copy of this annually revised Details of Mutually Agreed Responsibilities should be held by the offices of the Hospital Chief/Delegate (who should send a copy to the appropriate Credentials Office) and the Department Chair/Delegate.

2. University/Faculty Academic Reviews

The Department Chair/Delegate will update and complete those sections affecting the academic appointment. For full-time faculty, this can be undertaken during a formal annual review by the Chair/Delegate or in the context of a more informal annual update of information. The Department Chair/Delegate will consult with the Hospital Chief/Delegate regarding any shifts in the academic role description and the Chief/Delegate will sign off the form.