

**FACULTY OF HEALTH SCIENCES / AFFILIATED TEACHING HOSPITAL
APPOINTMENT & ANNUAL REVIEW
DETAILS OF MUTUALLY AGREED RESPONSIBILITIES (R4)**

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.