

DATE

NAME
ADDRESS

Dear Dr. XXX,

PRELIMINARY OFFER OF APPOINTMENT

Dear Dr. XXX:

Thank you for your application for the position of **RANK** in the Department of **XXXX** at McMaster University. Based on your credentials, experience and interviews with members of the faculty and staff, we are very pleased to offer this position to you.

This letter represents a preliminary offer between you and the Department of **XXX**. All academic appointments require final approval by the governing bodies of the Faculty and University, and once approved, will be followed by an official offer from McMaster University made by the President, Dr. Patrick Deane. If the conditions of the package meet your expectations, you will be required to provide us your written acceptance of the preliminary offer. We will require this acceptance from you in order to proceed to obtain final approval by the university governing bodies.

This offer is contingent upon your acceptance of the offer of employment from (**HRLMP, Radiology group, etc.**).

Your initial appointment with the Department of **XXX**, Faculty of Health Sciences, will be recommended at the rank of **XXX**, in the **SPECIAL/CAWAR** Category for the period **START DATE** to June 30, **YEAR**. The academic year at McMaster University begins July 1 and ends June 30. For academic purposes, i.e. promotion, your start date will be deemed to begin July 1, **YEAR**.

If a different academic start date has been negotiated – state specific date here. If receiving credit towards research leave clock – note that here.

If coming on with CAWAR – explain approval process and timing of approval of appointment.

Include one of the following paragraphs as applicable:

A “Special appointment” is defined as: *those appointments for persons who receive their salary support from funds other than those allocated by the University; ... 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. For a full definition please see the McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion (2012) – Section II, 4 c. (<http://bit.ly/1epAppy>).

A “Continuing Appointment Without Annual Review (CAWAR) appointment” is defined as: *those full-time appointments that are similar to appointments that confer tenure in every respect, save one: the continuation of the appointment is contingent upon the member’s receiving and continuing to receive salary support from his or her outside funding agency.* For a full definition please see the McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion (2012) – Section II, 4 d. (<http://bit.ly/1epAppy>).

Future academic reviews of your academic activities will be conducted according to the McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion (2012) and will be based on your contributions in the areas of clinical scholarly activities, education **and research (if applicable)**. A copy of the review criteria is attached.

Note – If this is a clinician with significant research expectations, please ensure the preliminary letter of offer addresses this and provides specific information on what is expected during academic reviews.

For Special: An on-going appointment beyond June 30, **YEAR** is dependent upon a successful review as described above.

Additionally, as noted above, continuation of your appointment is conditional upon your continued employment with **XXXX**.

The main focus of your appointment will be **XXX**. Enclosed please find a statement of Mutually Agreed Responsibilities (R4) as negotiated between you, the University **and the Hospital(s) (if applicable)**. This form must also be signed and returned with your acceptance and will be used during future academic assessments, by the Department, the Faculty and the University.

Each year, the division of time and the expectation/productivity/outcome of your academic and service activities will be evaluated and potentially renegotiated with the Chair of the Department of **XXX**.

(If R4 does not provide necessary details – include the specifics here:)Your agreed upon expectations for **YEAR** are detailed below:

a) Education

Expectation: contributions to undergraduate/postgraduate education. LIST PROGRAM.
Involved in graduate work? Ensure candidate has met with Grad Studies for approval.
Provide percentage of time – note cannot be less than 20%

Any other expectations are to be provided here – i.e. explain the R4 in more detail.

b) Clinical Scholarly Activities/Clinical Service

Outline service requirements. Number of clinics, shifts, coverage etc

c) Research

Include details if applicable

d) Administrative Responsibilities

Include details as applicable – i.e. service on Department/Faculty committees.

Applicable in some departments: You are expected to take Levels 1 & 2 of The Basic Teaching & Learning Certificates as offered by the Program for Faculty Development throughout your first year, the cost of which will be covered by the Department. You are encouraged to take part in any other workshops or seminars offered through the University.

You will not be an employee of McMaster University. Your position is funded through XXXX and the salary and benefit details are outlined in your offer of employment from XXX dated XXX.

List any other specific entitlements that the member will receive – i.e. leave time for conferences, PDA entitlement.

Office/Clinical/Administrative Support - If department is providing something in addition to what is in the employment offer, list this here.

Appointment Conditions - Include info on:

- *licensing, (if academic licensed, explain conditions, time limits etc.)*
- *immigration, (explain timing for work permits, renewal process, PR applications, expectation of faculty member in obtaining/renewing WP or PR)*
- *Credentialing - “Application for Medical Staff Appointment”*
- *Any other conditions.*

In accepting your appointment you agree that this letter in hand, your signed Mutually Agreed Responsibilities form (R4), and the McMaster University Revised Policy and Regulations with Respect to Appointment, Tenure and Promotion (2012) (<http://bit.ly/1epAppy>), constitute the entire agreement between the University and you with respect to your appointment and confirm that there are no prior understandings, undertakings, representations, warranties and agreements, written or oral between you and the University with respect to your appointment.

DR. XX, it is a pleasure to have you join the Department. You can be assured that I will make every effort in helping you to achieve your academic goals and fulfill your academic potential. I am confident that your time here will be extremely rewarding.

I look forward to working with you and contributing to your continued productivity and success. If this offer is acceptable to you please sign below and return it directly to me, along with the signed Mutually Agreed Responsibilities form. Do not hesitate to contact me at **XXX** or **ADMIN CONTACT**, at **XXX** if you have any questions.

Sincerely,

XXX

Chair, Department of **XXX**
McMaster University

cc: Dept. Manager

Please indicate your acceptance of the terms of this preliminary offer by returning the signed original of this letter along with the signed original R4 form:

NAME

Date