



Academic Position Description: Full-Time Clinician Administrator

Faculty Member: _____

Hospital/ Organization: _____

General Description: The faculty member is engaged in academic activities for at least 70% of his/her professional time with a major time commitment to administrative responsibilities at the hospital or the university. The faculty member also contributes to the provision of clinical service, essential to the academic mission.

Time Distribution: The faculty member is engaged in administrative activities for 50% or greater of his/ her professional time. This typically results in less than 50% of time devoted to clinical service, education (may include CPA), and other scholarly activities. The time commitment for research, teaching (concurrently with clinical care and/or in organized educational programs), and scholarly activities is described below:

	Time Distribution (must add up to 100%)	Description
Clinical Activity		Since teaching is in the context of clinical care, the site and nature of the clinical activity will vary according to educational role.
Research Activity		The faculty member may be collaborator in clinical investigations or education-related research, but is not expected to be primary investigator.
Teaching Activity		The faculty member may be involved in the education of undergraduate students, postgraduate trainees, graduate students, CE participants and/or faculty development. These include: <ul style="list-style-type: none"> • Participation in postgraduate academic half-day or other educational programs, • Supervision of learner research projects, • Teaching in continuing education.

Administrative Activity		The faculty member holds senior (executive) administrative responsibilities related to academic and clinical programs (e.g. Chair of University Department, Head of Hospital Department, Hospital VP Medical Affairs, Hospital VP Research, etc.)
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Annual Academic Review: The faculty member is required to submit a summary of academic activities during the past academic year and an updated CV.

Continuing Appointment Review: The progress and contributions in each area of activity will be given a comprehensive review at the end of the first three years of appointment. The review process will be conducted by the Departmental Appointments Committee and the Department Chair with input from the hospital department. A satisfactory review will result in a Continuing Annual Appointment with annual reviews. An unsatisfactory review will result in either an extension to the probationary period or termination of the appointment.

Reporting Relationship: The faculty member will report to the Hospital Chief/ Hospital Administrative Leader and the Chair of Laboratory Medicine and Pathobiology, Temerty Faculty of Medicine, University of Toronto. The Hospital Chief and Department Chair are available to discuss the career development of the faculty member.

Faculty Member:

Name Signature Date

Hospital Chief:

Name Signature Date

University

Department Chair:

Name Signature Date