**Academic Position Description Template**

**Clinician Administrator**

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| --- | --- |
| **Faculty Name:** |  |
| **Hospital / Organization:** |  |

**General Description:** The faculty member is engaged in academic activities for at least XX% of his/her professional time with a major time commitment to administrative responsibilities. 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:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Requirements** | **Time Distribution** | **Description / Comments** |
| **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 are 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. |  |  |
| **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.) |  |  |

**Annual Academic Review:** The faculty member is required to submit a summary of his/her academic activities during the past year together with an updated CV each April.

[Only for Full Time Clinical Faculty --

***3-year Academic 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 Department’s Promotions and Appointments Committee and the Chair, with input from the Hospital Chief. A satisfactory review will result in a Continuing Annual Appointment with annual reviews. An unsatisfactory review will result in the termination of the appointment.*]

**Reporting Relationship**: The faculty member will report to the Hospital Chief and to the Faculty Department Chair, University of Toronto. The Hospital Department Head and Faculty Department Chair are available to discuss the career development of the faculty member.

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University Department Chair Date

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Hospital Name

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Hospital Chief Name Date

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Hospital Chief Title

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Faculty Member Date