



PRESIDENT AND
VICE-CHANCELLOR

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March 19, 2021

PRIVATE & CONFIDENTIAL

Dr. Paul O’Byrne
McMaster University

Dear Paul:

On behalf of McMaster University ("**University**"), and as authorized by the Board of Governors pursuant to a recommendation of the Senate of the University, I am pleased to confirm your re-appointment as Dean and Vice-President (Health Sciences), for a further five-year term commencing on July 1, 2021 and ending on June 30, 2026 ("**Appointment**").

I confirm your existing terms and conditions of employment as outlined in the employment agreement dated December 14, 2015 ("**Employment Agreement**") will continue, and are hereby incorporated by reference, except as modified below. The terms of your Employment Agreement, as modified by this letter, will be referred to as the "**Re-Appointment Agreement**".

1. **Position.** Dean and Vice-President (Health Sciences).
2. **Term.** You have been re-appointed for a second five-year term which will begin on July 1, 2021 ("**Start Date**") and end on June 30, 2026 ("**End Date**"), unless terminated prior to that date for any reason, as outlined in the Employment Agreement.
3. **Duties.** You will faithfully, effectively and satisfactorily perform all of the duties and acts that are usual or necessary in carrying out the Office of Dean and Vice-President (Health Sciences), including those required by the *McMaster University Act, 1976*, as established by the Terms of Reference approved by Senate and the Board of Governors from time to time. The updated Terms of Reference for the role, dated February 11, 2021 are attached as Schedule A.
4. **Compensation.** Your compensation, including the performance/variable pay plan, remains as specified in the Employment Agreement. It is understood that your compensation is subject to compensation restraint legislation, including Part IV.1 of the *Broader Public Sector Accountability Act, 2010*, SO 2010, c 25 and the *Broader Public Sector Executive Compensation Act, 2014*, SO 2014, c 13, Sch 1. Your compensation may be reviewed in accordance with this legislation, as amended from time to time, including any changes to the regulations established under this legislation.
5. **Supplemental Defined Contribution Plan.** If, and when it becomes permissible under Compensation Restraint Laws, you will be entitled to participate in the McMaster University Defined Contribution Supplemental Retirement Plan for Specified Employees ("**Supplemental Plan**"). The University reserves the right to amend, modify or terminate the Supplemental Plan, in whole or in part, in its sole discretion.

6. **Research.** In each contract year of this Agreement, the University will provide you with an amount for research to be used in the pursuit of your scholarly activities, to a maximum amount of One Hundred Thousand Dollars per annum. All reimbursements made to you for this amount must be supported by proper documentation evidencing the expense(s). Any unused balance of this research amount may be carried forward from one year to the next, provided that the total amount of the carry forward does not exceed One Hundred Thousand Dollars and that the total balance in the research account does not exceed Two Hundred Thousand Dollars in any single contract year. In the event that there is an unused balance of this research amount because of the expiry or termination of the Appointment, you will be entitled to use the remaining balance in pursuit of your scholarly activities for a period of up to two years after the date of the expiry or termination of the Appointment provided that you maintain your academic appointment in the Department of Medicine during this period. Any assets purchased with the research amount remain the property of the University upon the expiry or termination of the Appointment.
7. **Administrative Leave.** You are eligible for an administrative leave, with the approval of the President, in accordance with the University's Administrative Leave Policy, as amended from time to time. No personal financial compensation will be available for any leave not taken. As at June 30, 2021, you will have completed ten years of eligible service in administrative positions.

* * *

Paul, we truly appreciate your service to the University and your willingness to take on this important role, and look forward to your continued leadership as Dean and Vice-President (Health Sciences).

Please indicate your acceptance of this Re-Appointment Agreement by signing below and returning this letter to me as soon as possible.

If you have any questions regarding any of these terms please do not hesitate to contact me.

Yours Sincerely,

David Farrar
President and Vice-Chancellor
McMaster University

cc: University Secretary
Human Resources Services

ACCEPTANCE

I acknowledge and agree that I have had sufficient time to review this Re-Appointment Agreement, and that I have read, understood and agree with the foregoing amendments to my Employment Agreement. I specifically understand and agree that all terms and conditions of my Employment Agreement will continue in full force and effect, and will not be affected, except as specifically revised by this letter.

Dr. Paul O'Byrne

Date

SCHEDULE A



Policies, Procedures and Guidelines

Complete Policy Title: Dean and Vice-President of Health Sciences Terms of Reference	Policy Number (if applicable):
Approved by: Senate Board of Governors	Date of Most Recent Approval: February 10, 2021 February 11, 2021
Date of Original Approval(s): April 9, 1997	Supersedes/Amends Policy dated: December 10, 2015

Responsible Executive:
President

Enquiries:
[University Secretariat](#)

DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

The Dean and Vice-President (Health Sciences), McMaster University, will be appointed by the Board of Governors, on recommendation of the Senate, following the advice of a selection committee appointed by the Senate and chaired by the President. The position of Dean and Vice-President will be held by a qualified faculty member, appointed for a renewable five-year term.

POSITION DESCRIPTION

The Dean and Vice-President (DVP) is a member of the President's Executive group. As an executive officer of the University the DVP collaborates with the Provost and Vice-President (Academic), Vice-President (Research), Vice-President (Administration), and the Vice-President (University Advancement) to support the President in strategic decision-making, and setting the strategic direction and priorities of the University.

The Dean and Vice-President (DVP) is responsible for the operation and management of the Faculty of Health Sciences, for the provision of academic leadership in the Faculty, for fiscal management, and for relations of the Faculty with agencies and institutions external to the University. The reporting relationships of the DVP reflect the multiple constituencies in the Faculty of Health Sciences and the various sources of funding that support the Faculty's activities.

As the senior officer in the Faculty of Health Sciences, the DVP will serve as an *ex officio* member of committees as required in the University and the Faculty of Health Sciences By-laws. The DVP will chair the following committees:

- Faculty of Health Sciences
- Faculty Executive Council
- Michael G. DeGroot School of Medicine Council
- Dean and Vice-Deans Council
- Faculty Tenure and Promotion Committee
- Hospital/University Liaison Committee
- Other Ad Hoc Committees to support Faculty and University Strategy

Reporting to the Dean and Vice-President will be:

Executive Vice-Dean and Associate Vice-President, Academic, Health Sciences Associate Vice-President (Global Health), Health Sciences

Vice-Dean (Clinical Services and Commercial Enterprises), Health Sciences

Vice-Dean, Health Sciences, Associate Dean, Graduate Studies, Health Sciences

Vice-Dean (Education), Health Sciences

Vice-Dean (Faculty Affairs), Health Sciences

Vice-Dean, Health Sciences (Nursing) and Executive Director, School of Nursing

Vice-Dean, Health Sciences (Rehabilitation Science) and Executive Director, School of Rehabilitation Science

Vice-Dean (Research), Health Sciences

Associate Dean (Undergraduate Medical Education)

Associate Dean (Postgraduate Medical Education)

Associate Dean (Indigenous Health)

Assistant Vice-President (Faculty of Health Sciences)

The Faculty's Department Chairs/Institute Directors

Joint Hospital/University Research Institutes (co-reporting)

ACCOUNTABILITY

The DVP reports directly to and is accountable to the President for the management and oversight of all aspects of the Faculty of Health Sciences, save for academic matters. In particular the DVP is accountable through the President to the Board of Governors for the fiscal management of Faculty resources within the framework of University policies, as well as for matters including strategic planning, public and government relations activities, and fundraising initiatives. The DVP is also responsible for supporting the promotion of an environment within the Faculty of Health Sciences which ensures that the contributions of the diverse members of the Faculty are appropriately acknowledged and recognized at every level.

The DVP is accountable to the Provost for those activities and appointments supported by MCU funds and for all other academic appointments made under University policies and procedures. The DVP also consults with and reports to the Provost on issues relating to the mission of the Faculty of Health Sciences, particularly those that relate to or influence the academic activities of the University other than the Faculty of Health Sciences.

SPECIFIC ACCOUNTABILITIES

1. Oversees all aspects of the operation of the Faculty.
2. **Oversees the strategic planning for the Faculty, ensuring alignment with the University's overall mission and priorities as articulated by the President from time to time.**
3. Oversees the academic mission of the Faculty, ensuring the continued development and provision of high-quality programs of study and research, and the establishment and maintenance of appropriate systems in support of this mission. Promotes and supports a high-quality experience for students both within and beyond the classroom, including fostering experiential and active-learning experiences, collaborating with other Faculties, as appropriate, to develop interdisciplinary programming, promoting the integration of research within the undergraduate curriculum, ensuring the provision of appropriate supports and services within the Faculty, and supporting the quality of student life at all levels.
4. Works to enable the development and sustainability of high-impact research programs, leverage and enhance the reputation of the Faculty for research intensity and excellence, and ensure that research is a top priority throughout administrative decision-making.
5. **Leads in the formulation of Faculty planning and budgeting processes, oversees the Faculty's financial resources, and ensures the fiscal responsibility of the Faculty's budget.**
6. Assesses funding levels and establishes the framework for resource allocation that is consistent with **the Faculty's missions of health sciences education, research, and clinical service, and that supports its strategic direction.**
7. Works collaboratively to advance inclusive excellence across the Faculty through the development and strengthening of infrastructure and capacity to integrate equity, diversity and inclusion principles and **practices across all aspects of the Faculty's work** and mission. In particular, works in partnership with Indigenous colleagues to foster and advance a positive environment for Indigenous faculty, staff and students, **identify and address barriers, and help advance the University's positive response to the Truth and Reconciliation report.**
8. Builds and fosters relationships with the rest of the University, and with Teaching Hospitals, joint hospitals/research institutes, community health agencies, the Local Health Integration Networks, and affiliated educational institutions.
9. **Supports the University's community engagement goals by building partnerships at the local, national and international levels.** Seeks opportunities to partner with industry and other institutions of higher education to enhance collaboration and broaden the impact of shared initiatives locally, nationally and internationally.
10. Oversees the leadership, promotion, and development of health professional education through the **Faculty's distributed education network, ensuring alignment with the academic objectives of the Faculty.**
11. Represents the University and the Faculty on issues in health sciences education, research, and clinical service, to the Government of Ontario, the Council of Ontario Universities, the Ministry of Health and Long Term Care, the Ministry of Colleges and Universities, Hospital Boards,

regulatory agencies for the health professions, accreditation boards for the professional schools, professional associations, and the local and global healthcare community.

12. Working in close collaboration with the Vice-President (University Advancement), initiates, strengthens and sustains strong relationships with current and prospective donors and supporters, and seeks additional and innovative sources of funding, including with regard to the Brighter World Research Initiative.
13. Guides the strategic development of new facilities and infrastructure in collaboration with the Vice-President (Administration).
14. **Together with other members of the University's and Faculty's senior leadership teams, works to support and advance opportunities for commercialization, social entrepreneurship and innovation across the Faculty.**
15. Fosters and supports a culture of professional development and growth, and builds leadership capacity across the Faculty, and in accordance with EDI principles, to enable strategic succession planning.
16. Oversees all faculty recruitment, key academic decisions, appointments, tenure and promotion recommendations, and recruitment for key academic administrative positions commensurate with the **University's commitment to equity**, diversity and inclusion and works to foster an environment where research, pedagogical innovation, community-engaged scholarship, Indigenous knowledge and methodologies, and academic service of all kinds are recognized and supported, and where faculty members are encouraged to excel.
17. Establishes salary administration policies for full-time clinical faculty, and implements these through the Department Chairs.
18. **Together with the President and other members of the University's senior team, works to develop the University's brand and advance McMaster's national and international reputation as a leading research-intensive University. As a University and Faculty spokesperson, helps to promote the Faculty's strengths and achievements to the media and to the local and broader communities. Contributes to McMaster's public profile and the development of key partnerships by participating in and representing the University and the Faculty at meetings, functions and events.**

