




School of Biomedical Sciences AEC Team



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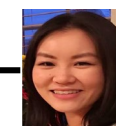
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Academic
Affairs


Finance

Human
Resources

Anatomy and Cell Biology Biomedical Engineering Microbiology & Immunology FEMR	Pharmacology	Physiology Biochemistry	McGill Genome Centre	Human Genetics Centre for Genomic Policy	Goodman Cancer Institute
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 Academic Affairs	Safiya Simon (AA Officer) acad.officer.sbms@mcgill.ca				
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Academic Affairs

Positions, advertising, immigration procedures, appointments, re-appointments, payroll, leaves, terminations, retirements, general inquiries:

- Ranked & unranked academic staff (tenure-track, CAS, nil-salary)
- Course lecturers
- Academic Trainees
- Visiting scholars and professors
- Ranked professor stipends & allowances
- Research Associates* (will transfer to HR by end of 2021)

Finance

- Fund transfers (journal entries)
- Internal/external Billing
- P-Card reconciliation
- Advances & expense reports
- Payment requests
- Fund requests
- Fund monitoring
- BSA (student stipend reassignment-part of fund monitoring process)
- Oversight of all financial transaction streams
- U-print resource accounts & fund assignment
- Expense report training & compliance issues
- Faculty allocations & support funds

Human Resources

Positions, advertising, immigration procedures, appointments, re-appointments, payroll, leaves, terminations, retirements, general inquiries:

- Casual employees
- Research Assistants
- Invigilators
- Teaching Assistants/Undergraduate & Student Course Assistants/Graders
- Research Trainees (undergraduate & graduate students)
- Administrative and support staff (unionized & non-unionized)
- Postdoctoral trainees/researcher/scholars/fellows* (will transfer to AA by end of 2021)