



## Policy on Recruitment for CAS Academic Positions

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The Department of Surgery requires that all ranked clinical or research (Contract Academic Staff-Clinical and Contract Academic Staff-Research) positions be advertised and managed according to the guidelines provided in the Faculty of Medicine and Health Sciences (FMHS) *Guide on Advertising for CAS Academic Positions* (<https://www.mcgill.ca/apo/academic-life-cycle/contract-academic-staff-cas/ranked-cas>)

Posting positions, advertising and use of a selection committee are all required components of the hiring process and should be organized as soon as a position is identified. Advertising is also necessary for immigration purposes when hiring non-Canadians.

The job postings must be written using the appropriate templates provided by the FMHS that uphold the highest standards of the University.

Recruitment and hiring of all CAS Academic positions are processed through the Workday platform by our AEC Academic Affairs (AA) administrators.

### **Recruitment steps:**

#### **A) CAS Clinical**

**Minimum Qualification Requirements:** MD + Specialty residency + 12-month Post-residency Fellowship

The intention to recruit to an available clinical position should be reviewed with the Chair, Hospital surgeon-in-chief, McGill Division Director, and Site Division Director and the following should be discussed:

#### **Preliminary discussions**

- **Verification of PEM availability:** A letter of resignation or retirement is required to confirm the availability of a PEM before the posting will be approved by the FMHS Academic Affairs Office (AAO);
- **What profile is needed:** eg clinician-scientist, clinician-educator, clinician-investigator, clinician-teacher etc
- **What resources are required:** Verification of hospital resources such as operating room time, office, clerical etc; If a clinician-scientist is being recruited, preliminary confirmation of appropriate start-up salary and operating funds;
- **Possible affiliation with a Research Institute:** If a clinician-scientist or clinician-investigator is being recruited, inform the Division Research Director and the Director of the hospital research institute;
- **Possible joint appointment with another department:** The Chair of the other department should be contacted;
- The position should be presented and approved by the Department of Surgery Executive Committee.

### Convening a search committee

- Each committee is comprised of a minimum of five (5) academic faculty members ranked at or above the intended recruit.
- The committee will be chaired by the hospital Division director (or their delegate);
- Ensure representation from various stakeholders including hospital division, hospital department, McGill division, RI and others as appropriate
- A Department Academic Affairs officer will be assigned to support the process
- The first meeting will be to confirm the characteristics of the desired recruit to be included in the job posting and the advertising strategy
- The Department must ensure that all members of the Selection Committee have attended training on equitable recruitment practices to ensure adherence to McGill's Employment Equity Policy. (<https://www.mcgill.ca/equity/employment-equity-0> )

### Advertising the Position

Once the above has been completed, your assigned Academic Affairs officer can proceed with the posting using the appropriate template and follow the minimum advertising guidelines.

### Shortlist

The Selection Committee has access to candidate application packages via Workday and can begin to review and rank the candidates only after the posting period has closed. Following the rankings, a shortlist is created with the top three (3) ranked candidates.

Once a shortlist of candidates has been established, **Part 1** of the **Combined Recruitment Shortlist Submission Form and Selection Committee Report** will be completed by the Selection Committee Chair and submitted to AAO for approval by the Vice Dean. With the Vice Dean's approval of the shortlist (via email), the Selection Committee can proceed with the interviews.

### Selection of Final Candidate

Following the recruitment interviews and selection of the final candidate, **Part 2** of the **Combined Recruitment Shortlist Submission Form and Selection Committee Report** will be completed and by the Selection Committee Chair and submitted to AAO for approval by the Vice Dean **before any verbal or written offer** can be made to the selected candidate.

### Medical Manpower

The selected candidate will have to be approved at the McGill FMHS Medical Manpower committee before the Letter of Offer can be drafted and presented to them for their acceptance.

### **B) CAS Research**

**Minimum Qualification Requirements:** PhD + Postdoctoral training

The recruiting process for CAS Research or Professional positions begins with the Chair proposing a new position to the Vice-Dean in their regular meeting. CAS Research are always salaried positions, paid by funds external to McGill such as a Department, Division, Foundation or Research Institute. The chair along with the division chief should confirm all recruitment details with the AEC, including:

### Preliminary discussions:

- **Salary and source of salary:** The AEC will help draft a letter of guarantee for all funds that are external to McGill. The AEC will provide an estimate of the funding commitment needs during the initial start-up period and the subsequent years to ensure forward planning and sustainability for the support of the recruit
- **Start-up funds** (salary and operating), equipment needs, and associated costs
- **Affiliation with a Research Institute:** the Director of the RI where the recruit will be based should be informed of the intention to recruit
- **Office/Lab space:** Preliminary discussion about lab and office space should be initiated with the Director of the RI where the recruit will be based.
- **Possible joint-appointment with another department:** The Chair of other department should be contacted.

### Letter of Guarantee

A Letter of Guarantee using the appropriate template must be drafted to confirm the source of salary and compliance to McGill [salary minima](#). This letter needs to be reviewed and signed by the funding source before submission to the AAO.

### Advertising the Position

Once the above steps have been completed, Academic Affairs can proceed with the posting using the appropriate template and follow the minimum advertising guidelines.

### Selection Committee

- Each committee is comprised of a minimum of five (5) academic faculty members ranked at or above the intended recruit.
- The committee will be chaired by the hospital Division director (or their delegate);
- Ensure representation from various stakeholders including experts in the field of research, the RI, division research director, department research vice-chair and others as appropriate
- A Department Academic Affairs officer will be assigned to support the process
- The first meeting will be to confirm the characteristics of the desired recruit to be included in the job posting and the advertising strategy
- The Department must ensure that all members of the Selection Committee have attended training on equitable recruitment practices to ensure adherence to McGill's Employment Equity Policy. (<https://www.mcgill.ca/equity/employment-equity-0> )

### Shortlist

The Selection Committee has access to the candidates' database via Workday and is required to rank and review the candidates **only after** the posting period has closed. Following the rankings, a shortlist is created with the top three (3) ranked candidates.

Once a shortlist of candidates has been established, **Part 1** of the **Combined Recruitment Shortlist Submission Form and Selection Committee Report** will be completed by the Selection Committee Chair and submitted to AAO for approval by the Vice Dean. With the Vice Dean's approval of the shortlist (via email), the Selection Committee can proceed with the interviews.

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### Letter of Offer

Letter of Offer can be drafted as per the FMHS template and sent to the Vice Dean for signature. The Letter of Guarantee has to be provided to cover full salary and fringe benefits if the salary will be paid via McGill payroll.