



Policy Name: UGME Academic Appointment Policy

Approved By: MDCM Program Committee

Approved On: May 2, 2022*

Purpose: General policy outlining the appointment of faculty in UGME.

Preamble

The MDCM Program requires educational leaders (i.e. Component Directors, Course Directors, Assistant Course Directors, Site Directors, Site Leads, Theme Leaders, Content Experts, Content Coordinators, and Chief Tutors) at the Montreal Campus and Campus Outaouais to demonstrate both expertise in and commitment to undergraduate medical education.

The Associate Dean, Undergraduate Medical Education (UGME) acts on behalf of the MDCM Program on matters related to the appointment (or reappointment) of educational leaders within the program. The Associate Dean, UGME is responsible for ensuring that the requisite procedures are followed and can delegate this authority to the Assistant Dean, UGME and/or the UGME Program Director, Campus Outaouais.

The following guidelines outline the selection, appointment and reappointment process for UGME Course Directors, Chief Tutors, Site Directors and Site Physician Leads. The Associate Directors of Administration and Human Resources administrators have the primary responsibility for ensuring all relevant documentation supporting this activity is retained and easily accessible in the event of a cyclical review, internal or external audit, etc.

Principles

1. Every educational leader in the MDCM Program must have an active academic appointment in the McGill University Faculty of Medicine and Health Sciences.
2. In the case of clinical courses, educational leaders must be physicians who are certified by the Collège des médecins du Québec and either the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) in the related clinical specialty.
3. An educational leader in the MDCM Program is expected to fulfill the requirements outlined in their job description and is subject to an annual review by the Component Director.
4. The MDCM Program encourages diversity amongst the educational leadership

1. Selection Process

1.1. All educational leaders are appointed by the Associate Dean, UGME, the Assistant Dean, UGME, or the UGME Program Director, Campus Outaouais, per advice from their respective search committees.

1.1.1. The search committee memberships per role are outlined in points 1.4 and 1.5.

1.2. The decision of the search committee must be approved by the Associate Dean, UGME, Assistant Dean, UGME and/or the UGME Program Director, Campus Outaouais.

1.3. The appointment will be for up to 4 years, renewable. Any exceptions to the length of the appointment must be approved by the Associate Dean, UGME, Assistant Dean, UGME, or the UGME Program Director, Campus Outaouais.

1.3.1. Subject to the review by the Associate Dean, UGME, Assistant Dean, UGME, or the UGME Program Director, Campus Outaouais, an existing appointment may be renewed for an additional 4-year term.

1.3.2. The decision regarding renewal should be made at least 3 months before the end of the appointment to ensure that the renewal process is smooth or, in the event that the appointment is not renewed, to allow a search committee to be struck.

1.3.3. It is recommended that the search process be initiated 6 months prior to the end of a mandate, or as soon as the education leader announces their intention to resign from the role.

1.4. Search committees memberships per role

1.4.1. Component directors

Search committee for component directors
Associate Dean, UGME (chair)
Assistant Dean, UGME or UGME Program Director, Campus Outaouais
Component Director from other campus, same component
One (1) medical student designated by the Medical Student Society (MSS)
One (1) representative from the UGME Office

1.4.2. Non-clinical educational leaders

The non-clinical education leaders include course directors, assistants course directors, chief tutors, theme leaders, content expert, and content coordinators for non-clinical courses.

Search committee for non-clinical roles
Assistant Dean, UGME or UGME Program Director, Campus Outaouais (chair)
Component Director
One (1) UGME Course Director from another non-clinical course in the MDCM Program
Equivalent role from other campus if position exists
One medical student designated by the Medical Student Society (MSS)
One representative from the UGME Office

1.5.3 Clinical educational leaders

The clinical education leaders include course directors for clinical courses, site directors, and site leads.

Search committee for clinical roles			
	Course directors	Site directors	Site leads
Department Chair or Department Associate Chair, Education or delegate (chair)	x	x	x
Component Director or delegate (i.e. a UGME Course Director from another clinical course in the MDCM Program)	x	x	x (optional)
Course Director from other campus, same course	x		
One medical student designated by the Medical Student Society (MSS)	x		
One representative from the UGME Office	x		
Course Director, MDCM Program, Montreal Campus		x	x

- 1.6 All applicants’ files will be reviewed by the Search Committee who will be responsible for selecting applicants to be invited to interviews. If there is only one applicant who meets the qualifications, the selection committee may decide to forgo the interview if satisfied by the applicant’s file review. Finally, the Search Committee proposes the selected applicant to the Associate Dean, UGME, Assistant Dean, UGME, or the UGME Program Director, Campus Outaouais for approval.

2. Appointment and reappointment

- 2.1. The search committee shall consult with the HR Administrator/Advisor within the appropriate department prior to interviewing/renewing to ensure candidates meet the specific eligibility requirements (e.g. faculty appointment, work permit restrictions, etc.).

2.2. Letter of Offer/Reappointment

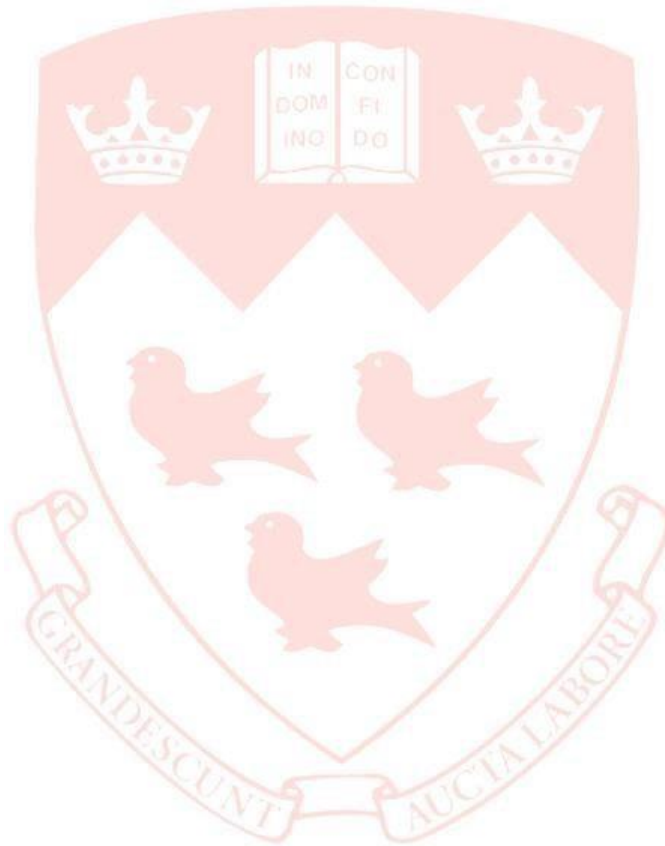
Once a candidate has been selected or approved for reappointment per the selection process outlined in point 1, the UGME human resources (HR) administrator drafts the Letter of Offer/Reappointment to be signed by the Associate Dean, UGME, Assistant Dean, UGME, or the UGME Program Director, Campus Outaouais.

The UGME HR administrator is responsible for ensuring the appointment form is submitted in Minerva or other relevant platforms.

2.3. Termination and leaves

In the event of a Notice of Termination or Leave, the UGME HR administrator will be responsible for the submission of such notice. The UGME HR administrator is responsible for:

- i. Sending the original Notice of Termination or Notice of Status Change to the Academic Affairs Office.
- ii. Saving and uploading to the AEC Database all the relevant documents.
- iii. Informing the UGME Office of the Notice of Termination or Leave.



*Two former policies were combined to create this policy. The **Course Director Appointment/Reappointment Process** and **Course Director Selection Process** were combined and renamed the **Academic Appointment Policy**.