



Undergraduate Medical Education Course Director Appointment/Reappointment Process

The following guidelines outline the appointment/reappointment process for Undergraduate Medical Education (UGME) Course Directors, Chief Tutors, Site Directors and Site Physician Leads. The Associate Directors of Administration and Human Resources Administrators/ Advisors 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.

Recruitment

McGill University UGME Course Directors, Chief Tutors, Site Directors and Site Physician Leads are selected in accordance with the policy and procedure outlined in the **Undergraduate Medical Education Course Director Selection Process** document.

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.).

Appointment/Reappointment Letter for the Program Director

Once a candidate has been selected/approved for reappointment, the UGME HR Administrator will be responsible for drafting the Letter of Offer/Reappointment which will be signed by the Associate Dean UGME. The UGME HR Administrator will be responsible for ensuring the appointment form has been submitted in Minerva.

Terminations 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 will send the original Notice of Termination or Notice of Status Change to the Academic Affairs Office. The UGME HR Administrator is also responsible for saving and uploading to the AEC Database all the relevant documents.

The HR Administrator/Advisor will also inform the UGME Office of the Notice of Termination or Leave.