



Undergraduate Medical Education Course Director Selection Process

Policy

The MDCM Program requires educational leaders (i.e. Course Directors, Site Directors, Site Physician Leads and Chief Tutors) to demonstrate both expertise in and commitment to undergraduate medical education. Every educational leader in the MDCM Program must have an active academic appointment in the McGill University Faculty of Medicine. In the case of clinical courses, educational leaders must additionally 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. An educational leader in the MDCM Program is expected to fulfill the requirements outlined in his/her job description and is subject to an annual review by the Component Director. The MDCM Program encourages diversity amongst the educational leadership.

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.

Procedure

- I. **Non-Clinical Courses** (e.g. courses based in the McIntyre Medical Sciences Building and not based within a Clinical Department)

1. McGill University **Undergraduate Medical Education (UGME) Course Directors for non-clinical courses** are appointed by the Associate Dean Undergraduate Medical Education (UGME), on recommendation of the appropriate Component Director (i.e. FMD Component Director, TCP Component Director, Clerkship Component Director or Physicianship Component Director).

1.1. New Appointment

A search committee must be struck to advise the Component Director. The decision of the search committee must be approved by the Component Director and Associate Dean UGME.

The search committee will consist of:

- The Component Director or delegate - chair
- One UGME Course Director from another non-clinical course in the MDCM Program
- One medical student designated by the Medical Student Society (MSS)
- One representative from the UGME Office

The appointment will be for up to 3 years, renewable once. Any exceptions to the length of the appointment must be approved by the Associate Dean UGME. It is recommended that the search process be initiated 6 months prior to the end of the mandate of the Course Director, or as soon as the Course Director announces his/her intention to resign from the role.

Subject to the approval of the Associate Dean UGME, exceptions to the above process may be made in cases where there is only one applicant to the position.

1.2. Renewal of Existing Appointment

Subject to review by the Component Director and Associate Dean UGME, a UGME Course Director for a non-clinical course may renew an existing appointment once, for a second 3-year term. The decision regarding renewal should be made 3 months before the end of the appointment. This will ensure that the renewal process is smooth or, in the event that the appointment is not renewed, will allow for a search committee to be struck. Following the end of a Course Director's second 3-year term, the position will be posted. The Course Director may re-apply for the position; however, a search committee must be struck.

2. McGill University **Undergraduate Medical Education (UGME) Chief Tutors for non-clinical courses** are appointed by the Associate Dean Undergraduate Medical Education (UGME), on recommendation of the Course Director and appropriate Component Director (i.e. FMD Component Director, TCP Component Director, Clerkship Component Director or Physicianship Component Director).

2.1. New Appointment

A search committee must be struck to advise the Course Director. The decision of the search committee must be approved by the Course Director, Component Director and Associate Dean UGME.

The search committee will consist of:

- The Component Director or delegate - chair
- The Course Director or delegate

The appointment will be for up to 3 years, renewable once. Any exceptions to the length of the appointment must be approved by the Associate Dean UGME. It is recommended that the search process be initiated 6 months prior to the end of the mandate of the Chief Tutor, or as soon as the Chief Tutor announces his/her intention to resign from the role.

Subject to the approval of the Associate Dean UGME, exceptions to the above process may be made in cases where there is only one applicant to the position.

2.2. Renewal of Existing Appointment

Subject to review by the Component Director and Associate Dean UGME, a UGME Course Director for a non-clinical course may renew an existing appointment once, for a second 3-year term. The decision regarding renewal should be made 3 months before the end of the appointment. This will ensure that

the renewal process is smooth or, in the event that the appointment is not renewed, will allow for a search committee to be struck. Following the end of a Course Director's second 3-year term, the position will be posted. The Course Director may re-apply for the position; however, a search committee must be struck.

II. **Clinical Courses** (e.g. courses based in the clinical setting within a Clinical Department)

3. McGill University **Undergraduate Medical Education (UGME) Course Directors for clinical courses** are appointed by the Chair of the appropriate clinical Department in consultation with the Associate Dean Undergraduate Medical Education (UGME). The Associate Dean UGME will consider input from the appropriate Component Director (i.e. FMD Component Director, TCP Component Director, Clerkship Component Director or Physicianship Component Director).

3.1. New Appointment

A search committee must be struck to advise the clinical Department Chair. The decision of the search committee must be approved by the Department Chair and Associate Dean UGME.

The search committee must consider input from all of the major teaching sites for that course, and will consist of:

- The Department Chair or delegate – chair
- At least one member of the Department with experience and/or interest in medical education
- The Component Director or delegate (i.e. a UGME Course Director from another clinical course in the MDCM Program)
- One medical student designated by the Medical Student Society (MSS)
- One representative from the UGME Office

The appointment will be for up to 3 years, renewable once. Any exceptions to the length of the appointment must be approved by the Associate Dean UGME. It is recommended that the search process be initiated 6 months prior to the end of the mandate of the Course Director, or as soon as the Course Director announces his/her intention to resign from the role.

Subject to the approval of both the Associate Dean UGME and the Department Chair, exceptions to the above process may be made in cases where there is only one applicant to the position.

3.2. Renewal of Existing Appointment

Subject to review by the Department Chair and Associate Dean UGME, a UGME Course Director for a clinical course may renew an existing appointment once, for a second 3-year term. The decision regarding renewal should be made 3 months before the end of the appointment. This will ensure that the renewal process is smooth or, in the event that the appointment is not renewed, will allow for a search committee to be struck. Following the end of a Course Director's second 3-year term, the position will be posted. The Course Director may re-apply for the position; however, a search committee must be struck.

4. McGill University **Undergraduate Medical Education (UGME) Site Directors for clinical courses** are appointed by the Chair of the appropriate clinical Department in consultation with the Course Director, the Clinical Site Chief for the Department and the Associate Dean UGME.

4.1. New Appointment

A search committee must be struck to advise the clinical Department Chair. The decision of the search committee must be approved by the Department Chair, Course Director, Clinical Site Chief for the Department and Associate Dean UGME. The Associate Dean UGME will consider input from the appropriate Component Director (i.e. FMD Component Director, TCP Component Director, Clerkship Component Director or Physicianship Component Director).

The search committee will consist of:

- The Department Chair or delegate – chair
- The Clinical Site Chief for the Department or delegate
- At least one member of the Department with experience and/or interest in medical education
- The Component Director or delegate (i.e. a UGME Course or Site Director from another clinical course in the MDCM Program)
- One medical student designated by the Medical Student Society (MSS)

The appointment will be for up to 3 years, renewable once. Any exceptions to the length of the appointment must be approved by the Associate Dean UGME. It is recommended that the search process be initiated 6 months prior to the end of the mandate of the Site Director, or as soon as the Site Director announces his/her intention to resign from the role.

Subject to the approval of both the Associate Dean UGME and the Department Chair, exceptions to the above process may be made in cases where there is only one applicant to the position.

4.2. Renewal of Existing Appointment

Subject to review by the Department Chair and Associate Dean UGME, a UGME Site Director for a clinical course may renew an existing appointment once, for a second 3-year term. The decision regarding renewal should be made 3 months before the end of the appointment. This will ensure that the renewal process is smooth or, in the event that the appointment is not renewed, will allow for a search committee to be struck. Following the end of a Site Director's second 3-year term, the position will be posted. The Site Director may re-apply for the position; however, a search committee must be struck.

5. McGill University **Undergraduate Medical Education (UGME) Site Physician Leads for clinical courses** are appointed by the Chair of the appropriate clinical Department in consultation with the Course Director and the Associate Dean UGME.

5.1. New Appointment

A search committee must be struck to advise the clinical Department Chair. The decision of the search committee must be approved by the Department Chair, Course Director and Associate Dean UGME. The Associate Dean UGME will consider input from the appropriate Component Director (i.e. FMD Component Director, TCP Component Director, Clerkship Component Director or Physicianship Component Director).

The search committee will consist of:

- The Department Chair or delegate – chair
- The Course Director
- Optional: The Component Director or delegate (i.e. a UGME Course Director or Site Director from another clinical course in the MDCM Program)

The appointment will be for up to 3 years, renewable. Any exceptions to the length of the appointment must be approved by the Associate Dean UGME. It is recommended that the search process be initiated 6 months prior to the end of the mandate of the Site Physician Lead or as soon as the Site Physician Lead announces his/her intention to resign from the role.

Subject to the approval of both the Associate Dean UGME and the Department Chair, exceptions to the above process may be made in cases where there is only one applicant to the position.

5.2. Renewal of Existing Appointment

Subject to review by the Department Chair and Associate Dean UGME, a UGME Site Physician Lead for a clinical course may renew an existing appointment for further 3-year terms. The decision regarding renewal should be made 3 months before the end of the appointment. This will ensure that the renewal process is smooth or, in the event that the appointment is not renewed, will allow for a search committee to be struck.