Gerald Bronfman Department of Oncology, McGill University
Faculty Appointments
Terms of Reference (Version: April 18, 2018)

The Value of Appointments
The Gerald Bronfman Department of Oncology (GBDO) is the academic base for all McGill University faculty members involved in cancer-related research, teaching and mentorship, or cancer care at one of the university-affiliated hospitals. The GBDO also grants adjunct appointments for meritorious professionals affiliated with other academic institutions but who have a strong record of collaboration in research or teaching with one or more GBDO members. Appointees contribute to the quality and quantity of education, research, and service that the GBDO provides, enhance its critical mass of talent, and further the mission of the department. Appointments must be justified on the basis of need, merit, and fitness to the university’s regulations. Nominated candidates must earn their appointments and must demonstrate that they actively seek a nomination based on principles that they understand.

Overview of Appointment Process
Nominations can be initiated by the GBDO Chair or by existing departmental members. A faculty member who wishes to nominate a candidate for an academic position in the GBDO must first contact the Department Chair to obtain approval to proceed with the nomination process. Directors of research institutes or centres affiliated with McGill University may also solicit nominations for new or existing members of their academic staff. If granted, the Chair will provide instructions on the process, the required components of the nomination package and the deadline for submission. This initial consultation will also determine the appropriate rank for the nomination (i.e., faculty lecturer, assistant professor, associate professor, or professor) or if the nomination will be rank-independent, i.e., associate member or adjunct professor.

The application package for each type of faculty appointment is outlined below and must be submitted to the Chair’s Office at least one week prior to the Departmental Leadership Council (DLC) meeting. At the DLC meeting, committee members will review and discuss the candidate’s application package and decide on the approval and rank of the appointment, if applicable (see above). If approved by the DLC, the Administrative Excellence Centre that caters to the needs of the GBDO, AEC-7, will prepare the Chair’s letter of nomination, which will be submitted to the Faculty of Medicine to formalize the appointment request. The appointment is finalized upon receipt of the letter from McGill’s Board of Governors (BoG Letter). At this point, the new faculty member will be entered in the GBDO professoriate roster and departmental website.

1. Tenured/Tenure Stream Appointments

Based at research institute\(^1\) or research centre\(^2\)

For new candidates who are not yet appointed at McGill
  a) Permission from the Provost and Deanery for the Chair to initiate the appointment.

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\(^1\) Hospital-based: Lady Davis Institute at the Jewish General Hospital; MUHC Research Institute
\(^2\) University-based: Goodman Cancer Research Centre
b) Approved budget and, if applicable, letter of guarantee from a McGill-affiliated research institute or centre from the appropriate authority.
c) Completion of a competitive selection process as per the university’s regulations.
d) An unequivocal and supportive recommendation by a senior leader in the GBDO or by the Chair.
e) A statement in the recommendation letter that the process to choose this candidate was competitive and there was no conflict of interest during the selection process.
f) Candidate’s CV.
g) Immigration papers for foreign candidates.

For candidates who already have a primary appointment in another McGill department:

a) Nomination letter from a senior leader in the GBDO or the Chair specifying the advantages to the department and to the candidate that will stem from the proposed appointment, and specifying that this appointment is to be held jointly between the primary department and the GBDO, in which case, the rank matches that of the primary department.
b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research, teaching and service.
c) Candidate’s CV.
d) Email from the Chair of the candidate’s primary university department agreeing that the candidate can be appointed in the GBDO.

d) A statement in the recommendation letter that the process to choose this candidate was competitive and there was no conflict of interest during the selection process.
f) Candidate’s CV.

2. CAS-Research Appointments

Based at research institute or research centre

For new candidates who are not yet appointed at McGill

a) Research institute-based: Letter of guarantee from the Director of the Research Institute of at least the salary minimum commensurate with the candidate's rank plus fringe benefits.
b) Research centre-based: An unequivocal and supportive recommendation by the Director of the Centre with a statement as to the candidate’s source and sufficiency of salary.
c) Nomination letter from a senior leader in the GBDO or the Chair specifying the advantages to the department and to the candidate that will stem from the proposed appointment.
d) A statement in the nomination letter that the process to choose this candidate was competitive and there was no conflict of interest during the selection process.
e) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research, teaching and service.
f) Candidate’s CV.

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3 A candidate can have a primary appointment in another McGill Department, School (e.g. Ingram School of Nursing) or Faculty (e.g. Faculty of Dentistry). For joint appointments or Associate Member appointments we are using the generic term “Department” to represent all three possibilities.
g) Immigration papers for foreign candidates.

For candidates who already have a primary appointment in another McGill department:
   a) Nomination letter from a senior leader in the GBDO or the Chair specifying the advantages to the department and to the candidate that will stem from the proposed appointment and specifying that this appointment is to be held jointly between the primary department and the GBDO, in which case, the rank matches that of the primary department.
   b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research, teaching and service.
   c) Candidate’s CV.
   d) Email from the Chair of the candidate’s primary university department agreeing that the candidate can be appointed in the GBDO.

3. CAS-Clinical Appointments

For new candidates who are not yet appointed at McGill:
   a) Nomination letter from a clinical division director of the GBDO specifying the advantages to the department and to the candidate that will stem from the proposed appointment.
   b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties, research (if applicable), teaching and service.
   c) Candidate’s CV.
   d) Hospital appointment form showing that the candidate has a PEM and is duly affiliated with a specific McGill hospital.
   e) Immigration papers for foreign candidates.

For candidates who already have a primary appointment in another McGill department:
   a) Nomination letter from a clinical division director of the GBDO specifying the advantages to the department and to the candidate that will stem from the proposed appointment and specifying that this appointment is to be held jointly between the primary department and the GBDO, in which case, the rank matches that of the primary department.
   b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties, research (if applicable), teaching and service.
   c) Candidate’s CV.
   d) Hospital appointment form showing that the candidate has a PEM and is duly affiliated with a specific McGill hospital.
   e) An email from the Chair of the candidate’s primary university department agreeing that the candidate can be appointed in the GBDO.
4. CAS-Professional Appointments

For new candidates who are not yet appointed at McGill
a) Nomination letter from a senior leader in the GBDO specifying the advantages to the department and to the candidate that will stem from the proposed appointment.
b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research (if applicable), teaching and service.
c) Candidate’s CV.
d) Immigration papers for foreign candidates.

For candidates who already have a primary appointment in another McGill department:
a) Nomination letter from a senior leader in the GBDO specifying the advantages to the department and to the candidate that will stem from the proposed appointment and specifying that this appointment is to be held jointly between the primary department and the GBDO, in which case, the rank matches that of the primary department.
b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research (if applicable), teaching and service.
c) Candidate’s CV.
d) An email from the Chair of the candidate’s primary university department agreeing that the candidate can be appointed in the GBDO.

5. Associate Member Appointments

Hospital-based or university campus-based

a) Nomination letter from a senior leader in the GBDO or the Chair specifying the advantages to the department and to the candidate that will stem from the proposed appointment.
b) Letter from the candidate requesting appointment in the GBDO and confirming their commitment to contribute to the academic life of the Department via clinical duties (if applicable), research (if applicable), teaching and service.
c) Candidate’s CV.
d) Email from the Chair of the candidate’s primary university department agreeing that the candidate can be appointed as an Associate Member in the GBDO.

6. Adjunct Appointments

a) Proof of employment in a university other than McGill.
b) Nomination letter from a faculty member (Professor, Associate Professor, Assistant Professor) of the GBDO. This letter must illustrate that the candidate will have a long-

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4 Applies to those who are appointed in another university department in the rank of Tenure/Tenure Stream, CAS-Research, CAS-Clinical, CAS-Professional. An Associate Member position is not considered a joint appointment therefore there will be no rank assigned within the GBDO.
term collaboration with member(s) of the Department through research or teaching/mentorship.\textsuperscript{5}
c) Candidate’s CV.

\textsuperscript{5} A visiting professor cannot be appointed as an Adjunct Professor unless there will be a long-term collaboration after the visiting professor returns to his/her home university.