



Policy Title: Recruitment Policy	
Policy Number: 001	
Responsible Executive(s):	<i>MSS Executive President, MSS VP Education, MSS VP Internal</i>
Responsible Office(s):	<i>MSS Executive Council</i>
Contact:	<i>president.mss@mail.mcgill.ca</i>
Date Issued: 17/03/21	<i>partially inspired from the previous Section V of the MSS By-Laws</i>
Date Last Updated: none	<i>No updates</i>

I. Policy Statement

This policy ensures the equitable, transparent, and accessible recruitment of student representatives on UGME Committees and MSS Standing Committees.

II. Who Is Affected by This Policy

All active and honorary members of the MSS.

III. Exclusions

This policy cannot be applied for recruitment of members for:

- UGME Committees that does not request the MSS to appoint a student representative
- MSS Standing Committee positions that are chosen through the MSS General Elections

IV. Executive Summary for Students

It is mandatory that advertisement be distributed to students from all years, except for representatives who are required to be from a specific cohort, in which case the distribution must reach that entire cohort.

At minimum, there must be a formal and objective application process (i.e. requiring each student to send in a short statement of interest and a CV, holding interviews, etc.) The specifics of the process, and whether there are additional application requirements, are at the discretion of each committee.

At least 3 evaluators – blinded when possible – are needed for the selection of candidates, one of which must be an elected MSS Council member or the Standing Committee Chair.



The MSS encourages students with lived experience of discrimination and from underrepresented groups in medicine to apply.

V. Definitions

UGME Committee: Committee at the program, component, theme, or course level that manages the M.D., C.M. Program.

MSS Standing Committee: permanent committee of the MSS General Council that has a specific mandate and serves the student body. The Standing Committees are listed in the MSS

Constitution: The Government Affairs and Advocacy Committee (GAAC), the Ambassadors for Comprehensive Education (ACE) Program, the Medical Student Wellness Committee, the Global Health Committee, the Equity Committee, the Special Project and Community Involvement (SPCI) Committee, the Medical Education Committee, the Media Committee, and the Executive Council.

VI. Policy

1. The MSS VP Education is responsible for the recruitment of student representatives for UGME Committees, but may defer the task to the MSS Executive President. The Standing Committee Chair is responsible for the recruitment of Standing Committee members, but may defer the task to a committee member. The person responsible will hereby be referred to as the Recruitment Officer.
2. The Recruitment Officer will attempt to centralize all recruitment during the Fall Recruitment Cycle (dates) and the Spring Recruitment Cycle (dates).
3. Available positions must be advertised to all students from eligible cohorts.
4. The communication must be done via email and the MSS Website.
5. There must be a formal and standard application process (i.e. requiring each student to send in a short statement of interest and a CV, or holding interviews, using a form, etc.) The specifics of the process are at the discretion of the Recruitment Officer.
6. Students must have at least 7 days to apply, however 14 days or more is recommended.
7. At least 3 evaluators – blinded when possible – must review the applications, one of which must be an elected MSS Council member or the Standing Committee Chair. The Recruitment Officer selects the 3 evaluators and can be one of them.
8. The applications must be reviewed and the results must be communicated to all applicants no later than 10 days following the application deadline.
9. If no student applies for the position by the end of the application period, the application period will be extended by 7 days and advertised again to all students from eligible cohorts. This step may be skipped if the recruitment is time-sensitive as judged by the Recruitment Officer and two other committee members.



10. If no student applies for the position by the end of the extended application period, the Recruitment Officer, with the agreement of two other members of their committee, may appoint a student of their choice to the position.

VII. Related Documents and Forms

- Equity Policy
- MSS Constitution

Policy History and Updates (*This section details any updates to the policy to track revisions and keep the MSS community abreast of changes that may affect them.*)

Policy issuance date: 17/03/21

Date of major changes or revisions: yy/mm/dd