

McGill International Review Addendum

Created and last updated March 2023

Definitions:

Executive Board: Editor-in-Chief, Managing Editor, and Senior Editors

Staff members: All of the McGill International Review (MIR) membership, excluding the Executive Board

Hiring guidelines for the MIR executive board, editorial board, and staff:

For Editor-in-chief and managing editor, hiring is based on:

1. Recommended Qualifications:
 - a. At least two semesters of previous experience with MIR, in any position
 - b. Previous relevant leadership experience
 - c. Ability and willingness to commit the necessary time
 - d. Written and oral communication skills
 - e. Organization and time management skills
 - f. Ability to perform well within a fast-paced and high-pressure schedule
 - g. Almost constant availability for communication, whether through email, Slack or Messenger
 - h. Previous editing experience with MIR
 - i. Written and spoken proficiency in French
 - j. Experience with event planning
2. Required Supporting Documents:
 - a. Up-to-date CV
 - b. One academic writing sample
 - c. One journalistic writing sample (from MIR or elsewhere)
3. Interview conducted by the outgoing Editor-in-chief, outgoing managing editor, as well as outgoing members and alumni of the executive board where available.

For senior editors, hiring is based on:

1. Recommended qualifications
2. Required supporting documents
3. Interview

For editors, hiring is based on:

1. Written application
2. Writing sample
3. Interview conducted by two members of the executive board

For writers, media team members, and podcast team members, hiring is based on:

1. Written application
2. Writing sample where available

Firing policy:

1. Position evaluation:
 - a. Evaluating writer performance
 - i. All staff writers may be evaluated by their editors and the Executive Board. Any Editor may register a report to the Executive Board to evaluate writers on their team based on (a) quality of writing, (b) punctuality with deadlines, (c) general responsiveness to communication during the writing process, and (d) attendance in meetings. These reports are confidential and may be used as justification for the removal of any staff writer.
 - b. Evaluating editor performance
 - i. All staff editors may be evaluated by the Executive Board based on their (a) general responsiveness to communications related to their duties in MIR, (b) general feedback from staff writers on their team, (c) conduct related to their position in MIR, (d) punctuality with deadlines and (e) attendance in meetings.
 - c. Major violations of the IRSAM Code of Conduct:
 - i. All major disciplinary violations and firing pertaining to CoC violations must be done through the IRSAM HR Officer.
 - ii. All major disciplinary violations and firing is to be kept confidential and not discussed outside of the privy parties
 - d. Minor disciplinary discretion
 - i. Minor disciplinary will be addressed the discretion of the Editor-in-Chief, Managing Editor, and/or VP MIR to discuss the issue and work towards a resolution.
2. Removal from position:
 - a. Any staff writer may be removed from their position for impropriety, violation of the provisions of this constitution, IRSAM's Internal Regulations, or delinquency of duties as evaluated through Editor Reports. Any Editor may be removed from their position for impropriety, violation of the provisions of this constitution, IRSAM's Internal Regulations, or delinquency of duties as evaluated through feedback from staff writers and the Executive Board.
3. Resignation:
 - a. Any editor and/or staff writer may resign from their position at any time following a submission of a written resignation statement to the Editor in Chief by electronic mail, courier, or by registered mail. The resignation shall become effective on the date when the statement is sent to the Editor in Chief.
4. End of post:
 - a. The term of any editor and/or staff writer shall end in the event of death, resignation, removal from office or where the editor and/or staff writer post expires.
5. Replacement and vacancy:
 - a. An editor and/or staff writer whose term ends shall be replaced through an application process as outlined by the Executive Board.

Mediation and conduct of MIR participants:

1. All participants in the MIR fall under the IRSAM Code of Conduct.

2. It is recommended that staff members familiarize themselves with the code.
3. Staff found in violation of the code of conduct are subject to dismissal.