

MD Admissions Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Admissions
Approver:	Faculty Council (Dean’s Executive Committee)
Scope:	This policy applies to all members of the Faculty of Medicine and Dentistry MD Admissions Committee

Overview

The Alberta Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Providing for the admission of students to the MD Program has been delegated by the GFC to the Faculty Council of the Faculty of Medicine and Dentistry (FoMD). The MD Admissions Committee is a Standing Committee of the FoMD Faculty Council. The Committee on Accreditation of Canadian Medical Schools (CACMS) Standards and Elements document asserts the final authority and responsibility to the MD Admissions Committee for the selection of students to the program and requires that the selection of individual medical students for admission is not influenced by any political or financial factors. The accreditation standards requires that the faculty of a medical school establish criteria for student selection, and develop and implement effective policies and procedures regarding, and made decisions about, medical student application, selection and admission.

MEMBERSHIP ROLES AND RESPONSIBILITIES

- a. Working with the Faculty, recommend the criteria for the admission of students to Faculty Council such that students preparing to study medicine meet requirements to prepare them for success in completing medical school.
- b. Using the eligibility requirements and selection criteria approved by Faculty Council and listed in the University calendar, the committee will independently select students to offer admission to the MD Program, free of any influence from political or *financial factors*.
- c. Regularly evaluate the admissions process and student performance to ensure the Faculty’s success in meeting the strategic plans of the Faculty, the University and the needs of the people of Alberta.
- d. The committee must develop and support an admissions process for applicants to



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medical school that broadens diversity (as referenced in the current [Faculty of Medicine & Dentistry Diversity Policy](#)), and is approved by Faculty Council.

- e. All members of the MD Admissions Committee will abide by the University of Alberta (UAPPOL) Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict Policy.

In the context of the MD Admissions Committee, a conflict of interest includes the situation where a member of the Committee has a personal or financial relationship with an applicant or applicants, or a person connected to them, that removes or could be perceived to remove the Committee member's ability to be impartial and unbiased in carrying out their duties on the Admissions Committee.

MEMBERSHIP is representative of our Faculty, learners and the public and is composed of voting and non-voting members.

Voting members include:

- a. Assistant Dean, MD Admissions who serves as chair and is responsible for calling all meetings; may invite non-committee members of staff and faculty to address specific issues or act as a resource as required.
- b. Ten elected Faculty representatives.
- c. Four members, recommended by the Assistant Dean, and appointed by the Dean, which include one public member, one Indigenous member of the Indigenous Health Admissions Subcommittee, one Black Scholar (FoMD Faculty representative) and one rural representative.
- d. Four student representatives (voting):
 - One Preclerkship representative (Year II Student)
 - One Clerkship representative (Year IV Student)
 - One Indigenous Medical and Dental Students' Association (IMDSA) representative
 - One Black Medical Student's Association (BMSA) representative

Alternate student members will only attend meetings in the absence of the primary member:

- One Preclerkship representative (Year I Student)
- One Clerkship representative (Year III Student)
- One Indigenous Medical and Dental Students' Association (IMDSA) Executive Member
- One Black Medical Student's Association (BMSA) Executive Member



Non-voting members include:

- a. Registrar, University of Alberta
- b. Associate Dean, MD Program

MEETING SCHEDULE AND PROCEDURAL RULES:

1. Quorum is 50% of voting members plus one, and the Chair, in person attendance or by teleconference.
2. Chair votes in the event of a tie.
3. Meetings in which selection and adjudication decisions are made will be closed sessions. Secret ballots will be used for votes related to selection/adjudication as is feasible and at the request of a voting member.
4. The MD Program office is the official record holder for meeting materials and minutes. Minutes for open meetings will be available to the Faculty; minutes for closed meetings will be held by the MD Program office and will not be accessible to the public due to the confidential nature of the contents and because the materials document the adjudication process.
5. Proxies are not allowed.
6. The committee will meet twice each academic year and at the call of the Chair. The Chair is supported by the Admissions and Academic Records Coordinator, MD Program.
7. Faculty need to make up the majority of voting members in all meetings.
8. Attendance by faculty members is required and less than 50% attendance without advance notice to the Chair may result in review of membership.
9. The terms of elected and appointed members are four years in length with exception of the student representatives. Elected faculty may be offered one additional term.
10. The Chair may invite non-Committee members of staff and faculty to address specific issues, or act as a resource as required; these guests are non-voting.
11. Committee members also serve as readers and evaluators for applicants' personal activities and reference letters. Committee members are asked to refrain from writing reference letters for students applying to Medicine at the University of Alberta and to not participate in the MD Program Interviews.
12. In the event the Assistant Dean is unable to perform the duties of chair (for example, conflict of interest or emergency), a faculty member of the MD Admissions Committee may be elected by the committee to act as chair.
13. Final approval of procedure and policy changes concerning admissions is provided by Faculty Council (via the Dean's Executive Committee).
14. These Terms of Reference are to be reviewed and updated every three years at a

minimum.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.

RELATED LINKS

Committee on Accreditation of Canadian Medical Schools (CACMS)
Liaison Committee on Medical Education (LCME)
Faculty of Medicine & Dentistry Equity, Diversity & Inclusion Guide
University of Alberta - Our Guiding Principles for Equity, Diversity, and Inclusivity
Conflict-Policy–Conflict-of-Interest-and-Commitment-and-Institutional-Conflict (ualberta.ca)
Conflict-of-Interest-and-Conflict-of-Commitment-Reporting-and-Assessment-Procedure (ualberta.ca)
Indigenous Health Admissions Subcommittee Terms of Reference
Faculty Council Terms of Reference

APPROVER	STATUS	DATE
Faculty Council	Approved	2014
MDCPC	Approved	July 7, 2017
Dean's Executive Committee (DEC)	Approved	April 8, 2019
Faculty Council (DEC)	Approved	April 29, 2019
Dean's Executive Committee (DEC)	Approved	June 13, 2022