

Professionalism in Admissions Appeal Subcommittee **Max Rady College of Medicine** **Terms of Reference**

1. PURPOSE AND MANDATE

- 1.1. **Purpose/Mandate:** The Professionalism in Admissions Appeal Subcommittee (“**Subcommittee**”) of the Admissions Committee (“**Committee**”), Max Rady College of Medicine (“**College**”), Rady Faculty of Health Sciences (“**RFHS**”) is established to reconsider a decision of the Admissions Committee of the College respecting applicants to the undergraduate medical education (“**UGME**”) Program who manifest professionalism concerns and whose admission to the UGME Program has not been recommended to proceed by the Committee.

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Accountability:** The Subcommittee is established on an ad hoc basis at the call of the Chair of the Committee, to reconsider admissions decision as they relate to professionalism concerns, in accordance with this Terms of Reference and the Admissions Appeals Policy of the College.
- 2.2. **Reporting:** The Subcommittee, through the Chair, shall annually report to the Chair of the Committee, respecting the number, types of requests for reconsideration and outcomes determined by the Subcommittee, without comprising the confidentiality of the process.

3. CHAIRPERSON AND SUBCOMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Chair of the Subcommittee shall be appointed by the Associate Dean, Admissions. The Chair is responsible for the following at Review Panel meetings:
- (a) Receiving and reviewing an applicant’s request for reconsideration, to determine whether it has jurisdiction, and whether there are grounds for reconsideration.
 - (b) Communicating with the applicant and Chair, Admissions Committee, respecting requests for reconsideration and any determinations.
 - (c) Calling the Subcommittee meeting(s) to order.
 - (d) Establishing an agenda and ensuring agenda items are addressed.
 - (e) If the meeting is a continuation of an ongoing reconsideration of decision hearing, ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification).
 - (f) Facilitating discussion to reach consensus on matters under consideration in a professional manner.
 - (g) Adjourning meetings after business is concluded.

(h) Acting as the main representative of the Subcommittee.

3.2. **Subcommittee Membership:** A panel of the Subcommittee will be constituted on an ad hoc basis, to reconsider admission decisions as required. The panel shall then consist of the following members, including the Chair:

- (a) College Representative: One faculty member of the College at the Associate Professor or Professor level.
- (b) Indigenous Faculty Representative: One Indigenous faculty member from the Rady Faculty of Health Sciences.
- (c) Admissions Committee Representative: Two current voting members of the Admissions Committee.
- (d) Student Representative: One Med III or IV student representative.
- (e) Panel Representative: One individual with experience as an interviewer with the Canadian Indigenous Panel Interview (if the professionalism concern was identified during the Panel process).
- (f) Professionalism Representative: One member of the Professionalism Subcommittee on Admissions. all appointed by the Associate Dean, Admissions.

3.3. **Equitable, Inclusive and Diverse Membership:** The College strives to achieve equitable, inclusive, and diverse membership on its committees that is reflective of its commitment to equity, diversity, and inclusion and this should be considered in the appointment of Subcommittee panel members.

3.4. **Best Interests:** Subcommittee panel members shall deal with matters before the Subcommittee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.5. **Consultation:** In carrying out its role, the Subcommittee may call upon various resources as it deems required.

4. TERM OF OFFICE

4.1. The term of office of each Subcommittee panel member shall be for the duration of hearing and determining a reconsideration decision. The panel will be disbanded once a determination has been made.

5. FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE

5.1. As part of its Mandate, the Subcommittee will engage in the following activities:

- a. **Receive Information:** The Subcommittee will receive, for review, all documents related to the applicant's request for reconsideration.
- b. **Determine Jurisdiction and Grounds:** The Subcommittee will determine if the appeal meets the established jurisdiction of the Subcommittee and whether there are grounds for reconsideration.
- c. **Request Information:** The Subcommittee will request additional information, as required, from the Admissions Office.

- d. **Meet with the Applicant:** The Subcommittee will meet with the applicant to hear their oral submissions, along with a student advocate or other support person, if desired, as well as any other individuals deemed necessary.
- e. **Decision-Making:** The Subcommittee will deliberate and take a vote, in camera, regarding the request for reconsideration.
- f. **Reporting:** The Subcommittee will present their decisions to the Committee.

6. MEETINGS

- 6.1. **Number of Meetings:** The Subcommittee panel shall meet at least once, with additional meetings at the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Subcommittee meeting should be provided to Subcommittee members, at least five (5) business days advance of the meeting, unless waived by the Subcommittee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Subcommittee Administrative Support person at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Subcommittee prior to the meeting.
- 6.4. **Quorum:** The presence of four (4) Subcommittee panel members shall constitute a quorum.
- 6.5. **Decision-Making:** The decision of the Subcommittee panel will be made by Subcommittee panel vote. The Chair of the Subcommittee will not vote except in the event of a tie.
- 6.6. **Subcommittee Meeting Guests:** All Subcommittee panel meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Closed Sessions:** Meetings shall be conducted as closed sessions, unless one party requests an open meeting and the other party, and the Chair agree with the request.
- 6.8. **Electronic or Telephone Meetings and Email Discussion:** The Chair may consult with Subcommittee panel members by email or arrange electronic or telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.9. **Confidentiality:** All Subcommittee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Subcommittee panel meeting or privy to Subcommittee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Subcommittee.
- 6.10. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Subcommittee meetings. However, the Subcommittee may move “in camera” to deal with certain items if the subject matter being

considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Minutes taken during a panel meeting form part of the official record of the reconsideration.

7. SUBCOMMITTEE ADMINISTRATIVE SUPPORT

7.1. The Subcommittee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

- a) Assisting the Chair with preparation of Subcommittee meeting agendas and distributing notification of meetings.
- b) Ensuring follow-up of Subcommittee action items.
- c) Information gathering.
- d) Preparation and distribution of meeting material.
- e) Minute-taking.
- f) Maintaining Subcommittee records.

8. AMENDMENTS TO TERMS OF REFERENCE

8.1. Amendments to these Terms of Reference may be proposed by the Subcommittee to the Admissions Committee of the College for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

9.1. **Date approved:** Admissions Committee, Max Rady College of Medicine – November 24, 2021

9.2. **Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded as the Subcommittee may recommend or as the Committee otherwise deems necessary.

9.3. **Supersedes:** N/A

9.4. **Subcommittee Contact:** Admissions Administrator, Admissions Office

9.5. **Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.