

**Title:** Student Representatives to the Queen's School of Medicine Admissions Committee

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### Student Representatives to the Admissions Committee

#### **Background/Purpose**

The Queen's School of Medicine Admissions Committee reserves two seats for members of the medical student body, each serving a two-year term. The Terms of Reference for the Admissions Committee can be accessed [here](#).

The Aesculapian Society (AS) is responsible for selecting students to serve in these roles. For several years, these roles have been assumed by the Vice-President, Finance and Treasurer. The Treasurer is elected annually in the Fall semester and is typically a first-year student. In the subsequent year, the Treasurer automatically assumes the role of Vice-President, Finance. This structure meets the Admissions Committee's requirement for student members to serve a two-year term and ensures continuity such that the senior Student Representative (previously the Vice-President, Finance) can transition the junior Student Representative (previously the Treasurer) into the role.

Following student feedback and in light of the [AS Commitment to Action on Anti-Black Racism](#), we propose a new structure for selecting Student Representatives that will prioritize principles of equity, diversity, and inclusion. As part of this restructuring, the responsibilities of the Student Representatives will be moved from the Vice-President, Finance and Treasurer roles to two new ex-officio AS positions. These positions will work closely with the Equity Officer to ensure that student input provided to the Admissions Committee emphasizes equitable admissions practices. As ex-officio positions, the Student Representatives will not be voting members of the AS. However, they will be encouraged to attend Council meetings and participate in Council activities.

#### **Description of Role**

This role is a two-year position selected by a panel consisting of the President, Equity Officer, Global Health Liaison Senior, and senior Student Representative immediately following the fall elections for the non-executive AS council. This selection panel may also include two additional members, one from the Queen's Black Medical Student Association (BMSA) and one from the AS Indigenous Health (IH) subcommittee. An invitation will be extended to the BMSA and IH subcommittee to each provide a representative for this selection panel at least one week prior to the fall elections for the non-executive AS council.

For the 2020-2021 year, the Vice-President Finance will act as the senior Student Representative in order to ensure a smooth transition of the junior Student Representative onto

the Admissions Committee. Thereafter, it will be the second-year Student Representative. Selection of the junior Student Representative will be based on blinded review of a written application, facilitated by the Chief Electoral Officer, and an interview with the 4-6 person selection panel.

Representatives cannot have an actual or perceived conflict of interest, and must declare a conflict of interest to the Admissions Committee should one arise, in which case they would be asked to step down early. Should the selected representative know of a potential conflict of interest that could arise anytime during their two-year term, they shall recuse themselves from the Admissions Committee prior to starting their term so that they may be replaced by another student member, selected through the same process, who will be able to serve the full two years.

The Student Representatives will have the following responsibilities:

1. Act as a representative for the medical student body on the Admissions Committee
2. Hold equity, diversity, and inclusion as key priorities
3. Advocate to the Admissions Committee for admissions practices that prioritize equity, diversity, and inclusion
4. Stay informed of current Admissions practices, changes to Admissions policies, and current social/political issues impacting Admissions
5. Organize the annual interview process, including scheduling student training and interviewer time slots
6. Report regularly to the AS as appropriate to their confidentiality agreements, through the Equity Officer