

MD Program Academic Affairs Committee



Terms of Reference

Terms of Reference # (TOR #): AAC v.1

Supersedes: None

Approved by MD-PEC: August 27, 2014

Approved by SOMAC: October 21, 2014

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Effective Date: September 1, 2014

1.0 Mandate and Responsibilities

1.1 Mandate

1.1.1 The MD Program Academic Affairs Committee is a subcommittee of the MD Program Executive Committee (MD PEC) whose purpose is to recommend policy and practice on matters related to the academic experience of students in the MD Program and Queen's University Accelerated Route to Medical School (QuARMS).

1.2 Major Responsibilities

1.2.1 To develop and recommend approval to MDPEC of policy and practice related to:

- student progress and promotion
- professionalism
- communicable diseases and immunization
- student registration
- leave of absence and reintegration
- student awards
- content of transcripts
- medical student performance records
- academic accommodation
- complaints
- ethical conduct
- the content and management of student records
- other issues as referred to it from time to time

1.2.2 To refer and receive recommendations for policy and practice from the Professionalism Advisory Committee, Student Awards Committee, QuARMS Committee, and Communicable Diseases and Immunization Committee.

1.2.3 To report regularly to MDPEC on its activities.

2.0 Leadership & Membership

2.1 Leadership

2.1.1 The Chair will be the Director, Academic Affairs.

2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

2.1.3 Only voting members may serve as Acting Chair.

2.2 Membership

2.2.1 Voting members of the Committee shall consist of nine voting members, including the Chair.

2.2.2 Members will normally serve a two-year renewable term, unless a member by virtue of office in which case the term of membership will coincide with the term of office. Student members will normally serve a one-year term.

2.2.3 Voting Members

- The Chair
- Faculty member from Progress and Promotion Committee
- Chair, Professionalism Advisory Committee or delegate
- Chair, Student Awards Committee or delegate
- Chair, Communicable Diseases and Immunization Committee or delegate
- Academic Advisor, MD Program
- Director, Student Affairs or delegate
- Associate Dean, Undergraduate Medical Education
- Student Member as nominated by the Aesculapian Society

2.2.4 Non-voting Resources

- Committee Secretary

2.2.5 Members will be appointed by MDPEC on the recommendation of the Associate Dean, UGME.

2.2.6 The Chair may invite such guests as are necessary to conduct the meeting.

2.2.7 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

2.3 *Responsibilities of Members*

2.3.1 All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

3.0 Meeting Procedures

3.1 *Frequency and Duration of Meetings*

3.1.1 Meetings will be held 4 times per academic year, and at the call of the Chair.

3.1.2 Meetings will be open to faculty and students in the MD Program and QuARMS. Meeting attendees who are not voting members of the committee may observe proceedings and may receive agendas and minutes on request. They may participate in discussion at the discretion of the Chair.

4.0 Conflict of Interest

4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests or involvement might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing

to the Chair. They will be excused from any discussions regarding the matter in question.

4.2 In the case of student members, an alternate member may be appointed when necessary by the Chair on recommendation of the Associate Dean, Undergraduate Medical Education.

4.3 When quorum cannot be achieved due the absence of members because of declared conflict of interest, additional members may be appointed by the Dean, Faculty of Health Sciences to achieve quorum.

4.4 The declaration, absences and replacement members, where applicable, will be recorded in the minutes.

5.0 **Decision-Making**

5.1 Decisions will ordinarily be made by consensus of the members present.

5.2 When necessary at the discretion of the Chair, decisions may be made by majority vote of a quorum of members. The Chair, or Acting Chair, will only vote in order to break a tie.

5.3 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.

6.0 **Administrative Support & Communication**

6.1 *Administrative Support*

6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 *Agenda & Minutes*

6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.

6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.

6.3 *Reporting Relationship*

6.3.1 The committee will recommend policy and produce a summary annual report of its activities to be submitted to the MDPEC.

7.0 Evaluation

7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MDPEC.

8.0 Policies

8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

9.0 Appeals

9.1 Appeals of decisions of the committee will be in accordance with governing policy.

10.0 Rules of Order

10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: <http://www.queensu.ca/secretariat/senate/Rules.html>