

# MD Program Progress & Promotion Committee



## Terms of Reference

*Terms of Reference # (TOR #): P&P v.1*

*Supersedes: All prior versions for Student Progress and Promotions Committee; and Progress, Promotion and Remediation Committee*

*Approved by MD-PEC: August 27, 2014*

*Approved by SOMAC: October 21, 2014*

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## 1.0 Mandate and Responsibilities

### 1.1 Mandate

1.1.1 The MD Program Progress & Promotion Committee has as its primary responsibility decisions concerning all matters related to the progress, promotion and remediation of undergraduate students in the MD Program at Queen's University and students in Queen's University Accelerated Route to Medical School (QuARMS).

### 1.2 Major Responsibilities

1.2.1 To act on the delegated authority of the School of Medicine Academic Council (SOMAC) with respect to the progress, promotion and remediation of undergraduate students in the MD Program at Queen's University and in QuARMS.

1.2.2 To meet, as required, to discharge its responsibilities.

1.2.3 To receive reports and recommendations with respect to students' standing in each course or designated portion of the MD Program and in QuARMS.

1.2.4 To receive reports and recommendations from the Professionalism Advisory Committee with respect to a student's professional behavior.

1.2.5 To make decisions regarding the progress of each student registered in the MD Program and in QuARMS of the Faculty of Health Sciences with respect to cognitive, affective, professional, behavioural and skill components of the Program.

- 1.2.6 To consider the academic performance (cognitive, affective, professional, behavioural and skills) of any student who has been referred to the Committee.
- 1.2.7 To consider extenuating circumstances that may have impacted the performance of a student.
- 1.2.8 To provide considered requirements intended to facilitate the successful completion of the curriculum's educational objectives, including (but not limited to) meeting with the Associate Dean (Undergraduate Education), the Director of Student Affairs and external program staff, consultants and medical professionals.
- 1.2.9 To make decisions with respect to standing, promotion, remediation, supplemental privileges, repeating a portion of the MD Program and the requirement to withdraw from the further study of medicine at Queen's. Such decisions will constitute the official statement of standing.
- 1.2.10 To make decisions regarding the continuation of students in the QuARMS and the admission of QuARMS students to the first year of MD Program.
- 1.2.11 To report the decisions taken by the Committee, in summary form, to SOMAC and (through SOMAC) to the Faculty Board.
- 1.2.12 To recommend to SOMAC and (through SOMAC) to the Faculty Board any changes in policies or practices that the Committee may deem appropriate in the light of its operations and experience.
- 1.2.13 To act on the delegated authority of the Faculty Board to submit names to the Senate for ordinary degrees.
- 1.2.14 To act on the delegated authority of the Faculty Board to deal with failures.
- 1.2.15 To act on the delegated authority of the Faculty Board to exercise academic supervision over students.

## **2.0 Leadership & Membership**

### **2.1 Leadership**

- 2.1.1 The Director of MD Program Academic Affairs will chair the Committee.

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 six faculty members in addition to the Chair, at least three of whom will hold the rank of Associate Professor or Professor.

2.2.2 Members will be appointed by SOMAC on the recommendation of the Nominating Committee.

### 2.2.3 Voting Members

- The Chair
- Clinical Faculty Members (2)
- Faculty at Large (2)
- Faculty from the Department of Biomedical and Molecular Sciences, Pathology and Molecular Medicine, or Public Health Sciences (2)

### 2.2.4 Resources (non-voting)

- Associate Dean, UME (ex-officio)
- Academic Advisor, or delegate
- Director, Student Affairs, or delegate
- Committee Secretary

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

2.2.6 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

## 2.4 *Term of Membership*

2.4.1 Members will normally serve a three-year term, renewable once, unless a member by virtue of office in which case the term of membership will coincide with the term of office. Terms will be overlapping in order to ensure continuity of experience.

## 3.0 **Meeting Procedures**

### 3.1 *Frequency and Duration of Meetings*

3.1.1 Meetings will be held monthly during the academic year and otherwise at the call of the Chair.

3.1.2 All meetings will be held in camera and all discussions and decisions will be considered confidential.

## 4.0 **Conflict of Interest**

4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests 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. The declaration and absences will be recorded in the minutes.

## 5.0 **Decision-Making**

5.1 Decisions will be made by majority vote of a quorum of members present.

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

5.3 The Chair, or Acting Chair, will only vote in order to break a tie.

5.4 Meetings may be held in the absence of a quorum, but no decisions will be made.

5.5 Decisions will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes.

## **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.

6.2.3 All minutes and supporting material will be held in confidence.

6.2.4 Dissemination of committee decisions will be made public only with the specific direction of the Chair and after discussion and approval by the committee.

### *6.3 Reporting Relationship*

6.3.1 The committee will produce an annual report of its activities to be submitted to SOMAC.

## **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 SOMAC and the Faculty Board.

## **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>