

# Undergraduate Medical Education

## Admissions Committee Terms of Reference

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Approved by MD/PEC  
Date approved: July 3, 2013  
Revised: October 21, 2020



### *Part I: Mandate and Responsibilities*

#### Mandate

The mandate of the Admissions Committee is to develop all policies and procedures related to admitting applicants to the MD program, in accordance with accreditation standards.

#### Major Responsibilities

The committee has authority for oversight of admissions to the MD Program. This encompasses these general areas of responsibility:

1. To recommend to School of Medicine Academic Council policies concerning the admission of students to the MD, MD/MSc/PhD program and QuARMS.
2. Operational oversight for admission processes pertaining to the following:
  - a. The MD degree program
  - b. The MD/PhD/MSc program
  - c. The QuARMS (Queen's University Accelerated Route to Medical School) program
  - d. The Indigenous Admissions Process.
  - e. Supernumerary positions, including those provided for Canadian Armed Forces personnel
3. Develop and publish technical standards for the admission, retention, and graduation of applicants or students with disabilities.
4. Ensure the School's compliance with the following accreditation standards: **Standard 10: Medical Student Selection, Assignment, and Progress**
5. Provide content material for accreditation reports as evidence to support the School's compliance with the above accreditation standards.

The Admissions Committee functions under the authority of the MD Program Executive Committee, which develops, approves and disseminates policies and procedures relevant to the overall program.

#### Specific Functions

- To consider the qualifications of applicants seeking admission as medical students.
- To select the applicants who are best qualified, according to the criteria established by the committee.
- To inform the University Registrar of the names of applicants who are permitted to register as medical students.
- To report data on the composition of the entering class to the School of Medicine's Academic Council.
- To liaise with the Registrar's Office, staff and with those responsible for admissions at other Faculties and Schools of Medicine in Ontario and elsewhere, as considered appropriate.

### *Part II: Leadership & Membership*

#### Leadership

The Admissions Committee is chaired by the Assistant Dean, Admissions.

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.

Only voting members may serve as Acting Chair.

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

### Membership

The committee will have a membership of fourteen voting members, as follows:

- Assistant Dean, Admissions, is the chair of the committee
- Eight members elected from the faculty of the School of Medicine via the nominations committee
- Two members appointed by the Dean, Faculty of Health Sciences, selected specifically to ensure diversity of membership.
- A community member, to be nominated by either faculty members or students.
- Two medical students, appointed on the recommendation of the Aesculapian Society.
- And in addition, The Associate Dean, Undergraduate Medical Education, will serve as an ex-officio member on the committee.

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

### Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate
- Participating in candidate file review process and interview process for multiple admissions streams

### Term of Membership

Faculty members will serve a three-year term, renewable for one year. Students and the community member will serve a non-renewable two-year term. Members appointed by the Dean, Faculty of Health Sciences will serve a non-renewable two-year term. Terms will be overlapping in order to ensure continuity of experience.

## ***Part III: Meeting Procedures***

### Frequency and Duration of Meetings

Meetings will be held monthly. Additional meetings may be held at the call of the Chair.

### Special Procedures

Meetings are closed to non-members, except for guests who have been authorized by the Chair to attend.

Minutes of the meetings are confidential.

### Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference.

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

### Conflict of Interest

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.

### Decision-Making

Decisions that establish program policy changes or directions to sub committees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members, and recorded in the minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

## **Part IV: Administrative Support & Communication**

### Administrative Support

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

### Agendae & Minutes

- Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- Minutes are normally distributed electronically to all members within one week of meetings.
- Minutes will be uploaded to the committee's Web site.

### Reporting Relationship

The Admissions Committee reports to the MD Program Executive Committee, which reports to the School of Medicine's Academic Council (SOMAC). SOMAC's membership includes all Clinical and Basic Science Department Heads. It is chaired by the Dean of the School of Medicine and it acts on behalf of University Senate.

The Admissions Committee will produce an annual report of its activities to be submitted to the MD Program Executive Committee and the SOMAC. That report will be written by the Chair and reviewed and approved by the committee before dissemination.

Recommendations for changes in policies and practices should initially be reviewed and approved by the MD Program Executive Committee and then submitted to SOMAC for final approval.

## ***Part V: Evaluation***

These terms of reference will be reviewed by the Admissions Committee on an annual basis and as required.

## ***Part VI: Policy References***

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

## ***Rules of Order***

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>

## APPENDIX A

### *Consensus-Based Decision Making Rules for Building a Consensus*

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible but consider seriously what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information -- so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

Membership Updated August 31, 2020

Revised terms approved by Faculty Board Executive November 6, 2013

Terms Revised October 5, 2006 when handbook was revised.

Terms of Reference-Revised February 25, 1999

Terms of Reference - November 4, 1993