



TERMS OF REFERENCE

Prize Nomination Subcommittee

Approved By: Students Promotions Committee

Approved On: November 13, 2017

Updated On: November 15, 2023

Mandate

The responsibility of the Prize Nomination Subcommittee (PNS) is delegated from the Students Promotions Committee (SPC).

The mandate of the Prize Nomination Subcommittee in the recommendation of nominees either to assist the SPC in awarding internal non-discipline or non-course prizes and external organizations in selecting one medical student nominee for the MDCM Program. Its scope will include review of the potential nominees' academic files, personal letters, prize applications, and interviews with the nominees to make a final recommendation to the SPC. Some non-discipline or non-course prizes may not require the input of the PNS as the winner is based on top grade or selected by vote. Specific attribution details of prizes can be found on the e-calendar of the Faculty of Medicine and Health Sciences.

The Chair is appointed by the Associate Dean, UGME

Committee Roles and Responsibilities

The Prize Nomination Subcommittee:

1. Reviews academic files, personal letters, prize applications and other relevant documents of nominees for each prize.
2. Selects and interviews nominees based on the review process established for prizes.
3. Makes the final recommendation for a winner based on the prize's criteria to the SPC or an external organization.



Reporting Structure

The Subcommittee submits a list of nominees to the Students Promotion Committee meeting once per academic year. The Subcommittee chair will provide the rationale for recommendations of the Prize Nomination Committee to the SPC, if requested.

Membership

Member	Function	Voting privileges
Chair	Chair	Yes
Student Records Administrator	Secretary	No
1 Course Director from FMD Component (Montreal or Outaouais)		Yes
1 Course or Site Director from TCP Component (Montreal or Outaouais)		Yes
1 Course Director from Physicianship Component (Montreal or Outaouais)		Yes
1 Course or Site Director from Clerkship Component (Montreal)		Yes
1 Course Director from Clerkship Component (Outaouais)		Yes
3 members at large 1 - Basic Science Department, 2 - Clinical Department, - 1 based in Montreal 1 based at CO all involved in teaching but without leadership role in UGME		Yes

For certain specific prizes, an additional ad-hoc member may be requested based on prize selection criteria.

Term of Office

Ex officio members remain on the subcommittee for their term of office. For other members, the term of office is 3 years (renewable once).



Conduct of Meetings

Meeting frequency and functioning

There shall be no less than 2 meetings during the academic year. The Chair may convene additional meetings as deemed necessary.

Quorum

50%+1 of voting members must be present in order to achieve quorum. Given the nature of the discussions, participation by unsecure teleconference or videoconference is not permitted and attendance in person is expected.

Voting procedure

A nominee recommendation requires the support of a simple majority (50%+1) of voting members present. The Chair will not vote, except when it is necessary to break a tie. Decisions made by the committee will be recorded and transmitted to the SPC.