



## TERMS OF REFERENCE

### Student Promotions Committee

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**Approved By:** School of Medicine Policy Council

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#### Mandate

The Student Promotions Committee (SPC) is a decision-making body, mandated by the Associate Dean, Undergraduate Medical Education to interpret and apply the program's [Assessment and Promotion Policy](#) duly established by the MDCM Program Committee.

The mandate of the SPC is to review academic progress of students enrolled in the MDCM Program. The Committee also reviews academic progress of students enrolled in the Dentistry (DMD) program during the Fundamentals of Medicine and Dentistry (FMD) Component of the curriculum. It has final authority to decide on the suitability of each medical student for the practice of medicine; these decisions are not subject to the approval of the MDCM Program Committee. In its review of student files, the Committee considers all issues related to academic performance, including professionalism. The Committee respects principles of natural justice in its procedures and deliberations. The Committee is chaired by a senior academic member of the Faculty (e.g. a former Department Chair). The Chair is appointed by the Dean, in consultation with the Associate Dean UGME. The voting members of the Committee are nominated by the Department Chair or the Associate Dean UGME. These members are appointed for a period of three years (renewable).

#### Committee Roles and Responsibilities

The Student Promotions Committee:

1. Reviews the files of students on academic monitoring and on probation, as requested by the Associate Dean UGME or the UGME Program Director, Campus Outaouais or as established by the Assessment and Promotion Policy.
2. Reviews the files of students with professionalism conduct concerns, as requested by the Associate Dean UGME or the UGME Program Director, Campus Outaouais or as established by the Assessment and Promotion Policy.
3. Makes final decisions regarding the advancement of students through the promotion periods, including: eligibility for course exemptions or advanced standing; requirement for remedial activities; imposition of probationary status; requirement for supplemental activities and repeating courses or promotion periods; requirement for



withdrawal or dismissal from the MDCM program; and eligibility for graduation

4. Reviews and approves or denies student requests for leaves greater than 8-weeks in duration, as per the [Medium & Long-Term Leaves Policy](#)
5. Receives and considers recommendations from the [Prize Nomination Subcommittee](#) regarding medical student awards, graduation prizes, and Dean's Honor List designation
6. Applies the program's formal procedures, as per Faculty regulations, in situations where a student requests an appeal of a promotion decision
7. Reviews, at the request of MDCM Program Committee, the Program's standards of academic achievement, including statute of limitations, and aspects related to student academic records
8. Advises the MDCM Program Committee on recommended changes to policies and procedures related to its mandate
9. Maintains composite summary data (anonymized with student and teacher names expunged from reports) of outcomes data such as: attrition rate, total numbers of academic failures, repeat promotion periods, remedial activities, leaves, dismissals, awards, and other academic distinctions; these statistics are provided on an annual basis, in a written report, to the MDCM Program Committee

(CACMS Elements 9.6, 9.9, 11.4-11.6)

## **Reporting Structure**

The Committee Chair is scheduled to report at MDCM Program Committee meetings twice per academic year and submits a written report or presentation to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda.



### Membership

	Functions	Voting privileges
Senior academic (MD) from the Faculty of Medicine and Health Sciences	Chair	Yes
Student Records Officer, UGME Office	Secretary	No
5 Chairs or Vice-Chairs of Education, or delegates, of Clinical Departments that have a role in clinical undergraduate medical education (TCP and/or Clerkship).		Yes
4 Chairs or delegates of Basic Science Departments that have a role in undergraduate medical education		Yes
1 Course Director from a course in the FMD Component		Yes
1 Course Director from a course in the TCP Component		Yes
1 Course Director from a course in the Clerkship Component		Yes
1 Course Director from a course in the Physicianship Component		Yes
1 Course Director from a course in any Component, Campus Outaouais		Yes
2 student representatives from any campus**: -one from Year 2 -one from Year 3		Yes
Associate Dean, Undergraduate Medical Education	Ex-officio	No
UGME Program Director, Campus Outaouais	Ex-officio	No
Associate Dean, Undergraduate Dental Education	Ex-officio	No
Assistant Dean, MDCM Admissions, Faculty of Medicine	Ex-officio	No
Director of the MDCM-PhD Program, Faculty of Medicine	Ex-officio	No

\*\* Nominated students must be in good standing and cannot be in academic or professionalism probation. Students will be nominated by the MSS and approved by SPC Chair. The purpose of the meeting with the SPC Chair will be to ensure that the student meets criteria to serve on the committee, is not in conflict of interest for other reasons, to explain how the committee works, and to discuss issues of confidentiality. The student representatives' role is to share broader student perspective on the program, the student experience and is not meant to advocate for a specific student.

To avoid conflict of interest situations that may arise when the committee meets a specific student the following procedure will be followed:

- Prior to a meeting where a meeting with an invited student is planned, the secretary of the committee will communicate with the student representatives and establish whether they need to recuse themselves because of a conflict of interest. If a student representative needs to recuse themselves, they will be excluded from the distribution of documents pertaining to the student being met. They will also be asked to leave the meeting when the specific student is met



or discussed. If a student representative cannot attend a meeting or has to recuse themselves during a meeting they are not expected to send a delegate The term is 2 years.

### 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) except for the student representatives.

### Conduct of Meetings

#### **Meeting frequency and functioning**

The Associate Dean UGME or the UGME program Director, Campus Outaouais presents to the Committee on issues related to specific students. This includes:

- Students who are on probation, or on academic monitoring
- Requests for long term leaves of absence
- Requests for exemptions
- Requests for in-course accommodations that may result in a prolongation of training or have an implication on the student's ability to meet course or program objectives
- Professionalism concerns.

There shall be a minimum of five meetings per academic year.

The Chair may convene meetings at any time as deemed necessary to review the record of any student.

In order to respond in a timely manner to professionalism concerns referred to the Committee by the Associate Dean UGME or the UGME Program Director, Campus Outaouais, the Chair of the SPC may convene a subcommittee to review a professionalism concern and meet with the parties. This Student Professionalism Subcommittee (SPS) is chaired by the Chair of the SPC. Other voting members include four members of the SPC with at least one member from the basic science departments and one from the clinical departments. The Secretary of the SPC functions as the Secretary of the SPS.

#### **Quorum**

50%+1 of voting members must be present in order to achieve quorum. Given the nature of the discussions, attendance in person is preferred and expected, however participation by secure teleconference or videoconference is permitted.

In the event of unavailability for meetings, members are asked to appoint a delegate to represent themselves, with the approval of the Chair.



In case of a perceived conflict of interest, the Chair will recuse themselves and delegate the role of Chair to a voting member of the Committee. Other members with a perceived conflict of interest will recuse themselves from the discussion and decision.

## **Voting procedure**

Final recommendations will be determined by voting. A decision 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.

A motion shall pass with the support of a simple majority (50%+1) of voting members present either in person or by teleconference/videoconference. An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention. Decisions regarding repeat promotion periods, dismissal from the program and professionalism concerns require the SPC (or SPS) to meet with the individual student and are not eligible for e-vote.

Decisions made by the committee will be recorded.