

Interview Committee

Terms of Reference

Preamble

The Interview Committee is a sub-committee of the Admissions Committee.

Purpose

To select from the pool of applicants the most suitable candidates to interview for the goal of filling the stipulated number of interview places available for the Doctor of Medicine (M.D.) program in any year. This selection is made in accordance with the Regulations for the Degree of Doctor of Medicine in the current University Calendar.

Membership

i. Voting

Appointed Members	Appointed By	Duration
3 current Faculty at large	Assistant Dean for Admissions and Dean of Medicine	2 year term

ii. Ex-officio Members (Voting)

- Assistant Dean, Admissions (Chair)
- Admissions Officer

Operations

- In the absence of the Chair, the duties will be delegated to another member of the Committee.
- All membership positions can be renewed for one additional two-year term.
- Any member of the Committee that meets one or more of the following conditions must withdraw from the Committee for that admissions cycle by notifying the Assistant Dean, Admissions, so that a suitable substitute can be found by co-option:
 - Member is related by blood or adoption to the applicant or legal guardian of the applicant;
 - Member is or has been related by marriage or common-law marriage to the applicant;
 - Member will be absent for some considerable time during the admissions cycle.
- The proceedings of the committee will be confidential.

- Committee members will employ an holistic approach to application review using their own method of evaluation of the following categories:
 - Academics and MCAT
 - CASPer
 - Employment
 - Volunteering
 - Extracurricular activities
 - References
- Faculty members must constitute the majority of voting members at all meetings.
- Quorum will be 50% of voting members. In the absence of quorum, recommendations may be made by those present for ratification at a future meeting.

Responsibilities

- The Interview Committee will select from the pool of applicants the most suitable candidates to fill the available interview places available in any year. This selection will be made following holistic review of applications with the same criteria applied to each individual application and in accordance with the Regulations for Admission to the Faculty of Medicine in the current [University Calendar](#). The Interview Committee will make recommendations to the Admissions Committee on matters of Admissions policies.
- The Interview Committee, in conjunction with the Admissions Committee, will revise the application to undergraduate medicine as required.

Notification of Decision

- The decision of the Interview Committee to offer or decline an interview will be communicated to an applicant by an individual letter signed by, or on behalf of, the Assistant Dean, Admissions no later than three weeks before the scheduled date of the Traditional and Multiple Mini-Interviews (TaMMI).
- An unsuccessful applicant has the right to request feedback on the decision of the Interview Committee not to offer them an interview. If the applicant feels that the decision to not invite them for an Interview was reached on grounds other than those specified in Clauses 1-4 of the Regulations for the Degree of Doctor of Medicine in the [University Calendar](#), the applicant can Appeal directly to the Dean of Medicine. Please see the [Admissions Appeal Procedure](#) for more information.