



Faculty of Medicine

Student Promotions Committee Terms of Reference

Preamble

A single Student Promotions Committee serves the Doctor of Medicine (M.D.) program in the Faculty of Medicine (FoM). This Committee is a standing Committee of Faculty Council.

Purpose

The Student Promotions Committee is responsible for reviewing assessments of all students in each Phase of the M.D. program.

Membership

Voting Members

- Six (6) faculty members elected from the FoM who are not members of a Phase Management Team or the FoM Appeals Committee
- One (1) student, Phase 2 or 3
- One (1) student, Phase 4

Non-voting *Ex-officio* Members

- Associate Dean, Undergraduate Medical Education (UGME)
- Assistant Dean, Student Affairs
- Phase 1 Lead
- Phase 2 Lead
- Phase 3 Lead
- Phase 4 Lead

Operations

- The Committee elects a Chair and Vice Chair from its voting faculty members.
- Elected faculty members hold a three (3) year term, once renewable, normally effective April 1st. The Chair may serve an additional year beyond the second term.
- The student representative from Phase 2 or 3 holds a one (1) year term, effective August 1st.
- The student representative from Phase 4 holds a one (1) year term, effective February 1st.
- The Committee meets after all courses are completed for a given Phase of medical studies.



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- The proceedings of the Committee are confidential.
- Minutes of each meeting reflecting the activity of the Committee are recorded by a recording secretary designated by the Associate Dean, UGME.
- Quorum is 50% plus one (1) voting member.
- The Chair may vote only to make or break a tie.
- Committee members are expected to attend all meetings and, if unable to do so, send advance notice of their absence.
 - If the Chair is unable to attend a meeting, the Vice Chair serves as the Chair's delegate.
 - *Ex Officio* members may send a delegate.
 - Voting members who miss more than one regularly scheduled meeting during the operational year (April 1 to March 31) are replaced.
- The Chair reports the decisions made by the Committee to the Dean of Medicine.
- The Terms of Reference of the Committee are reviewed at least every three (3) years.

Responsibilities

- The Committee transacts business and makes decisions in accordance with the Regulations on promotion for the Degree of Doctor of Medicine and the General Academic Regulations (Undergraduate) for the University.

Procedures

- Any student subject to a promotions decision will be informed of the Committee's decision, in writing, within five (5) business days.
- In circumstances where the Committee reaches a negative decision, the student is advised of the next step of the appeals process as described in the FoM promotion regulations and in accordance with the University general regulations on Appeal of Decisions. The Chair (or delegate) will normally schedule a meeting with the student to be held within ten (10) business days of the Committee having reached its decision.