

## Admissions Committee Terms of Reference

### Authority and Purpose

The Admissions Committee for the Doctor of Medicine (MD) Program is chaired by the Director, MD Admissions and Student Finances, and is accountable to Faculty of Medicine Faculty Council. The committee is vested with responsibility for approving decisions throughout the admissions process, for ongoing evaluation of admissions policies and procedures, and for ensuring that the entire admissions process reflects the Faculty of Medicine academic plan, mission and goals. The committee holds final authority for all decisions concerning offers of admission to or notices of rejection from the MD Program.

### Membership

Membership will include representation from, but is not limited to:

#### *Ex-Officio Members (no fixed term):*

- Director, MD Admissions and Student Finances
- Vice Dean, MD Program
- Director, Enrolment Services & Faculty Registrar
- Associate Dean, Health Professions Student Affairs, or designate
- Associate Dean, Physician Scientist Training Program, or designate
- Chief Diversity Officer, Faculty of Medicine, or designate
- Associate Registrar, Admissions and Registration

All ex-officio members are voting members with the exception of Associate Registrar, Admissions and Registration.

#### *Appointed Members, one from each category (4 year term):*

- MD Curriculum Committee Chair, or designate
- Educational Scientist
- Academy Director (if this position is served by the MAM Academy Director, then this individual may serve as the MAM representative as well)
- Mississauga Academy of Medicine representative
- Clinical Faculty – Specialist
- Clinical Faculty - Generalist
- Faculty Registrar, undergraduate studies
- Diversity-related Sub-committees – 1 representative from each
- Post-MD faculty representative
- Resident representative (1)
- Co-Chair, Admissions Patient Engagement Subcommittee

#### *Appointed Members (1 year term):*

- Medical Students – 2, Nominated by Medical Student Society

With the exception of the medical student representatives, the Director, MD Admissions and Student Finances, appoints members for a 4 year term, renewal once upon mutual agreement. Appointed members will be selected based on solicited nominations from their respective constituency groups. Nominations will be discussed at the Admissions Committee. All appointed members are voting members.

Appointment terms will be staggered so that not more than one third of the committee members will be new appointees in any given year.

The committee is committed to the principles of inclusion and diversity. The committee will strive to have its membership reflect the diversity present in the Canadian society.

### **Roles and Responsibilities**

- To make recommendations to Faculty Council on policy, interpretation of policy, and procedures relating to application and admission to the MD Program at the University of Toronto, including future planning exercises.
- To make recommendations to Faculty Council on quality control issues regarding admissions policy and procedures.
- To make recommendations to Faculty Council on quality control and conflict of interest procedures for admissions committee members and admission evaluators.
- To review the results of admissions assessments and a final rank list of candidates, and, on the basis of this information, to make final determinations of applicants' acceptability to the MD Program.
- To decide and approve the final list of offers of admission; waitlist; and notification of refusal.
- To review on a five-year cycle the various aspects of the MD Program admissions requirements and procedures, to determine (i) their internal consistency, (ii) their demonstrated relationship to admissions outcome measures, (iii) their demonstrated relationship to program outcome measures, and (iv) their appropriateness in relation to the Vision, Mission, and Values of the Faculty of Medicine, the Faculty's Diversity Statement, and the MD Program's curriculum goals and objectives.
- To review annual statistics related to the admissions process, and to produce an annual report.

### **Quorum and Decision-making**

Quorum will consist of a simple majority of faculty members and include at least one student member. The Director, MD Admissions and Student Finances will only vote in the event of a tie.

Generally, decisions are arrived at by consensus following discussion. A vote may be conducted during a meeting (provided quorum requirements have been met) or by electronic means.

### **Sub-Committees**

The Director, MD Admissions and Student Finances may identify the need for Admissions Sub-Committees, including sub-committees in support of specific diversity initiatives.



### MD/PhD admissions subcommittee

Selection of MD PhD students is the joint responsibility of the MD Admissions Committee and the MD/PhD admissions subcommittee. Successful MD/PhD students must be selected for admission to the University of Toronto medical school by both committees. The Director, MD Admissions and Student Finances (or designate) is an Ex-Officio Member (no fixed term) of the MD/PhD admissions subcommittee.

### Diversity-related Sub-committees

Diversity-related sub-committees will be charged with responsibility from the beginning of the admissions process to applicant selection for applicants falling within their specific admissions mandate. Sub-Committees will make recommendations to the full Admissions Committee with regards to final admissions decisions for those applicants. Membership will include representatives from the diversity community as well as from the regular Admissions Committee and medical students.

**Approved/Amended by MD Program Executive Committee:** November 22, 2016; November 28, 2017; July 10, 2018