



Faculty of Medicine

Admissions Committee Terms of Reference

Preamble

The Admissions Committee is a standing committee of Faculty Council.

Purpose

To select from the pool of applicants the most suitable candidates to fill the stipulated number of 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

All members of the Admissions Committee are below:

Voting

Appointed Members	Appointed By	Duration
Rural Representative	Assistant Dean for Admissions and Vice Dean, Education and Faculty Affairs (or delegate)	1 Year Term
2 Faculty at Large	Assistant Dean for Admissions and Vice Dean, Education and Faculty Affairs (or delegate)	2 Year Term
University Faculty or Staff	Dean of Medicine (or delegate) and President of Memorial University (or delegate)	1 Year Term
Community Member	Assistant Dean for Admissions and Vice Dean, Education and Faculty Affairs (or delegate)	1 Year Term
NLMA Representative	Newfoundland and Labrador Medical Association	3 Year Term
PEI Representative	Government of Prince Edward Island	1 Year Term
PEI Faculty Representative	Assistant Dean for Admissions and Associate Dean, PEI and Vice Dean, Education and Faculty Affairs (or delegate)	1 Year Term
Associate Dean UGME	By virtue of their position	As per Associate Dean Term
Elected Members	Elected By	Duration
2 Medical Students	Elected by Medical Students Society	1 Year Term
2 BioMedical Sciences Faculty	Elected by Division	2 Year Term
3 Clinical Medical Science Faculty	Elected by Division	2 Year Term
2 Population Health and Applied Health Sciences (PHAHS) Faculty	Elected by Division	2 Year Term
Ex-Officio (Non-Voting)		
Assistant Dean of Admissions		As per Assistant Dean Term
Admissions Officer		As per position

Operations

- In the absence of the Chair, the duties will be delegated to another member of the Committee.
- All membership positions, except for the two (2) medical student positions, can be renewed for a maximum of two additional terms or 6 consecutive years of service, whichever is met first.
- Memorial University's [Conflict of Interest Policy](#) and the Admissions Office's [Conflict of Interest Guidelines](#) apply to this committee.
- If a committee member meets any of the conditions outlined in the Conflict of Interest Guidelines for the Admissions Office, official notification must be provided to the Assistant Dean, Admissions **at least one (1) month prior to the start of the file review** in any cycle so that a suitable substitute can be found.
- The proceedings of the committee will be confidential.
- Members will be required to sign a confidentiality agreement.
- 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. Votes can be collected by email if required.
- If a student's admission is likely to be jeopardized by the absence of a quorum, available members may constitute an emergency meeting to decide upon and to offer admission. In these circumstances, every effort will be made to inform all members of the basis of the emergency meeting and to solicit their opinions by telephone.

Responsibilities

- The Admissions Committee will select from the pool of applicants the most suitable candidates to fill the stipulated number of places available in any year. This selection will be made in accordance with the Regulations for Admission to the Faculty of Medicine in the current University Calendar.
- The Committee will make recommendations to Faculty Council on matters of admissions strategies and initiatives
- The Committee, through the Assistant Dean, Admissions, will report annually to Faculty Council on the work of the committee and the composition and characteristics of the admitted class.
- The Committee, through the Assistant Dean, Admissions, will cooperate with the Associate Dean, Learner Well-Being and Success, and the Associate Dean, Undergraduate Medical Education, in initiating student records.

- The Committee will revise the application form as required.

Notification of Decisions

- The decision of the committee to admit or decline to admit will be communicated to an applicant by an individual letter signed by, or on behalf of, the Assistant Dean, Admissions.
- An unsuccessful applicant has the right to appeal against the decision of the Admissions Committee not to offer them a place, if it is felt by the applicant that the decision 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](#).