



Interview Committee Terms of Reference

Preamble

The Interview Committee is a subcommittee of the Faculty of Medicine Admissions Committee. A member of the Interview Committee cannot also sit on the Admissions Committee in the same application cycle.

Purpose

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

Background

The Admissions Office invites up to 300 applicants to interview for the Degree of M.D. in each annual application cycle, who belong to one of 4 pools:

- Newfoundland and Labrador (NL)
- Indigenous (IN)
- Prince Edward Island (PE)
- Other Canada (OC)

There are three (3) seats reserved for Indigenous applicants who first compete in their geographic pool. Priority for these seats is given to Newfoundland and Labrador residents.

In any given year, the M.D. degree attracts approximately 700 applicants, and roughly 400-500 applications are reviewed to determine Interview offers. The file review period is from approximately late September to early December, with a finalized list of interview offers for each pool established by the Interview Committee within seven (7) working days of the final meeting.

Membership

The Interview Committee will consist of 10 members from the following categories¹:

Non-Voting	Appointed by	Term
Assistant Dean, Admissions	N/A	Duration of Assistant Dean term
Voting	Appointed by	Term
Admissions Officer	N/A	Duration of Admissions Officer position
PEI Faculty Representative	Associate Dean, PEI, Assistant Dean for Admissions, and Vice Dean, Education and Faculty Affairs (or delegate)	2 years, renewable for 2 terms
4 Current Memorial Faculty of Medicine Representatives	Assistant Dean for Admissions and Vice Dean, Education and Faculty Affairs (or delegate)	2 years, renewable for 2 terms
2 University at Large Faculty Representatives	Assistant Dean for Admissions and Vice Dean, Education and Faculty Affairs (or delegate)	2 years, renewable for 2 terms
Resident Representative	PARNL	1 year, renewable for 2 terms

Operations

- In the absence of the Chair, the duties will be delegated to another member of the Committee.
- 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 Interview Committee are confidential.

¹ For the PE pool only, the Committee will consist of an additional member, Admissions Manager, Admissions Office at UPEI for a total of 10 members.



Interview Committee members will employ a holistic approach using a standardized rubric with room for customization to review applications in the following categories:

- Academics history
- MCAT & Casper exams
- Employment experience
- Volunteering
 - *assisting, helping, or supporting, individuals or groups of individuals who are in a position of need and/or assistance by working with them directly.*
- Extracurricular activities
 - how one spends their time outside of work, academics, and volunteering (as defined above):
 - sports
 - member of an organization, committee, University club, or society
 - research (including publications)
 - volunteering that does not meet the definition above (*ex: raising money for an organization, lab assistant, etc.*)
- Autobiographical information
- References
- The time required to review applications independently is approximately 40 hours over 10 weeks; 3 meetings will occur during this period, taking approximately 10-12 hours total, with the possibility of additional meeting time, if required.
- Faculty members must constitute most voting members at all meetings.
- Quorum will be 50% +1 of voting members. In the absence of a quorum, recommendations may be made by those present for ratification at a future meeting.
- If an applicant's interview status is likely to be jeopardized by the absence of a quorum, available members may constitute an emergency meeting to decide upon and to offer an interview. In these circumstances, every effort will be made to inform all members of the emergency meeting and to solicit their opinions by email or phone.

Responsibilities

- The Interview Committee will select the most suitable candidates from the pool of applicants to fill the available interview spaces in each academic year. This selection will be made following a 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 Decisions

- 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 MUNMed Virtual Interview Process (VIP).
- An unsuccessful applicant has the right to request feedback on the decision of the Interview Committee.