

Committee on Indigenous* Learner Admissions

Terms of Reference

Preamble

The Committee on Indigenous Learner Admissions (CILA) is a subcommittee of the Admissions Committee, which is a standing committee of Faculty Council.

Purpose

To review applications from applicants verified under Memorial University's Indigenous Verification Policy for acceptance to medical school under the Indigenous Admissions Program.

1. To select from the pool of qualifying Indigenous applicants the most suitable candidates to fill up to three (3) seats 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](#) and the Indigenous Verification Policy of Memorial University (IVP Memorial University).

Eligibility

All Indigenous members of the Committee on Indigenous Learner Admissions must be verified under the IVP Memorial University, reside in NL or PEI and have an active connection to their Indigenous community.

Faculty and staff, both teaching and non-teaching, and community citizens who are in any category below, are **not** eligible:

- Members of the Interview Committee or Admissions Committee in the same cycle.
- Faculty, staff, or community citizen(s), or member(s) who held decision making/administrative roles in a group that directly financially supports (or has supported) the applicant in their post-secondary education.

Membership

The Committee on Indigenous Learner Admissions will consist of:

Ex-officio Members (non-voting)

Assistant Dean, Admissions

Admissions Officer

Coordinator for Indigenous Health

Voting Members

Faculty Lead, Indigenous Health, Faculty of Medicine (Chair) (1)

PEI Indigenous Representative (Faculty, Staff, or Community) (1)

Faculty, Faculty of Medicine (1)

Representative of the Office of Indigenous Affairs (1)

*For the purposes of these Terms of Reference, "Indigenous" refers to First Nations, Inuit, and Métis Peoples whose ancestral, cultural, and historical connections are rooted in the lands and territories now known as Canada, including those Nations whose traditional territories and communities extend across contemporary international borders between Canada and the United States.



Indigenous Faculty at Large, FoM or University (2)

Indigenous Faculty of Medicine Learner (undergraduate or resident) (1)

Indigenous Committee Member from Mi'kmaq, Innu, and Inuit Communities¹ (Faculty, Staff, or Community) (3)

¹*Preference will be to have one committee member from each of the communities where possible.*

Individuals interested in holding a seat on the Committee on Indigenous Learner Admissions (CILA) must submit an Expression of Interest Letter with resume, highlighting their personal history and motivation to be part of the admissions process. Submissions for a seat on this committee will be reviewed by the Faculty Lead, Indigenous Health, and Coordinator of Indigenous Health, in conjunction with the Assistant Dean, Admissions and Admissions Officer. Individuals selected to be offered a position on the committee will be approved by the Vice Dean of Education and Faculty Affairs or delegate.

All membership terms are one-year. Voting positions can be renewed for a maximum of four (4) additional terms consecutively upon recommendation from the Assistant Dean, Admissions to the Vice Dean, Education and Faculty Affairs (or delegate). Members wishing to serve over five (5) consecutive years may be considered pending interest from new members. The Chair is determined by virtue of the position of Faculty Lead, Indigenous Health, Faculty of Medicine.

Operations

- In the absence of the Chair, the duties will be delegated to another Indigenous member of the committee.
- The proceedings of the committee will be confidential. Members will be required to sign a confidentiality agreement.

Conflict of Interest

- 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 **as soon as possible** in any cycle so that a suitable substitute can be found.

Decision Making

- Members of the committee, including those involved in the review of the applications, are permitted to participate in discussion and voting on applicant decisions, provided no conflict of interest exists.
- Non-voting members are permitted to participate in discussion
- Since there is a high chance that committee members may know some of these applicants, and recognizing the value of having a committee with Indigenous voices and lived experiences, committee members who have a conflict of interest may still provide their insight and comments in the meetings but are not able to vote on that particular applicant.
- All decisions shall be based on established evaluation criteria and conducted in a fair, transparent and consistent manner.

Meetings and Attendance

- Attendance at up to four (4) virtual committee meetings per cycle is required (including an orientation session).
- If a member of the committee is unable to attend more than two (2) scheduled meetings in the cycle, the member must notify the Assistant Dean, Admissions and a substitute may be co-opted for the cycle.
- Honoraria will be provided to Indigenous committee members who are external to the university.

Quorum

- Quorum will be 50% of voting members, and 50% of those present must be Indigenous
- Faculty must make up at least 50% of voting members at each meeting
- In the absence of quorum (all the above*), no final decisions will be made. If a decision on an applicant's application status is likely to be jeopardized by the absence of quorum, members will be contacted for an alternate time whereby at least 50% of voting members can attend within five (5) working days of the originally scheduled meeting. Votes may be collected by email if required. In the event of a tied vote, the Chair will cast the deciding vote.

Responsibilities

- The Committee on Indigenous Learner Admissions (CILA) will select applicants for interviews, and also select from the pool of applicants the most suitable candidates to fill up to three (3) seats 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 CILA may make recommendations to the Admissions Committee on matters of Admissions procedures and guidelines.
- The CILA will report their decisions to the Admissions Committee.
- The decisions of the Committee on Indigenous Learner Admissions on granting of interviews are final.

Notification of Decisions

- The decision of the Committee on Indigenous Learner Admissions to:
 - advance/reject applicants to interview; or
 - admit or decline an applicantwill be communicated to the 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 Committee on Indigenous Learner Admissions not to offer them acceptance to medical school, if it is felt by the applicant that the decision was reached by factors outside of application requirements, competitiveness, and interview performance.