

Faculty of Medicine and Dentistry – Governance

Rural and Regional Admissions Subcommittee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Admissions
Approver:	Faculty Council (Dean's Executive Committee)
Scope:	These terms of reference apply to the Rural and Regional Admissions Sub-Committee, supported by the Faculty of Medicine & Dentistry.

Overview

Faculty Council may provide for the admission of students to the faculty under Section 29(1) of the *Post-Secondary Learning Act of Alberta*.

Purpose

Under the authority of the Faculty of Medicine & Dentistry, reporting to the MD Admissions Committee, the Rural and Regional Admissions Subcommittee reviews all Rural applicants to the MD Program, including at the Edmonton Campus and the Grande Prairie Campus/Northern Alberta Medical Program; develops, implements, oversees and reviews the admissions processes and procedures for all Rural applicants to the MD Program; and recommends Rural applicants for admission to the MD Program at the Edmonton Campus and the Grande Prairie Campus/Northern Alberta Medical Program.

The Rural and Regional Admissions Subcommittee also oversees the admission of qualified applicants to the Grande Prairie Campus/Northern Alberta Medical Program, including the selection of non-Rural applicants who have indicated a preference for the Grande Prairie Campus/Northern Alberta Medical Program where possible, if seats are available at the Northern Alberta Medical Program following the admission of qualified Rural applicants.

RESPONSIBILITIES

a. To review all qualified Rural applicants to the MD Program, including the University of Alberta Edmonton Campus and the Grande Prairie Campus/Northern Alberta Medical Program. This will include conducting file reviews of applicants' written submissions and Rural Panel Interviews. (Note that additional interviewers may be recruited to assist with facilitating the Rural Panel Interviews. In this instance, Conflicts of Interest will be named and vetted as per the process established for MD Admissions interviews.)



- b. To develop, implement, oversee and review the admissions processes and procedures for Rural applicants within the parameters of the **MD Admissions Committee**.
- c. To recommend Rural candidates for admission to the MD Program to the protected seats for qualified Rural applicants (Edmonton Campus and Grande Prairie Campus/Northern Alberta Medical Program), with recommendations to the MD Admissions Committee for its consideration.
- d. To select non-Rural applicants for available seats at the Grande Prairie Campus/Northern Alberta Medical Program, in keeping with MD Admissions policies.
- e. All members of the MD Admissions Committee will abide by the University of Alberta (UAPPOL) Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict Policy. In the context of the MD Admissions Committee, a conflict of interest includes the situation where a member of the Committee has a personal or financial relationship with an applicant or applicants, or a person connected to them, that removes or could be perceived to remove the Committee member's ability to be impartial and unbiased in carrying out their duties on the Admissions Committee.

MEMBERSHIP

All of the following will be voting members of the Committee:

- a. 2 appointed faculty members (clinical or academic) from the Grande Prairie Campus/Northern Alberta Medical Program (in addition to the Co-Chair).
- b. 3 appointed faculty members (clinical or academic) whose primary site of practice is in a Rural or Regional location within Alberta. At least 2 faculty members should be from Rural locations.
- c. 1 appointed faculty member (clinical or academic) whose primary site of practice is in the Northwest territories, Yukon, or Nunavut.
- d. 2 MD Program students, selected in cooperation with the Medical Students' Association, from Rural/Regional backgrounds, with at least one from a Rural background. One student should be attending the Edmonton Campus and one attending the Grande Prairie Campus/Northern Alberta Medical Program.
- e. 1 MD Program student representative from the Indigenous Medical and Dental Students Association, preferably from a Rural/Regional background.
- f. 1 MD Program student representative from the Black Medical Students Association,

preferably from a Rural/Regional background.

- g. 1 appointed resident/postgraduate trainee with the Faculty of Medicine and Dentistry from a Rural/Regional background.
- h. 2 appointed community members from Rural and/or Regional locations within Alberta: one from a Rural and one from a Regional location.



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- i. 2 elected members of the academic faculty of the Faculty of Medicine and Dentistry, Edmonton Campus.
- j. 1 faculty member representative from the Office of Rural and Regional Health.
- k. 1 faculty member representative from the MD Admissions Committee.
- l. 1 faculty member representative from the Indigenous Health Admissions Sub Committee.
- m. Assistant Dean, MD Admissions (if not the Co-Chair).

CHAIRS

- a. The Rural and Regional Subcommittee will be co-chaired by the Assistant Dean, MD Admissions or an individual appointed by the Assistant Dean, and the lead for Regional MD Admissions at the Grande Prairie Campus/Northern Alberta Medical Program.

MEETING SCHEDULE AND PROCEDURAL RULES:

- a. Minimum of two meetings per year.
- b. One Fall meeting to review the procedure for the Rural applicant selection process and the selection process for the Grande Prairie Campus/Northern Alberta Medical Program and make a plan for the year's cycle.
- c. One meeting prior to the MD Admissions Committee Spring meeting to:
 - 1. Review results of the admissions process for all Rural applicants and develop recommendations for the admission of Rural applicants for the MD Admissions Committee.
 - 2. Review non-Rural applicants who have requested the Grande Prairie Campus/Northern Alberta Medical Program and select for any available seats at the Grande Prairie Campus/Northern Alberta Medical Program.
- d. Additional meetings may be called by the Co-Chairs.
- e. Terms are four years in length.
- f. Attendance by faculty members is required and less than 50% attendance without advance notice to the Chair may result in review of membership.
- g. The Co-Chairs may request the invitation of non-committee members of staff and faculty to address specific issues.

- h. Faculty members (clinical or academic) need to make up the majority of voting members in all meetings
- i. Quorum is 50% of voting members plus one, and at least one Co-Chair, in person attendance or by teleconference
- j. The Co-Chairs only vote in the event of a tie. If both Chairs are present and there continues to be a tie with both Co-Chairs' votes counted, the Co-Chairs will hold a



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second round of voting for all voting members and themselves. If a tie remains, the Co Chairs will deliberate and determine the outcome.

- k. These Terms of Reference are to be reviewed and updated every three years at a minimum.

ADMINISTRATIVE SUPPORT FOR COMMITTEE

- a. Administrative support will be provided by the MD Admissions team in collaboration with the Regional Campus Admissions team.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
Rural	Rural is defined as a community of less than 20,000 people and more than 40 km from an urban centre.
Regional	Regional is a community of >20,000 and <500,000 and more than 40 km from an urban centre.
Urban	A metropolitan centre of >500,000

MD Admissions Committee	The Alberta Post-Secondary Learning Act gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Providing for the admission of students to the MD Program has been delegated by the GFC to the Faculty Council of the Faculty of Medicine and Dentistry (FoMD). The MD Admissions Committee is a Standing Committee of the FoMD Faculty Council. The Committee on Accreditation of Canadian Medical Schools (CACMS) Standards and Elements document asserts the final authority and responsibility to the MD Admissions Committee for the selection of students to the program. The accreditation standards requires that the faculty of a medical school establish criteria for student selection, and develop and implement effective policies and procedures regarding, and made decisions about, medical student application, selection and admission.
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RELATED LINKS

MD Admissions Committee Terms of Reference
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Powers of Faculty Council, Section 29, Post-Secondary Learning Act
University Calendar
University of Alberta Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict
University of Alberta Conflict of Interest and Conflict of Commitment Reporting and Assessment Procedure

APPROVER	STATUS	DATE
Dean's Executive council (DEC)	Approved	June 17, 2024