

**FACULTY OF MEDICINE & DENTISTRY**

**Year 4 Academic Standing Committee**

**Terms of Reference**

**1. PURPOSE:**

Under the authority of the Faculty of Medicine & Dentistry, the Year 4 Academic Standing Committee is responsible for sending recommendations regarding academic standings and promotions to the Faculty Academic Standing and Promotion Committee. This includes responsibility for the process of student evaluations, assignment of grades and academic standings in all of the courses in Year 4 of the MD program.

**2. COMPOSITION:**

2.1 Chair:

Assistant Dean, Academic

2.2 Standing (Voting) Members:

Course Coordinators in Year 4

Electives Coordinator

Director, Clinical

Director, Longitudinal Themes

Assistant Dean, Curriculum

2.3 Appointed (Voting) Members:

2 MD Students

2.4 Ex-Officio (Non-voting) members:

Program Director, UME

Team Lead, Academic

Team Lead, Curriculum

Director, Learning & Student Support

Assistant Dean, Assessment

Associate Dean, MD Program

**3. PROCEDURES:**

3.1 The student members will be appointed by their respective programs, and will not be from the year being considered. The term of student members will be one year.

3.2 The Chair votes only in the event of a tie.

3.3 Students who have failed a course or have had multiple attempts at assessment will be discussed at the committee.

3.4 Recommendations on student advancement will be made by majority vote, and will be forwarded to the Faculty Academic Standing and Promotion Committee for discussion and decision.

**4. MEETINGS:**

4.1 As required as determined by the Chair.

4.2 Quorum is 50% attendance of voting members, plus the Chair.



4.3 Members who cannot attend may send an alternate.

**EFFECTIVE:** 31 August 1998

Revised: June 20, 2022

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**Year 4 Academic Standing Committee**

| <b>POSITION</b>                                | <b>MEMBER</b>        | <b>TERM</b>      |
|--|----------------------|------------------|
| Assistant Dean, Academic                       | Dr. Brock Debenham   | Chair            |
| <b><i>Voting Members:</i></b>                  |                      |                  |
| Course Coordinators in Year 4                  |                      | Standing members |
| Electives Coordinator                          | Dr. Steve Caldwell   | Standing member  |
| Director, Clerkship                            | Dr. Martin Moran     | Standing member  |
| Director, Longitudinal Themes                  | Dr. Lillian Au       | Standing member  |
| Assistant Dean, Curriculum                     | Dr. Lana Bistriz     | Standing member  |
| <b><i>Ex-Officio (Non-voting) Members:</i></b> |                      |                  |
| Program Director – UME                         | Mr. Murray Diduck    | Standing member  |
| Team Lead, Academic                            | Ms. Jodi Hawthorne   | Standing member  |
| Associate Dean, MD Program                     | Dr. Darryl Rolfson   | Standing member  |
| Team Lead, Curriculum                          | Dr. Anna Rissanen    | Standing member  |
| Assistant Dean, Assessment                     | Dr. Vijay Daniels    | Standing member  |
| Director, Learning & Student Support           | Dr. Rebecca Mitchell | Standing member  |
| <b><i>Student (Voting) Members:</i></b>        |                      |                  |
| MD Student                                     |                      |                  |
| MD Student                                     |                      |                  |

Revised March 2011  
 Revised July 2012  
 Revised July 2014  
 Revised January 2022