

Radiation Therapy Admissions Committee Terms of Reference

Original Approval Date: November 13, 2013
Most Recent Approval Date: June 08, 2016
Updates for Approval:

Office of Accountability:	Divisional Director, Radiation Therapy Program
Office of Administrative Responsibility:	Radiation Therapy Program, Department of Oncology
Approver:	RADTH Divisional Advisory Council (*Please note: RADTH Ops Committee will be the approver until the Divisional Advisory Council is finalized)
Reporting to:	FoMD Faculty Council

1. Purpose:

Under the authority delegated by the Faculty of Medicine & Dentistry, the Chair of the Admissions Committee for the Radiation Therapy Program, Department of Oncology offers placement to individual applicants to all Radiation Therapy Programs within the Department.

2. Composition:

- a. Chair: Director, Radiation Therapy Program
- b. Voting Members:
 - i. Three (3) appointed Radiation Therapy faculty members
 - ii. One (1) elected Department of Oncology faculty member
 - iii. One (1) Academic Radiation Oncologist (ex-officio), Department of Oncology
 - iv. One (1) practicing radiation therapist from Alberta Health Services (AHS) , appointed by the Director, Radiation Therapy Program
 - v. One (1) public member, appointed by the Director, Radiation Therapy Program
 - vi. Two (2) student representatives
- c. Non-voting members:
 - i. Associate dean, Learner Advocacy & Wellness (Ex-officio)
 - ii. Project Administrator (Ad Hoc)
 - iii. Registrar's Office Representative (Ex-officio)
 - iv. Senate Observer (Ex-officio)

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3. Appointment Terms:

- a. The term of the appointment is four (4) years for Appointed Radiation Therapy and Department of Oncology faculty members, which may be renewable once.
- b. Student members' appointments will be dependent on which academic year they are in when appointed. Once appointed, it is expected that students will remain members of this committee until graduation.

4. Meetings:

- a. Members are required to attend meetings and if unable to do so they must arrange for an alternate to attend in their place.
- b. The committee will meet annually after the application transcript deadline of mid-June and as needed during the academic year.
- c. A quorum of the Committee is four (4) voting members.

5. Duties and Responsibilities: (According to GFC Regulations)

- a. To review and approve recommendations concerning admissions policies and procedures. Recommendations will be presented to the Admissions Committee by the RADTH Admissions Policies and Procedures Sub-Committee.
- b. To select and offer conditional admittance offers to individual applicants to the undergraduate programs in radiation therapy based criteria outlined in the University of Alberta Calendar.
- c. Report to the RADTH Divisional Advisory Council
- d. Keep minutes of all meetings.
- e. Make recommendations to the RADTH Divisional Advisory Council on admissions and on admissions policy changes.
- f. Discuss any items brought forward from the RADTH Continuous Quality Assurance (CQA) Committee and take appropriate actions based on that discussion.

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