

Faculty Representatives needed for CSM Standing Committees

The Cumming School of Medicine (CSM) has opportunities for volunteers to serve on the following standing committees:

Admissions Committee (AC)

Nominations for Faculty membership on the Admissions Committee will be made in accordance with CSM nomination procedure and will be elected by Faculty Council.

- The CSM Admissions Committee reports to Faculty Council (FC).
- Policy decisions require a quorum.
- The CSM AC shall develop and implement approved policy relating to the admission or transfer of students into the CSM Undergraduate Medical program.
- The CSM AC requires approval of major changes to policy by FC at the request of the CSM AC Chair or CSM Admissions Director or the Senior Associate Dean Education.
- The CSM AC shall be responsible for all final decisions regarding applications to the CSM Undergraduate Medical Education program.
- The CSM AC shall determine research and evaluation priorities in alignment with the Strategic Plan of the CSM.
- The CSM AC working with the Faculty Nominating Committee, shall have the authority to select members for all adhoc and sub-committees.

One – Faculty Member from Faculty at Large (experience on Admissions Selection Committee)

Term - 3 years, renewable once

Admissions File Review Committee (AFRC)

As a member of the CSM File Review Sub-Committee, you are responsible for the actual review and scoring of applicant files that determines who will be invited to interview for medical school. The committee consists of between 50 and 70 people, including faculty members, residents, students, allied health care professionals, and patients from the communities of south and central Alberta. Between them, members of the committee review between 1100 and 1500 applications annually, with each application receiving 4 full reviews, meaning that each sub-committee member reviews about 80-100 files. Most reviewers can review between 1.5 and 3 files per hour, for a total time commitment between 35 and 50 hours. This is a strictly volunteer position. Appointment is for a two-year term. Faculty, resident, and community members are eligible to have their terms renewed once.

One – Full/Clinical/Adjunct Faculty Member

Term – 2 years, renewable once

Continuing Medical Education (CME) Committee

Nominations for faculty at large member on the Continuing Medical Education Committee will be made in accordance with Cumming School of Medicine nomination procedure and will be elected by Faculty Council.

CME committee member duties are:

- Develop and recommend policy on all aspects of continuing medical education and professional development.

- Review information about CME curriculum, programs, services, activities that are developed by the Office of CME & PD.
- Receive reports on CME activities within individual member jurisdictions and provide feedback to departments on their activities.
- Develop and foster linkages with external organizations to promote and develop continuing professional development.
- Facilitate work with organizations involved in health care delivery and health system management to determine educational needs.
- The committee will meet 8 times annually called by the Chair.
- Quorum will be 50% of voting membership, Chair will vote only if there is a tie.
- Agenda developed by Chair with committee input and circulated before the meeting.
- Minutes to be kept (by Administrative Assistant to the Associate Dean, CME & PD)

One – Faculty Member from Faculty at Large

Term – 2 years, renewable once

Student Academic Review Committee

The Student Academic Review Committee mandate is:

- To act as the delegated body of Faculty Council in the review and ratification of undergraduate medical student (hereafter, referred to as student) performance.
- To make recommendations to Faculty Council and the Dean concerning:
 - the promotion of students;
 - discipline related to the academic performance (knowledge, skills, and professional behaviour) of students who, by reason of Unsatisfactory Performance, cannot be promoted.
- To make recommendations to the Dean regarding allegations of unethical behaviour or unprofessional conduct.
- To make the final decision regarding the acceptance of visiting students requesting to do their clinical clerkship at the University of Calgary taking into account the recommendation of the Associate Dean.
- To make the final decision regarding student application for a return from a Leave of Absence at the discretion of the UME Office (other than Maternity leave), extension to clerkship, and requests to do the complete clerkship year at another LCME approved medical school.

One - Clinical/Adjunct Faculty Member (minimum 3 years' experience)

Term - 2 years, renewable once

University Appeals Committee (UAC)

Authorities and Responsibility of the University Appeals Committee:

- The University Appeals Committee will hear and decide appeals regarding
- Academic Assessments
- Academic Progression Matters
- Student Non-Academic Misconduct, and
- Student Academic Misconduct,

As contemplated in the [Student Misconduct and Academic Appeals Policy](#), the UAC has the authority to:

- Confirm a decision being appealed;
- reverse a decision, or part of a decision being appealed;
- void the decision being appealed and substitute its own decision, except that decisions being appealed regarding Academic Assessments must instead be returned to the Faculty Appeals Committee or University unit for reconsideration; and
- assess a different sanction or outcome, including a more onerous sanction, in accordance with the University's, faculty's, or University unit's policies, procedures, regulations or standards.

One – Fulltime Academic Staff Member

Term – 3 years, renewable (as per Section 4.82 Procedures)

Note: The deadline to receive applications is October 15/21. Please provide your Expression of Interest (EOI) and a Bio-sketch to forster@ucalgary.ca.