

**Cumming School of Medicine (CSM)
Admissions File Review Sub-Committee
Terms of Reference**

Responsibilities

- The Admissions File Review Sub-Committee reports to the CSM Admissions Committee (CSM AC)
- The Sub-Committee will review applicant files and provide input to the CSM AC regarding selection of applicants
- The Sub-Committee will provide input to the CSM AC re: policy development.

Composition

- Chair.
- Representation shall be equally made from each of:
 - Faculty members appointed from full and clinical/adjunct faculty with representation of all levels of appointments.
 - Representatives of the allied health professions.
 - Learners equally representing:
 - Residents drawn from current CSM PGME
 - Medical students drawn from a pool of students in years 2 and 3, elected by their respective classes.
 - Patients/Community Members
- Director of Admissions
- Associate Director of Admissions
- The Coordinator of the Office of Admissions and Student Affairs.

The number of members from each of the demographics that make-up the committee may fluctuate to accommodate an increase in the number of applicant files to be reviewed. In a situation where the number of applicant files increases to a level where there is an unusual burden placed upon the existing committee members (more than 50 hours/year or 100 files per year), additional representation in each of the demographics can be added at the discretion of the Chair of the Admissions Committee in consultation with Director of Admissions.

The Chair of the Admissions File Review Sub-Committee will also chair the Admissions Committee. The Chair shall be a faculty member nominated by Executive Faculty Council and elected by the Faculty Council. The Chair shall ordinarily serve for a two-year term, renewable once.

Nominations for Faculty membership on the Admissions Committee, except for those whose appointment to the File Review Sub-Committee is otherwise designated, will be made in accordance with CSM nomination procedure and will be elected by Faculty Council.

Non-faculty members of the committee will be elected as follows:

1. Medical students – elected by their peers
2. Residents – Appointed by the Associate Dean PGME
3. Allied Health Care Professionals – Nominated by their provincial professional bodies on a rotating basis. See Appendix A
4. Community Members – Nominated by community agencies or existing Sub-Committee members. See Appendix A.

Terms of Office

1. Terms of office for elected members, other than undergraduate learners, shall be two years, renewable once.
2. A member having served a total of four years shall not be eligible for re-election/appointment without an absence of one year from the File Review Sub-Committee.
3. Terms of office for undergraduate learners should ordinarily be one year, renewable once.

4. An alternate may not represent members at meetings.
5. Members shall assume office September 1.

Work Load

- Varies depending on number of applicants. Currently estimated at 50 hrs /year or less than 100 files.