

## **Student Academic Management Committee Terms of Reference**

### **1. ESTABLISHMENT**

This Committee is a standing committee of the College of Medicine Faculty Council and will provide reports and/or advice to Faculty Council.

### **2. FUNCTIONS AND RESPONSIBILITIES**

2.1 “To determine student promotions, supplementary examinations, and students for degrees within the MD program, in accordance with the promotion standards of the undergraduate program, and to provide information on student promotion and graduation to the University via the Student Enrolment Services Division”

- A student may, in anticipation of an unfavourable recommendation from the Committee concerning his/her promotion or graduation, present to the Committee any information he/she deems relevant to such a decision in writing, in person, or both. The student shall notify the chair of the Committee of such intention at least 24 h in advance of the meeting scheduled to deal with the matter. Exercise of this right shall not prejudice the student’s right of subsequent appeal to the Academic Appeals Committee.

2.2 To decide on applications for program re-entry for students who have discontinued their study of medicine in the College for whatever reason.

- In order to avoid unnecessary delays in a student’s academic program, the Committee grants the Assistant Dean, in consultation with the appropriate Year Chair and the Associate Dean, the authority to approve student re-entry into the program after brief absences or leaves

2.3 To approve program policies directly related to management and operation of the undergraduate program, but which do not impact curricular content or processes (note – policies which may impact curricular content or processes would be approved by the Curriculum Committee).

- When uncertainty exists regarding whether a policy should be approved by the Student Academic Management Committee or the Curriculum Committee, the Associate Dean shall determine the appropriate Committee to approve the policy.

2.4 To award scholarships. Unless otherwise directed by the Committee, decisions on awarding of scholarships will be delegated to the Undergraduate Awards Committee, which will report to the Student Academic Management Committee.

2.5 To evaluate and approve or deny applications from students for advanced standing.

### **3. SUB-COMMITTEES**

This Committee may establish such sub-committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee. This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibilities.

#### **4. MEMBERSHIP**

The membership of this Committee shall be:

##### Voting members:

Chair (Assistant Dean, Academic)

Associate Dean, Undergraduate Education

Chair, Year 1

Chair, Year 2

Chair, Year 3

Chair, Year 4

Pre-clerkship (Year 2) Site Coordinator

Year 3 Site Coordinator

Year 4 Site Coordinator

Assistant Dean, Student Services\*

Assistant Dean, Curriculum

Undergraduate Medical Students as follows:

- The Vice President Academic, Student Medical Society of Saskatchewan\*\*
- One student appointed by the SMSS in Year 1 for a 2 year term\*\*
- One student appointed by the SMSS in Year 3 for a 2 year term\*\*

Up to three faculty members, chosen to ensure site representation from major program sites

One representative from the College of Dentistry (typically the Associate Dean, College of Dentistry)

\*Due to the unique role of the Assistant Dean, Student Services, this member will be non-voting on decisions in which there may be a real or perceived conflict of interest.

\*\*Student members of the committee shall be in current good academic standing in the program

##### Non-Voting (Resource) Members:

Manager, Undergraduate Medical Education

Assessment Specialist

Other identified administrative support personnel as relevant and identified by the Chair or Committee

#### **5. QUORUM**

A quorum for the committee meeting is defined as 50% of the membership, plus one.

#### **6. CONFLICT OF INTEREST**

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, that member will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

#### **7. MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

The committee shall meet regularly, as determined annually in advance by the Committee.

Committee members are required to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically approved by at least a quorum of the voting members of the Committee.

#### **8. REVIEW**

This Committee shall review its Terms of Reference every two years.