

## Faculty Development Mini Fellowship Adjudication Committee

Continuing Professional Development

### TERMS OF REFERENCE

Adopted by MF Adjudication Committee: \_\_\_\_\_

Revised: July 14, 2023

Next Review: Spring 2025

### FUNCTION

The Faculty Development (FD) Mini Fellowship (MF) Adjudication Committee (hereafter referred to as “the Committee”) shall review, evaluate, and make decisions regarding the semi-annual disbursement of funds for the faculty development mini fellowship competition.

### RESPONSIBILITIES

The Committee will

- ensure that the criteria for the awards are developed and reviewed every two years and revised as necessary
- review all applications for conformity with the established MF Guidelines
- request clarification or additional information when required, to enable a complete review
- debate and determine the granting of awards, and the value of the award, for all applications
- consider EDID-I principles as laid out by Western University/Schulich School of Medicine & Dentistry

### MEMBERSHIP

Composition of the Committee

- Associate Dean CPD (Chair)
- Faculty Development Specialist, Integrated Medical Education
- Distributed Education Representative
- Dentistry Representative
- Basic Sciences Representative
- Clinical Science Representative
- Undergraduate Student Representative
- Postgraduate / Graduate Student Representative
- Windsor Campus Representative
- CPD Administrative Assistant (non-voting)

### Membership Terms

- The Associate Dean, CPD shall act as the Committee Chair for the duration of their tenure as the Associate Dean CPD.

- The Faculty Development Specialist, Integrated Medical Education, shall act as a committee member for the duration of their tenure.
- Other voting members shall be appointed for a three-year term, renewable once; however, each voting member may be eligible to serve additional terms at the discretion of the Associate Dean CPD.
- Non-voting members shall remain on the Committee indefinitely, with terms being set at the discretion of the Manager, CPD in collaboration with the Associate Dean, CPD.

## MEMBER RIGHTS AND PRIVILEGES

- Any committee member facing a conflict of interest as defined by Western University [Conflicts of Interest](#) with an applicant shall disclose it to the Committee Chair.
- Committee members with a conflict of interest will not review, participate in discussion or decision-making of the application for which the member has a conflict.
- All voting members of the Committee are entitled to participate fully in the meeting processes, and to speak and vote on all actions.
- The Chair shall delegate authority to another voting committee member if unable to attend or adjudicating an award where there is a real or potential conflict of interest for the Chair.

## COMMITTEE DECISIONS

- All decisions made by the Committee are final.
- A decision letter will be sent to all applicants electronically.
- Any request for an extension of the award deadline may be decided by the Chair.

## MEETINGS

- The Committee will meet twice per year, with additional meetings at the call of the Chair or delegate.
- Meetings will be scheduled in the spring and fall of each year, based on the MF competition closing dates.
- An Outlook calendar appointment will be sent to each committee member by the Administrative Assistant, CPD, in advance of the meeting.
- Quorum shall be 50% of the voting members of the Committee.

## CONFIDENTIALITY

- All competition applications, applicant data, and discussions held at adjudication meetings are confidential. Committee members are expected to maintain confidentiality in accordance with Western University's [Guidelines on Access to Information and Protection of Privacy](#), and [Schulich School of Medicine & Dentistry \(SSMD\), Continuing Professional Development Privacy Policy](#).
- The official spokespersons for the Committee will be the Committee Chair or the Faculty Development Specialist. The Committee Chair is responsible for advising members on the requirements for confidentiality within the Committee.