

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
ADVISORY BOARD
TERMS OF REFERENCE

Approved by Curriculum Committee: November 2022
Reviewed by Advisory Board: October 2022
Next Review: October 2023

PREAMBLE

The UME Advisory Board is a committee constituted by the Vice Dean UME that is responsible for reviewing remediation and probation plans, and upon request from UME Competence Committee and/or Course Committee, assisting in the design of learning plans, remediation plans and probation plans.

POLICY REFERENCES

[Assessment and Appeals Policy](#), Undergraduate Medical Education, Schulich School of Medicine & Dentistry

GOVERNANCE

The UME Advisory Board reports to the Vice Dean, UME.

MEMBERSHIP

- Five (5) faculty members appointed by the Vice Dean, UME, who are familiar with undergraduate medical education
- One (1) student appointed by the UME office
- Associate Director, UME
- Assessment Co-ordinator
- Director, Academy of Educators, ad hoc

The faculty members should be from basic sciences and clinical disciplines.

The Chair/co-Chair shall be appointed by the Vice Dean, UME, from the five faculty members of the UME AB.

Appointments to the UME AB are for two years and are renewable.

Advisory Board members must declare any conflict of interest or potential conflict of interest. In such cases the Chair may excuse the member. If the Chair has potential conflict of interest the Chair may delegate another member to act as Chair.

MEETINGS

Meetings are scheduled to align with Competence Committee meetings and may be ad hoc as needed during the academic year. Documents to be reviewed should be submitted by the Assessment Coordinator to the UME AB a minimum of two weeks prior to the scheduled meeting.

RESPONSIBILITIES

1. To review and give feedback on all remediation and probation plans for approval by the Competence Committee prior to implementation.
2. Upon request, to assist Course Committees in the design of a learning plan, remediation plan or probation plan.
3. At the request of the Curriculum Committee and/or the Vice Dean, UME to provide advice on matters relevant to student assessment, remediation, probation or promotion.
4. Decisions will be made by consensus with a minimum of 3 members required for discussion and review.

The Co-chairs and Advisory Board may consult with such individuals as they determine necessary to fulfill these responsibilities.

All members and administrative support personnel are required to protect and keep confidential all Advisory Board information received, both verbal and written.