

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
AWARDS COMMITTEE
TERMS OF REFERENCE

Approved by Curriculum Committee: 2013
Reviewed by Awards Committee: January 2023
Next Review: January 2024

FUNCTION

- The UME Awards Committee (UME Awards), Schulich Medicine & Dentistry is an operational committee of the Doctor of Medicine program (MD Program).
- The UME Awards Committee will review processes and recommendations for all medical student achievement awards in the Program

GOAL

The Committee will:

- Create, implement and review recommendations for student awards in courses of the Program
- Oversee submissions and recommendations for medical student awards
- Reflect and implement improvements as appropriate in award recommendation processes for the MD Program
- Recommend to the Curriculum Committee new or revised student awards

GOVERNANCE

- The UME Awards Committee reports to the Curriculum Committee (CC).

ASSOCIATIONS

- This committee will work in collaboration with the UME Manager and the Assessment and Program Evaluation Specialist

MEMBERSHIP

VOTING

- Associate Dean, Windsor (Chair)
- Vice Dean, Undergraduate Medical Education
- Assistant Dean, Learner Experience Office

- Faculty Representatives (a minimum of 7 total; at least one from Windsor)

- Students Representatives: (a minimum of 3; selected by the VP Academic; at least 1 from Windsor)

NON-VOTING

- Associate Director, Undergraduate Medical Education
- Manager, Undergraduate Medical Education
- Assessment and Program Evaluation Specialist
- Administrative and recording secretary

RESPONSIBILITIES

- Review and interpret award criteria for nomination and a rubric to recommend students for academic awards
- Review applications in advance, rank, discuss and vote on award recommendations
- Recommend to CC new student awards or improvements for present award processes.
- Recommend to CC appropriate allocation of new endowments for student awards in the Program.

CONFLICT OF INTEREST

- A committee member must declare prior to discussion of any specific student outcome presented to the committee and all conflicts of Interest.
- Such declaration shall be made to the Chair or the Chair's delegate.
- Appropriate action will be decided by the Chair and such action communicated to the committee and recorded in the minutes.

PROCEDURES

1.0 - MEETINGS

- The Committee will meet seven times annually over the academic year with additional meetings at the call of the chair or designate, if necessary.
- Notice of a meeting will be accompanied by a brief agenda e-mailed to each member of the committee at least one week prior to the time of the meeting.
- The agenda will be prepared by the recording secretary of the committee in collaboration with the chair or designate.
- Quorum shall be 50% of the voting members of the committee except for the meeting where the Financial Need Awards are considered and student members are asked to abstain from participation for confidentiality reasons and in the months of June, July and August when a quorum will be one-third of the voting members of the committee.

2.0 - MEMBER'S RIGHTS & PRIVILEGES



- Each voting member of the committee, including the chair, will have one vote.
- If there are co-chairs, one of the co-chairs will be voting and one, if present, will be non-voting.
- In the case of a voting tie, a single co-chair will cast the deciding vote, but has the discretion not to do so. It will be at the discretion of the chair to break the tie.
- All voting members of the committee are entitled to participate fully in the meeting processes, to speak and to vote on all actions.
- A member of the committee may appoint or send a designate to act or vote on his/her behalf.
- Designates must be identified in advance to the committee chair and recording secretary by e mail.
- Committee members may forward their votes electronically to the Chair and or recording secretary in advance if they are unable to attend a meeting.
- Voting members of the committee who are absent for more than 50% of meetings in an academic year may be asked to resign.

3.0 - CHAIR

- The chair shall be the Associate Dean Windsor
- The chair shall delegate authority to another senior committee member if unable to attend or in addressing a motion where there is a potential for conflict.
- The recording secretary and membership will be made aware of the delegation in advance.

4.0 - TERMS OF MEMBERSHIP

- Each member will be appointed by the Vice Dean Undergraduate Medical Education for a 3-year term
- Each member may serve additional terms at the discretion of the Chair and Vice Dean UME

5.0 - MINUTES OF THE COMMITTEE

- A brief record of the committee discussion and a record of the resolutions dealt with by the committee will be circulated one week following each meeting.
- The minutes will note meeting attendance, regrets or absence for all members.
- All members will be asked to review and offer corrections to the final minutes before endorsement.
- All minutes will be recorded and securely stored electronically by the course secretary.

6.0 - DOCUMENT REVIEW

- The Terms of Reference will be reviewed annually.
- Changes will be communicated to the Curriculum Committee

CONFIDENTIALITY

- All matters discussed at the UME Awards Committee are confidential and members are expected to maintain the Western University rules of confidentiality.



- The official spokesperson for the committee will be the committee chair.
- The committee chair is responsible for advising members on the policy of confidentiality including:
 - Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
 - Confidentiality must be maintained when information is discussed at the committee in regard to particular student circumstances.