

Last updated: August 21, 2025 | Review every 3 years (Next review 2028)

MD Program Awards Sub-Committee Terms of Reference

Office of Accountability:	Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this MD Program policy extends to all members of the MD Program Undergraduate Medical Education community, including students, faculty, and staff, irrespective of the geographically distributed site to which they are assigned.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)).

Mandate and Role of the Committee

The MD Program Awards Committee is a sub-committee of MDCPC that adjudicates applications or makes and/or approves nominations for awards to eligible undergraduate medicine students. The committee ensures that all MD award nominations and selections are unbiased and equitable. The committee will strive to be representative of aims of the MD program including generalism.

Policy

1. RESPONSIBILITIES AND GOVERNANCE

- a. The committee is led by the Assistant Dean, Academic Affairs, acting as Chair, with consultation from the Associate Dean, MD Program.
- b. Once per year, this committee will meet to review the terms of reference for this committee. In addition, this committee will also meet twice per year (spring and summer) to adjudicate, select, and/or approve award nominations.
- c. The committee is responsible for the recruitment of readers to assess MD graduating and continuing scholarship applications. This task will be assigned in spring of each year. Training and support will be provided by Student Financial Support (SFS) at the Office of the Registrar.
- d. The committee recommends new policy or revisions to existing policy governing awards for undergraduate medicine students.

Membership and Voting

Quorum of 6 voting members must be reached to validate decision-making, including a minimum of three standing members and one student representative or delegate.

- a. Standing Members
 - i. Associate Dean, MD Program or delegate
 - ii. Associate Dean, Office of Advocacy and Wellbeing or delegate
 - iii. Associate Dean, Professionalism
 - iv. Assistant Dean, Assessment
 - v. Black Health Lead or delegate
 - vi. Representative, Wâpanachakos Indigenous Health Program
 - vii. Program Director, Undergraduate Medical Education
- b. Appointed Members
 - i. Faculty Member, Clinical (3 year term)
 - ii. Faculty Member, Academic (3 year term)
- c. Student Representatives
 - i. MSA Representative (1 year term)
 - ii. IDMSA Representative (1 year term)
 - iii. BMSA Representative (1 year term)
 - iv. Fourth Year Student Representative
- d. Administrative (non-voting)
 - i. Admissions and Academic Affairs Advisor, MD Program
 - ii. Administrative Assistant, Office of Advocacy and Wellbeing
- c. Chair
 - i. Assistant Dean, Academic Affairs (voting only in case of tie)

Meeting Schedule and Procedural Issues

- a. The Committee will meet in Spring (typically May) and Summer (typically July/August) each academic year, and there will be one Policy and Procedure meeting (typically in the Fall) annually.
- b. Additional meetings may be called at the discretion of the Chair.
- c. Meeting materials will be pre-circulated in advance of the meeting.
- d. A summary of approved decisions will be maintained in pdf format, and shared on a Google Drive entitled "Awards Committee MD Program". Documents will be retained in accordance with the MD Student Educational Record Policy.
- e. The Chair may request the invitation of non-Committee members of staff and faculty to address specific issues. Examples would include departmental members, donors, specific community members with an interest in an award.
- f. In the event that a conflict of interest arises, the member shall identify themselves, and may need to be recused from the vote and leave the meeting until the discussion and vote have been completed. Resolution of conflicts of interest should not impact the ability to adjudicate the award and ensure appropriate representation.
- g. Prior to commencement of a position's term on the committee, members will complete bias training administered from the SFS and anti-racism training at the discretion of the committee
- h. Appointed members will be chosen by the Assistant Dean, Academic Affairs and the Associate Dean of the MD Program

Outside of Scope

The Office of the Registrar, Student Financial Support (SFS), is responsible for the administration of the University of Alberta based award applications and awards. This includes determining availability of funding for awards, processing final offer decisions, notifying recipients of award offers, and the final disbursement of award funds. SFS is responsible for communicating information about awards and selection timelines for the purpose of faculty award nomination.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
MD Curriculum and Program Committee	The oversight committee in the MD Program that acts as the decisive body for changes within the MD Program. The Awards subcommittee is a subcommittee of MDCPC.
Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian



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	medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.
Liaison Committee on Medical Education (LCME)	The Liaison Committee on Medical Education (LCME) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools. The LCME is sponsored by the Association of American Medical Colleges and the American Medical Association.
Student Financial Support (SFS)	The Student Financial Support office provides the administration of funding

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca
Student Financial Supports Policy
Guide to Student Financial Support
Committee on Accreditation of Canadian Medical Schools (CACMS)
Liaison Committee on Medical Education (LCME)

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum & Program Committee (MDCPC)	Approved	21 August 2025