

## 11.0 PROGRESS COMMITTEE (Undergraduate Medical Education)

### 11.1 ROLE

The purpose of the Progress Committee is to oversee the review of the academic performance of MD students, and their fitness for the study and practice of medicine as set out in the Faculty Promotion/Assessment Regulations.

The Progress Committee (Undergraduate Medical Education) is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 11.2 MEMBERSHIP

#### a) Elected Voting Members:

- i) ~~Seven~~~~Six~~ members of Faculty who hold the rank of Assistant Professor or higher, no fewer than two each from a basic science and a clinical department, ~~and one~~ member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick, and one member of Faculty whose primary geographic appointment is in Cape Breton and who participates in the Dalhousie Medical Education Program.

#### b) Ex Officio Voting Members

- i) Associate Dean, Undergraduate Medical Education.
- ii) ~~Senior~~ Associate Dean, Dalhousie Medical New Brunswick
- iii) Senior Associate Dean, Cape Breton Medical Campus

#### c) Ex Officio Non-Voting Members

- i) Assistant Dean, Student Affairs or designate;
- ii) Academic Director, Black Health.
- iii) Academic Director, Indigenous Health.
- ii) Administrators who are engaged in the administration of student promotion and assessment, as appointed by the Associate Dean, Undergraduate Medical Education.

#### d) Elected Non-Voting Members:

- i) ~~Three~~~~two~~ student members nominated by the Dalhousie Medical Students Society and approved by the Associate Dean Undergraduate Medical Education

- e) **Chair:** The Chair will be elected from its members who have been a voting member for a minimum of two years and who have served a one-year term as Vice Chair. The Chair will serve a three-year term after which they will serve an additional one-year term as Past Chair to allow for appropriate orientation and transition for the incoming Chair. The Chair will have a MD degree (or equivalent) and will be chosen from the clinical faculty members on the Committee, subject to the approval of the Associate Dean, UGME.

- f) **Vice Chair:** The Vice Chair will be elected from among its members who have been a voting

member for a minimum of two years. After serving one year as Vice Chair, the Vice Chair will transition to Chair. The Vice Chair will have a MD degree (or equivalent) and will be chosen from the clinical faculty members on the Committee, subject to the approval of the Associate Dean, UGME.

- g) Term of Voting Members:** Voting members shall be appointed for four-year staggered terms. No member may serve more than two consecutive terms, unless an extension is necessary to permit the Chair or Vice-Chair of Progress Committee to complete their term.

### 11.3 RESPONSIBILITIES

The Progress Committee is responsible for the following:

- a) Receiving reports from each Unit Head on student standing in each unit or designated portion of the MD program;
- b) Reviewing the progress and academic performance of each MD student with respect to cognitive, affective, professional behavioral (as defined in the Professionalism Policy, the Code of conduct and Promotion/Assessment Regulations) and skill components;
- c) Imposing requirements or providing recommendations to MD students as needed to facilitate the successful completion of the curriculum's educational objectives, including, but not limited to, meeting with the Associate Dean Undergraduate Medical Education, Assistant Dean Student Affairs, and external medical professionals;
- d) Making decisions under the Promotion/Assessment Regulations, including, but not limited to, standing, promotion, supplemental work, the requirement to repeat a portion of the MD program, and the suspension or dismissal from the MD program;
- e) Regularly reviewing the Promotion/Assessment Regulations, and making recommendations regarding amendments or changes in policy and practices to the Curriculum Committee;
- f) Submitting names of approved graduands of the MD program to Senate on behalf of Faculty Council;
- g) Reviewing the terms of reference on an annual basis and recommending changes to Faculty Council; and,
- h) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time.

### 11.4 REPORTING

The Progress Committee shall report annually to Faculty Council, and shall report the annual selection of the Chair of Progress Committee to the Chair of Faculty Council and to the Dean.

### 11.5 SPECIAL PROCEDURES

All meetings of Progress Committee shall be *in camera*.