

Radiation Therapy Program Academic Standing Committee Terms of Reference

Original Approval Date: May 26, 2014
Most Recent Approval Date: August 22, 2016
Updates for Approval:

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Radiation Therapy Program, Department of Oncology
Approver:	RADTH Divisional Advisory Council (*Please note: RADTH Ops Committee will be the approver until the Divisional Advisory Council is finalized)
Reporting to:	Faculty Academic Standing and Promotion Committee

1. Purpose:

Under the authority of the Faculty of Medicine & Dentistry (FoMD), reporting to Faculty Council through the FoMD Academic Standings and Promotions Committee (FASPC), the Radiation Therapy Academic Standing Committee (ASC) receives student grades and, in accordance with Faculty regulations, prepares recommendations relative to the academic standings and progression of individual students.

2. Composition:

2.1. Chair (Appointed by the Program Director)

Voting Members

2.2. Director, Radiation Therapy Program (RADTH)

2.3. Two (2) RADTH Faculty representatives, with at least one being a clinical faculty member.
(Appointed)

2.4. Students will be appointed to the committee from both the MSA and RADTH student body until a time when there is student membership in all three years of the program. From that time on only RADTH students will be appointed. There will be one student representative from each cohort. Student representatives may be excused from attending meetings if confidential issues are being discussed about a fellow member of their cohort.

2.5. One (1) Medical Laboratory Science Faculty representative.

2.6. One (1) Division of Anatomy Faculty representative.

Non-Voting Members

2.7. Non-voting invited guests, as needed for information purposes

2.8. Project Administrator, RADTH (Ad-hoc)

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3. Appointment Terms:

- 3.1. The term of the appointment is four (4) years for all RADTH faculty members, as well as other faculty members. The term may be renewable once.
- 3.2. Student members' appointments will be dependent on which academic year they are in when appointed. Once appointed, it is expected that students will remain members of this committee until graduation.

4. Meetings:

- 4.1. Meetings will be held after the end of each cohort's academic term (Year Two – End of June, Year Three– End of July, and Year Four – End of April) and will be held prior to the Faculty Academic Standings Committee meeting. Additional meetings may be called as required.
- 4.2. The committee will address all academic standings for Years 2, 3 and 4 of the Program.
- 4.3. A quorum will consist of the Chair and 50% of voting members.
- 4.4. Members may designate appropriate alternates to attend meetings.
- 4.5. Decision making is by majority vote; routinely by show-of-hands. Should a sensitive or contentious issue arise it is at the discretion of the Chair to call a secret ballot, Chair votes only in a tie.
- 4.6. The student members will be appointed by the Director, Radiation Therapy Program
- 4.7. The Chair will vote only in the event of a tie.
- 4.8. Committee members will recuse themselves from the ASC meeting if they are in a conflict of interest regarding a student being discussed.

5. Duties and Responsibilities:

The committee will be responsible for the following:

- 5.1. Granting omnibus motions for students for course passes and promotion to the next year or to graduate from the program
- 5.2. Granting motions for students who require academic mentoring, remediation , professionalism insight or program modifications
- 5.3. Granting first class standings/student awards if applicable
- 5.4. Report to the FASPC recommendations made by this committee and forward on any student circumstances that require FASPC decisions.

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