Career Planning Committee Terms of Reference

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Dean, Faculty of Medicine &amp; Dentistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Administrative Responsibility:</td>
<td>MD Program</td>
</tr>
<tr>
<td>Approver:</td>
<td>MD Program Committee</td>
</tr>
<tr>
<td>Scope:</td>
<td>These terms of reference extend to all members of the MD program at the University of Alberta.</td>
</tr>
</tbody>
</table>

Overview

The Career Planning Committee is dedicated to assisting undergraduate medical students in their future career choices.

The aim is to facilitate the career planning process by providing information and support through all phases of career exploration, decision making and residency program application.

**POLICY**

1. **RESPONSIBILITIES**
   
   The Career Planning Committee is responsible for curriculum and extracurricular sessions associated with career planning and decision making through the 4 year undergraduate curriculum.
   
   This includes review of evaluations of the sessions, changes in elective policies, and dissemination of information regarding our school's results and national trends in the CaRMS match.

2. **MEMBERSHIP**
   
   a. Standing Members
      
      i. Career Planning Coordinator
      ii. Career Planning Advisors
      iii. Electives Coordinator
      iv. Residency Transfer Committee Chair
      v. Assistant Dean, Undergraduate, Student Affairs
      vi. Assistant Dean, Academics
      vii. Associate Dean, MD program (ex-officio)

   b. Appointed Members
      
      i. Representative from Family Medicine

   c. Student Members
      
      i. Year 1 Representative
      ii. Year 2 Representative
      iii. Year 3 Representative
      iv. Year 4 Representative
d. Administrative
   i. Administrator, Academic
   ii. Team Lead, Academic

   e. A quorum is 50% of attendance of voting members, plus the Chair

3. CHAIR
   a. Career Planning Coordinator

4. MEETING SCHEDULE AND PROCEDURAL ISSUES
   a. The Committee will meet in October and April of each year.
   b. Additional meetings may be called at the discretion of the Chair.
   c. Agenda and meeting materials will be pre-circulated.
   d. Minutes will be kept and pre-circulated before each meeting.
   e. Minutes will be approved by vote.
   f. The Chair only votes in the event of a tie.
   g. The Chair may request guests to the Committee to address specific issues.

RELATED LINKS

| Canadian Resident Matching Service (CaRMS) |
| Careers in Medicine |
| UME careers page |

<table>
<thead>
<tr>
<th>APPROVER</th>
<th>STATUS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent Stobart, Associate Dean, MD Program</td>
<td></td>
<td>28 February 2014</td>
</tr>
</tbody>
</table>