Rady Faculty of Health Sciences | University of Manitoba

Max Rady College of Medicine
Department of Family Medicine
Master of Physician Assistant Studies
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Master of Physician Assistant Studies Progress Subcommittee Terms of Reference

1. PURPOSE

1.1. The Progress Subcommittee oversees the application of policies and procedures regarding the Master of Physician Assistant Studies (MPAS) learner academic progression and remediation, reports to the MPAS Program Committee, and is responsible:

- To develop the terms for promotion and failure at all stages of the curriculum.
- To develop, implement, and review evaluation policy.
- To provide oversight of Physician Assistant Student Evaluation process.
- Approve the recommendation for Promotion and Graduation.
- To aid development and management plans for student remediation.

2. DEFINITIONS

2.1. **Faculty:** A Faculty is the major organizational unit of the University responsible for the development and offering of academic programs at the undergraduate and graduate levels (MPAS Supplemental Regulations are under the auspices of the Faculty of Graduate Studies).

2.2. **Faculty Member:** Is a member of the Academic Staff (Instructor or Professor Appointment) of the University of Manitoba who provides instruction to the Physician Assistant Students.

2.3. **Bona Fide Academic Requirements:** A bona fide academic requirement is a component of an academic program which is determined to be an essential course, skill, experience, item of knowledge or outcome for the program, i.e., those components of a program that, in the reasonable view of the unit, cannot be waived without fatal consequences for the academic integrity of program.

2.4. **Unit:** Unit means the academic unit that has immediate and primary responsibility for the administration of courses and programs. This will normally be a department or equivalent unit in departmentalized Faculty and the Faculty in a non-departmentalized Faculty.

2.5. Master of Physician Assistant Studies (MPAS)is the unit with primary responsibility for the graduate level professional program administered by the College of Medicine in the Faculty of Graduate and Postdoctoral Studies that provides a course of studies terminating in a Master's degree as a Physician Assistant.

3. **REPORTING STRUCTURE**

3.1. The MPAS Progress Subcommittee reports on process and procedural issues to the MPAS Program Committee.

3.2. Progression, Promotion, Graduation, and Remediation issues are reported to the Associate Dean and Dean Faculty of Graduate and Postdoctoral studies through the Program Director.

3.3. Subcommittees or working groups shall report to the Committee through the Program Director.

4. **CHAIRPERSON AND MEMBERSHIP**

4.1. The Program strives to achieve diverse membership on its committees in accordance with the University of Manitoba Diversity Policy, and this should therefore be considered when appointing committee members.

4.2. The Chair of the Committee shall be the Program Director of MPAS

4.3. The membership of the Committee shall consist of:

- The Medical Director, MPAS.
- One Faculty member, MPAS Basic Medical Sciences curriculum.
- One Faculty member involved in the MPAS Academic Year I curriculum.
- One Faculty member, MPAS Clinical Year Rotations.
- Others as recommended by the Chair.

5. **TERM OF OFFICE**

5.1. The term of office of each member shall be for the term the individual is in the position noted in 3.2.

5.2. Faculty members' term on the progress Subcommittee remains as long as their position within MPAS fulfills the committee requirements.

6. **QUORUM**

A simple majority of the voting members of the Committee shall constitute a quorum.

7. **NUMBER OF MEETINGS**

The Committee shall meet at least twice per year, or otherwise subject to the call of the Chair.

8. **REFERENCES**

Academic Calendar and Catalog Section 5 Student Evaluation and Academic Progress.

9. **CONTACT**

9.1. **Committee Contact:** Program Coordinator, Master of Physician Assistant Studies
9.2. **Implementation:** Program Director, MPAS

10. **DATES OF APPROVAL, REVIEW AND REVISION**

TOR Original Approved: December 22, 2010 (Dean's Council), February 15, 2011 (Faculty Executive Council)
Revised/Approved: January 2015 (Curriculum Committee)
January 15, 2013
January 2016 (Curriculum Committee to Curriculum Committee)

Department of Family Medicine:
Last Approved Date: July 2, 2026 (MPAS Program Committee)
July 15, 2026 (Executive Management Committee)
Review Date: Every 5 years from the last approved date.