Rady Faculty of Health Sciences | University of Manitoba

Max Rady College of Medicine
Department of Family Medicine
Master of Physician Assistant Studies
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba, R3E 3P5

Master of Physician Assistant Studies
Admissions Committee
Terms of Reference

1. PURPOSE

To oversee all aspects of the student selection and to recommend admission of appropriate candidate learners to the Master of Physician Assistant Studies (MPAS).

2. REPORTING STRUCTURE

2.1 The Master of Physician Assistant Studies Admissions Committee reports to the Department of Family Medicine Executive Management Committee.

2.2 Subcommittees or working groups shall report to the Committee.

3. CHAIRPERSON AND MEMBERSHIP

3.1 The Chair of the Committee shall be the Program Director, MPAS (or designate).

3.2 The membership of the Committee shall consist of:

- The Program Director, MPAS.
- One Core Faculty member, MPAS
- Three other Faculty members, MPAS
- One MPAS student representative, elected annually by the MPAS students.
- Other members as recommended by the Chair

3.3 The Faculty strives to achieve diverse membership on its committees in accordance with the College of Medicine Diversity Policy, and this should therefore be considered when appointing committee members that are not ex- officio members.

4. FUNCTIONS OF COMMITTEE

4.1 The Committee is responsible for overseeing the aspects of the student selection and to recommend admission of appropriate candidate learners to MPAS, which includes without limitation:

- Recommending the weighting of factors for admission, interview selection processes, criminal record processes, child abuse background checks, previous

employment record checks, and similar processes regarding MPAS requirements.

- Recommending on all aspects of the eligibility requirements for applicants seeking admission to studies leading to the Master of Physician Assistant Studies (MPAS) program.
- Recommending on all aspects of the process for selection of applicants for admission to studies leading to MPAS degree, including the criteria for selection.
- Selecting from among the eligible applications those to whom an offer of admission shall be made, in accordance with developed guidelines and criteria.
- Exercising its discretion in determining matters relating to the admission of MPAS students, when not explicitly covered by the rules and regulations of the Faculty of Graduate and Postdoctoral Studies, the Senate, or otherwise within the University rules and regulations.
- Providing its recommendations regarding the admission of MPAS applicants to the MPAS Program Committee, who in turn notifies the Department of Family Medicine Executive Management Committee and Faculty of Graduate Studies (appeals of all decisions of the Committee must be submitted to the Faculty of Graduate and postdoctoral Studies in accordance with its rules); and
- Regular reporting on its activities and providing other recommendations for approval to the Department of Family Medicine Executive Management Committee.

4.2 Committee members shall serve as liaison persons with others in the areas from which they represent.

4.3 Committee members, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the Faculty of Health Sciences College of Medicine and the Faculty of Graduate and Postdoctoral Studies, take precedence over the interests of any of its constituent parts, should those interest conflict or appear to conflict.

5. TERM OF OFFICE

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

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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 once per year, or otherwise subject to the call of the Chair.

8. NOTICE OF MEETINGS

8.1 Agenda items must be sent to the Committee secretary at least four days in advance of the meeting.

8.2 The agenda shall be prepared and distributed to the members of the Committee at least 48 hours prior to the meeting.

9. DATES OF APPROVAL, REVIEW AND REVISION

Original Approved: December 22, 2010 (Dean's Council)
February 15, 2011 (Faculty Executive Council)

Revised/Approved: October 9, 2012 (Dean's Council)
December 11, 2012 (Faculty Executive Council)

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.

Committee Contact: Program Coordinator, Master of Physician Assistant Studies.