



**SUB-COMMITTEE TERMS OF REFERENCE**  
**ADMISSIONS SUB-COMMITTEE**

<b>A. Purpose</b>	The purpose of the Admissions Sub-Committee is to review the process for admissions to the School across and between programs, and to make recommendations to the Student Admission and Progression Committee regarding this process.
<b>B. Reporting</b>	The Admissions Sub-Committee is a sub-committee of the Student Admission and Progression Committee to which it reports.
<b>C. Mandate and Duties</b>	<ol style="list-style-type: none"> <li>1. The Admissions Sub-Committee has the authority to: <ol style="list-style-type: none"> <li>a. Evaluate its own performance</li> <li>b. Execute all those duties delegated to it by the Student Admission and Progression Committee (SAPC) and the SPPH Executive Committee</li> </ol> </li> <li>2. The Admissions Sub-Committee has the responsibility to: <ol style="list-style-type: none"> <li>a. Review applications for admissions across and within Programs, and make recommendations to the Program Directors regarding appropriate student admission choices and program assignments</li> <li>b. Consider all aspects of the admissions process across the School, and make recommendations to the SAPC and the Program Directors regarding opportunities for improvements or changes to improve the process</li> </ol> </li> <li>3. The Admissions Sub-Committee is accountable to: <ol style="list-style-type: none"> <li>a. The SAPC to which it reports</li> <li>b. All applicants to the School’s Programs</li> <li>c. The UBC Faculty of Graduate Studies</li> </ol> </li> </ol>
<b>D. Membership</b>	<p>Membership of the Admissions Sub-Committee shall include:</p> <ol style="list-style-type: none"> <li>1. Chairs of the Admissions Committees of the School’s Programs and/or the Programs’ faculty designates for the MPH, MSc/PhD, MHSc and MHA programs, and the Residency Program Director.</li> <li>2. The Program Director of the MSc Occupational and Environmental Hygiene degree</li> <li>3. SPPH Program Managers and Program Coordinator responsible for the School’s graduate programs, ex-officio (non-voting) for the duration of those individuals’ appointments.</li> </ol>
<b>E. Leadership</b>	The Chair of the Sub-Committee shall be selected by the members from amongst the voting members, for a one year term (renewable by mutual agreement). The Chair will also serve as a member of the SAPC.



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<b>F. Operations</b>	<ol style="list-style-type: none"><li>1. The Sub-Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition.</li><li>2. The Sub-Committee will meet at least once annually in February, and at the call of the Chair as necessary.</li><li>3. Four (4) voting members including the Chair will constitute a quorum.</li><li>4. The recommendations of the Sub-Committee shall be that of a majority.</li></ol>
<b>G. Evaluation</b>	A full review of the Terms of Reference, deliberations and effectiveness of the Sub-Committee will be conducted on an annual basis by the Sub-Committee and SAPC, with the results of that review to be presented to the Sub-Committee for discussion and action.
<b>H. Recording</b>	<ol style="list-style-type: none"><li>1. A member of the School’s staff will record decisions and recommendations of the Sub-Committee as minutes.</li><li>2. Minutes will be circulated to the SAPC for information within 30 days of the meeting of the Sub-Committee.</li></ol>
<b>I. Document Control</b>	Original approved by Full Faculty Committee: September 18, 2009 This revision approved by Full Faculty Committee: Date