



MPH Admissions Committee Terms of Reference (TOR)

A. PURPOSE	The purpose of the Master of Public Health (MPH) Admission Committee is to set and revise evaluation guidelines and process, to evaluate applications, and to decide upon applications for admission to the Master of Public Health Program. The MPH Admission Committee is also responsible for upholding the values and high standards of the MPH program, and for ensuring that admission is offered to the most deserving applicants. The committee also allocates GSI funding to those highly qualified MPH applicants the program would like to recruit.
B. COMPOSITION	The committee consists of at least 20 members, including the MPH Program Director, MPH Practicum Director and the MPH Program Manager.
C. TERM	3-year term.
D. QUORUM	A quorum consists of 14 members, 10 of whom are faculty.
E. DUTIES	<p>The Committee meets for a full day meeting in February or March.</p> <p>Members will review and evaluate assigned application files prior to the meeting. Application reviews are collected and data from the reviews are assembled prior to the admissions meeting for preliminary applicant ranking. After the admissions meeting, feedback is solicited from Committee members about the review process and possible improvements.</p>
F. PROCEDURE	<p>Each application that meets the minimum admissions criteria and passes initial review by the MPH Program Director (and/or their designate) and Program Office will be made available to Committee members for review.</p> <p>Applications are evaluated and scored according to the following domains: academic performance, professional/volunteer/research/clinical experience, letter of intent, and referee comments and ranking.</p> <p>Individual scores are then compared to all scores from other committee members and applicants, and adjusted via statistical analysis to account for biases and individual differences in marking. Each application is reviewed by two committee members and their adjusted scores are</p>



averaged. Members are asked to provide an overall qualitative rating for each application (reject, probably reject, probably accept or definitely accept). At the meeting, the first reviewer provides a synopsis of the application and the second reviewer provides further commentary.

After discussion, each Committee member can alter their score for their applicants. The average of these final scores determines the final overall ranking for each applicant; offers of admission are made to a final list of candidates based on a cut-off value for rankings decided upon by the committee as a group.

Under truly exceptional circumstances the MPH Director may call upon a few members of the committee to evaluate admissions files outside of the admission process or to seek advice regarding offers of admission.