


Name of Policy: <u>College of Medicine & Life Sciences: Admissions Committee Authority and Structure</u>		 Original effective date: 01/11/2021	
Policy Number: 3364-81-28			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent(s): Associate Dean for Student Affairs and Admissions			
Scope: M.D. Program, College of Medicine and Life Sciences			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

In accordance with the Liaison Committee for Medical Education (LCME)’s standards for accreditation of the program leading to the M.D. degree, the Admissions Committee has final authority for accepting students to medical school and all decisions rest with a formally constituted admissions committee. The Admissions Committee is charged with promoting fair, effective, and efficient practices in a manner that is not influenced by any political or financial factors. Admissions Committee members will demonstrate the highest possible levels of integrity and professionalism to conduct thorough, holistic review of applicants to select medical students who will best meet the mission of the College of Medicine and Life Sciences. The authority and structure of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in this policy.

(B) Purpose of Policy

The purpose of this policy is to establish the final authority, composition, and structure of the Admissions Committee and its subcommittees; to outline the rules of operation for the Admissions Committee and its subcommittees, including voting privileges and definition of a quorum; and to establish the policies and procedures to prevent conflicts of interest.

(C) Scope

This policy applies to chairs and members of the Admissions Committee for the MD program.

(D) Procedure

- (1) The size of the Admissions Committee is maintained at a level that allows for the efficient execution of committee tasks and that also broadly engages members

- representing the rich diversity of the COMLS and greater Toledo community. Categories of membership are COMLS basic and clinical faculty, COMLS medical students, community members, and University professional staff members. Faculty members make up the majority of the Committee.
- (2) The committee will be led by two co-chairs who have been appointed by the Dean. In addition, three administrative positions serve on the Admissions Committee in an ex officio capacity. The Senior Associate/Associate Dean for Student Affairs and Admissions serves in a non-voting capacity. The Associate Dean for Diversity and Inclusion is a member with voting rights. The Director of the Area Health Education Center (AHEC) is a member per requirements of Health and Human Services Administration AHEC grant and has voting rights.
 - (3) The Admissions Committee is made up of subcommittees as described below. The authority for developing processes for forming these subcommittees, defining their roles and responsibilities, and assigning admissions committee members to them is granted by the Dean of the College of Medicine and Life Sciences to the committee co-chairs.
 - (4) The application screening subcommittee screens AMCAS applications and UToledo secondary application to determine eligibility for an interview. Admissions Office deans (with the exception of the Senior Associate/Associate Dean for Student Affairs and Admissions) serve as screeners, together with select faculty members from the general committee membership in numbers great enough to allow for the efficient execution of the screening tasks. The screening subcommittee has full authority to invite applicants to interview.
 - (5) Final evaluation subcommittees are constituted with rotating groups of voting-eligible admissions committee members, with faculty members composing a three-fifths majority of each subcommittee. Final evaluation subcommittees conduct thorough, holistic evaluation of the complete application file, supplementary materials, and interview reports of each individual in a group of interviewed applicants, submitting a score and acceptance decision vote (“alternate list” or “accept”) for each assigned applicant. The acceptance decision is by three-fifths majority vote and all subcommittee members must provide a score and a vote in order for quorum to be reached and the decision to be complete.
 - (6) Additional, ad hoc committees may be seated in order to create, revise, review, or otherwise provide feedback on policies and procedures related to medical student selection. In the event of full committee voting on policies and procedures, a committee quorum will be defined as three-fifths voting-eligible membership. Individuals who are not Admissions Committee members but who have content area expertise may also

participate in these subcommittees but will have no voting rights. In some cases, outcomes of a subcommittee's work are advisory or informational in nature. In other cases, the work may result in proposals or initiatives that require a vote of the full Admissions Committee. In the case of policies that are eligible for full committee vote created by the Co-chairs, co-chairs will recuse themselves from voting.

- (7) The Admissions Committee has final authority for accepting students to the MD program for all joint degree programs that include the MD, for all early assurance and other special pathway programs, and for students requesting transfer to the MD program with advanced standing. All committee roles and authority described above apply to these admissions programs.

(E) Conflicts of Interest

Admissions Committee members must abide by all relevant university policies related to conflict of interest. Along with more general guidelines outlined in these policies, the admissions context involves additional requirements. A conflict of interest exists for any party involved in admissions evaluations/decisions when they:

- (1) are the spouse or parent of the applicant;
- (2) have other marriage or blood relationships to the applicant;
- (3) are the mentor or advisor (e.g., career advisor, pre-med mentor) of the applicant;
- (4) are the research principal investigator of a project in which the applicant is a student, volunteer, or paid researcher or intern;
- (5) are or have been in a significant teaching, professional, or social relationship with the applicant or applicant's immediate or extended family;
- (6) have a financial interest in the applicant or applicant's family;
- (7) have previously been identified to have a conflict of interest relating to the applicant;
- (8) have received a gift of more than nominal value from the applicant or applicant's family;
- (9) might be reasonably perceived to have a conflict based on the above or other relationships.

Admissions committee members are required to report potential conflicts of interest in writing (via email) to the Admissions Committee Co-chairs. Members with conflicts related to (a) above must step away from all screening, interviewing, final evaluation, and alternate list decision making duties for the entire application cycle that their spouse, son, or daughter is in the application cycle. Members with other relationships/situations above may participate in some or all of their eligible roles on the committee with special safeguards against conflicts of interest, developed jointly by the committee member and Co-chairs, put into place (e.g., not serving on a final evaluation subcommittee with the relevant applicant). These safeguards must be documented in writing and maintained in the Admissions Office.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs and Dean of the College of Medicine and Life Sciences</p> <p><u>January 11, 2021</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Associate Dean for Admissions College of Medicine and Life Sciences Faculty Council</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>n/a</i> <p>Initial effective date: 01/11/2021</p> <p>Review/Revision Date: n/a</p> <p>Next review date: 01/11/2024 (three years from most recent revision/review date)</p>
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