



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.01, **School of Medicine Admissions Committee Bylaws**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to outline and describe the organization of the SOM Admissions Committee.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Admissions Selection Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy outlines activities managed by the SOM Admissions Committee and the SOM Office of Admissions.
2. **Mission. To enhance the overall health and outcomes for communities in which we serve, we seek to recruit and admit individuals who have ties to West Texas or who come from or have an interest in serving rural areas, including those who are socioeconomically disadvantaged or who are first generation learners.**

The core foundational value of including the different cultures, lifestyles, personal beliefs and ideas of all those we serve – and serve alongside – provides a positive impact on the health of our regional, national and global societies. We achieve this by producing physicians with core values who are competent and capable of making positive impacts on the health of an ever changing demographic and the communities in which they serve.

As we pursue excellence in health care education, research and patient care, we will be ever mindful of the unity gained through our collective strengths.

3. **Application Management Program (AMP).** The office of Admissions and Admissions Committee members utilize AMP to execute and facilitate the processing of applications throughout the application and admissions cycle. Access to AMP is managed by e-raider credentials and allows for role-based access.

Holistic Review. Holistic Review as it is practiced at TTUHSC School of Medicine is performed through the lens of the AAMC EAM Model throughout the entire Admissions Committee process. This is done in conjunction with the fundamental underpinning provided by our mission statement. This approach to each applicant is used by all three Subcommittees of the School of Medicine Admissions Committee.

4. **Committee Composition.** The SOM Admissions Committee is comprised of three subcommittees:

- a. Admissions Evaluation Committee (AEC).

- 1) *Participation.* The AEC is composed of SOM faculty from all campuses. A faculty member may self-nominate or nominations for participation can be made by a current Admissions Committee member or the Dean. Participants must be approved by the Chair of the Admissions Selection Committee (ASC) and the Associate Dean of Admissions.
- 2) *Responsibilities.* The Admissions Evaluation Committee (AEC) is responsible for evaluating applications submitted to TTUHSC SOM and making recommendations regarding invitations for interviews. AEC members are expected to complete a specific number of evaluations each week based on availability. AEC members will rate applicants in some areas and will score applicants in the assigned objective areas prescribed by the online form.

- 3) *Training.* Annual training is required for participation on the committee. Training is provided by the SOM Office of Admissions. Calibration sessions are available for all AEC members throughout the application cycle.
 - 4)
 - 5) *Process.*
 - a) **Assignment of Applicants:** The SOM Office of Admissions facilitates all evaluation assignments within AMP. Upon assignment, evaluators are notified by AMP via email that new applications have been assigned to their queue for evaluation.
 - b) **Evaluations:** Members are required to complete a digital evaluation form in AMP for each applicant assigned to their queue.
 - (1) Scoring. A portion of the evaluation consists of scoring applicants in the following areas: Academic Achievements, Non Academic Achievements, Exceptional Circumstances, and TTUHSC SOM Missions. An aggregate total of 10 points is possible. Commentary may be provided in a centralized section.
 - (2) Missions. Ties to West Texas, first generation status, demonstrated interest in primary care and interest in rural medicine.
 - (3) Overall Evaluation Recommendation. An overall evaluation recommendation is required to complete an evaluation.
- b. Admissions Interview Committee (AIC).
- 1) *Participation.* The AIC is composed of SOM faculty and select Year 3 and Year 4 medical students from all campuses. A faculty member may self-nominate him/herself, or nominations for participation can be made by a current Admissions Committee member or the Dean. Medical students apply to participate on the AIC by submitting a short essay. The Office of Admissions administrative staff select students based on their application essay and eligibility. Participants must be approved by the Chair of the ASC and the Associate Dean of Admissions.
 - 2) *Expectations.* Members are encouraged to participate in at least six (6) interview days per interview season. One interview day consists of five (5) interviews, each lasting twenty minutes in duration. Students are required to adhere to policies set forth by the Office of Student Affairs. This may limit their participation.
 - 3) *Training.* Annual training by all members is required for participation on the committee. Training is provided by the Office of Admissions before and throughout the interview season either live, recorded or online. After training a brief test will be administered that members must receive a passing grade. A digital version of the training material is also available. All new members are required to shadow an experienced member during an interview prior to conducting interviews on their own.
 - 4) *Process.*
 - a) **Interviews:** Interview days are typically scheduled on select Wednesdays and Fridays from August up to January. TTUHSC SOM conducts one-on-one interviews that are 20-minutes in length. Each applicant receives at least two interviews. Of these two interviews, at least one must be with a faculty member. Applicants applying to dual degree or special programs may receive additional interviews based on scheduling and availability.
 - b) **Schedule Notification:** Schedules are communicated via email through AMP. Notifications typically occur three to four business days in advance of the interview date.
 - c) **Applicant Review:** Members utilize AMP to review applicant information

prior to conducting interviews. During the interview process, members are blinded to MCAT scores, grades, and grade point averages.

- d) **Scoring:** Members utilize AMP to score applicants in the following sections: Communication Collaboration and Collegiality, Potential for Success; Situational/Behavioral; and Overall Impression of Interviewee. An aggregate total of 20 points is possible. Commentary may be provided in a centralized section. Interviewers who conduct dual degree or special program interviews may also score in AMP.
- e) **Total Score:** A total score is generated for all applicants who interview with TTUHSC SOM. This total score is comprised of the evaluator's score, the interviewer's scores, the selection committee's score, a GPA cognitive score, and MCAT cognitive score. The GPA cognitive score is the overall GPA scaled to 25, and a coefficient based on Barron's rank or equivalent data point is applied. The MCAT cognitive score is the MCAT result, scaled to 25, and a coefficient based on socioeconomic status is applied.

c. Admissions Selection Committee (ASC).

- 1) **Participation.** The ASC is composed of SOM faculty, TTUHSC Senior Administrative Staff and select Year 4 medical students from various campuses. Student participation is expected to be 3 per meeting. Service on the AIC is a prerequisite for participating on the ASC and service on the AEC is preferred. Attendance is tracked, and committee members must be present at >50% of meetings to receive credit for ASC participation. Members may attend meetings virtually. A member may self-nominate or a current Admissions Committee member or the Dean can make nominations for participation. Participants must be approved by the Chair of the Admissions Selection Committee (ASC) and the Associate Dean of Admissions
- 2) **Responsibilities.** The ASC is responsible for reviewing all information about each interviewed applicant and making recommendations regarding acceptance to the SOM throughout the entire application process. The ASC serves as the final decision making body for all interviewed applicants.
- 3) **Training.** Annual training by all members is required for participation on the committee. Training is provided by the Office of Admissions.
- 4) **Process.**
 - a) **Meetings:** ASC meetings are scheduled periodically throughout the interview season. Members on regional campuses are able to join via video conference.
 - b) **Quorum:** A quorum is designated as 7 voting members. The Associate Dean of Admissions may be included in this count when there are less than 7 voting members present or when necessary. ASC members may enter absentee votes during or after the meeting when unable to physically attend the meeting. Several students are appointed in an effort to have at least three students present for each meeting. Quorum is required to begin the review and recommendation process during scheduled committee meetings.
 - c) **Documentation:** All documentation is provided to committee members prior to scheduled meetings. This documentation contains summary information covering applicants scheduled to be reviewed at the upcoming meeting.
 - d) **Applicant Review:** Members utilize AMP to review applicant information. Applicant information may be reviewed prior to, during, or after scheduled meeting times.

- e) **Adjustments:** The ASC has the ability to adjust evaluator and or interviewer scores. Adjustments may be proposed by a member and must be agreed upon by the majority of attendees. The ASC reserves the right to make adjustments as necessary, but only after careful consideration of all data available.
 - f) **Recommendations:** Members utilize AMP to make recommendations. Members are required to make a final recommendation on each applicant that has interviewed at TTUHSC SOM. Recommendations include: Top Priority, High Accept, Acceptable, Low Accept, and Reject.
 - g) **Absentee Participation:** Members who are unable to remain in attendance for the entirety of the meeting may make their decisions in AMP as they are able to do so. These decisions must be made within one week from the scheduled ASC meeting. Assigning final decisions is not allowed prior to the ASC meeting.
 - h) **Committee Average:** The committee average is a weighted score of the AEC, AIC and ASC scoring, where the ASC score is given additional weight. All scores are converted to a 5 point scale. For the ASC score, a weight is assigned to the recommendations as follows: Top Priority = 5, High Accept = 4, Acceptable = 3, Low Accept = 2, and Reject = 1. A weighted average is then generated based on the number of members who have submitted a recommendation. This weighted average is converted to a 5 point scale and is determined as the ASC score.
 - i) **Special Programs:** Applicants who have applied through these programs as defined in 70.05 – a special early acceptance or early decision program – are considered under the same process as all other applicants.
- 5) **Scholarship Subcommittee.** Consists of members that are part of the ASC during their term of service. This subcommittee is currently under creation to aid in facilitating the awarding of scholarships to incoming students.
- a) **Participation.** The Scholarship Committee is composed of SOM administration, faculty or staff that may also have an appointment to the ASC during their term of service on the scholarship committee. Service on the AIC is a prerequisite for participating on the scholarship committee and service on the AEC is preferred. Members may attend meetings virtually. A member may self-nominate or a current Admissions Committee member or the Dean can make nominations for participation. The Chair of the Admissions Selection Committee (ASC) and the Associate Dean of Admissions must approve participants.
 - b) **Responsibilities.** The Scholarship Committee is responsible for reviewing information about offered applicants and making recommendations regarding scholarships. The ASC serves as the final decision making body for all scholarship recommendations.
 - c) **Training.** Annual training by all members is required for participation on the committee. Training is provided by the Office of Admissions.
 - d) **Process.**
 - (1) **Meetings:** The committee will typically meet periodically from April – June to review documentation and make recommendations. In addition to this, the committee meets as needed during the application cycle to promote timely scholarship offers.
 - (2) **Quorum:** A quorum is designated as 3 voting members. The Associate Dean of Admissions may be included in this count when there are less than 3 voting members present or when necessary. Quorum is required to begin the review and recommendation process during scheduled meetings.

(3) **Documentation:** All documentation is provided to committee members at scheduled meetings. This documentation contains summary information covering offered applicants scheduled for review.

5. **Terms of Service.** Admissions Committee members are appointed for one-year terms. Appointments are renewable annually, and there is no limit on number of terms served. The chair elect and chair will serve multiple terms. The chair elect will take the place of the chair in the next application cycle, and the past chair role is filled by the member who completed their duty as the chair.
6. **Committee Conduct and Conflict of Interest.** Any complaints made against any member of the Admissions Committee will be appropriately investigated by the ASC Chair and the Associate Dean of Admissions and discussed with the committee member in question. Resolution of a complaint is at the discretion of the ASC Chair and the Associate Dean of Admissions and may include, but is not limited to, additional training, counseling, probation or removal from the Admissions Committee.

Each committee member is required to sign and submit the SOM Admissions Committee Code of Conduct document annually prior to serving on a committee. Committee members are prohibited from using their position on the committee for monetary gain.

As TTUHSC employees, SOM Admissions Committee faculty members abide by [TTUHSC OP 10.05, Conflict of Interest and Commitment Policy](#), [TTUHSC SOM Statement of Professionalism](#), [TTUHSC Institutional Handbook](#).