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## Admissions Committee Procedures

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### Structure and Composition

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#### **A. Admissions Committee**

The Admissions Committee, is comprised of 20 faculty members, which include the faculty Co-chairs. Admissions Committee faculty members must have two years Admissions Interviewing Subcommittee (AIS) experience.

Appointments are made annually over the summer

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call will include subcommittee member responsibilities and requirements. Calls are communicated to faculty, fellows, residents, emeriti, and alumni via multiple modalities, including, but not limited to, email, the BCM Faculty Commons, and the BCM intranet announcements. In addition, the committee solicits nominees from Department Chairs, Vice Chairs of Education, Faculty Senate, and current committee members.

Faculty, faculty emeriti, alumni, residents, and fellows serve on the AIS for 3 years (renewable). The AIS consists of two-thirds faculty/emeriti/alumni/resident/fellow members and one-third medical students.

Students in good academic standing are an integral part of the holistic admissions process. Current medical students who serve on the AIS select new student members through a process that includes an application and a personal interview. Student AIS members are selected by the student co-chairs and Deans of Admissions and are appointed by the Admissions Committee annually.

### **C. Committee Support**

The staff of the Office of Admissions provides administrative support to the Admissions Committee and to the AIS.

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### **Committee Operations**

#### **A. Conflict of Interest (COI)**

Every member of the Admissions Committee & AIS must review and understand the conflict of interest policy of the committee. Each member is required to sign the COI statement each year.

#### **B. Confidentiality Agreement**

Applicants to BCM provide a large amount of personal information. It is the Admissions Committee's and Admissions Interviewing Subcommittee's responsibility to maintain the confidentiality of that information. All committee proceedings are confidential. Each year committee members are required to sign a confidentiality agreement.

#### **C. Committee Orientation and Training**

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Each new and returning committee member must participate in an annual in-depth mandatory orientation and training session held prior to the start of the interview season (see attached handbook). The session covers a review of admissions procedures and processes. New and returning members are not permitted to participate in any admissions related activities unless orientation/training and a post-training examination have been successfully completed.

### **D. Committee Meetings, Voting, and Quorum**

The Admissions Committee meets monthly or as often as needed during the admissions cycle. A quorum of the Admissions Committee is defined as

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2. A select group of applicants will be invited for an interview. The Admissions Committee will screen application materials and decide whether an interview invitation will be extended.

### **C. Interview Process**

1. Interviewers must attend an in-depth annual orientation and training session during which members are provided guidelines for the holistic interview process including which topics are inappropriate for the interview, which qualities are to be evaluated, mitigating implicit bias during interviews, etc.

2. Invited applicants will have 1 live, virtual interview with a faculty member of the Admissions Interviewing Subcommittee. The AIS member will provide an assessment of the essential and unique attributes of each interviewed applicant with a recommendation for admission. Interviewers are blinded to the applicant's letters of recommendation, MCAT, GPA, and CASPer

3. Invited applicants will also be asked to complete the AAMC's Video Interview Tool for Admissions (VITA) 2 weeks prior to their scheduled interview with BCM. The applicant's VITA will be evaluated by 2 members of the Admissions Interviewing Subcommittee (either 2 faculty members or a faculty member and a learner/alumni). The AIS members will provide an assessment of the essential and unique attributes of each applicant's video interview with a recommendation for admission. Interviewers are blinded to the applicant's letters of recommendation, MCAT, GPA, and CASPer

4. Interviewers provide an online assessment and score of the essential and unique attributes (e.g., commitment to service, motivation for a career in medicine, participation in extracurricular activities, learning experiences, personal experiences, socio-economic status, and cultural factors) of each interviewed applicant with a cumulative recommendation score. Evaluation scores are submitted to the Admissions Committee

5. Interviewees are provided an opportunity to anonymously evaluate the interview process and provide feedback to the Admissions Committee about their experience at BCM.

### **D. Ranking Process and Final Decisions**

1. The Admissions Committee reviews the cumulative recommendation scores of the interviewed applicant, including the assessment by the interviewers, and based on this information, vote to accept the score submitted by the AIS members. The Admissions Committee accepts the interview



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scores of the AIS members who interviewed the applicant as final. If the AIS members do not agree on a score, the Admissions Committee reviews the complete application and after deliberation votes on a rescoring of the applicant. The Admissions Committee then ranks applicants based on cognitive and non-cognitive criteria. Offers of admission are made to applicants using the rank list created. The Admissions Committee accepts desirable candidates based on the school’s mission and diversity goals, those not initially accepted remain on the rank list until April 30<sup>th</sup>.

2. After April 30<sup>th</sup> (AAMC national reply date), if the class is not full due to withdrawals/declines, the Admissions Deans present the non ranked waitlist to the Admissions Committee and a vote is taken to activate the waitlist and to give formal authorization to the Admissions Deans and a faculty co chair to collectively select candidates from the waitlist to fill the class. Selection will be aligned with the institution’s diversity goals.

3. The final decision regarding which applicants will be offered admission resides with the Admissions Committee.

### E. Evaluation of Admissions Policies, Procedures and Activities

The Office of Admissions is within the Undergraduate Medical Education program and is directly supervised by the Dean of the School of Medicine.

#### Document History

Committee Name:	Admissions Committee
Committee Level:	Undergraduate Medical Education