





School of Medicine

## TFAR Committee Procedures

on the TFAR as an appointed at-large faculty member is for three years and appointed at-large members are limited to two consecutive full terms.

Students are appointed by the Dean of Admissions and serve through the completion of their MD degree, as long as they remain in good academic standing. Residents are elected by the Dean of Admissions and serve through the completion of their residency program. The Medical School Admissions leadership will send out a call for self-nominations to fill student and resident positions. This call will include committee member responsibilities and requirements. Calls are communicated to students and faculty via multiple modalities, including, but not limited to, email and the BCM intranet announcements.

### D. Meetings, Voting and Quorum

1. The Task Force for Admissions Requirements meets annually or as often as needed.
2. Requires 6 faculty to represent a quorum to act on motions. No vote is held unless a quorum is present

### Procedures and Function

TFAR meets annually, or as often as needed, to review and approve Baylor College of Medicine’s School of Medicine current premedical course/credit requirements. The prerequisites reflect current medical school curricular components/required competencies, recommendations from the AAMC Committee on Admissions, and input from medical school faculty. TFAR shall submit their recommendation for the premedical course/credit requirements to the Curriculum Committee and the Educational Subcommittee of the Faculty Senate for feedback. This evaluation shall occur annually, or sooner at the request of the Dean of the School of Medicine or the Deans for Undergraduate Medical Education. Based on this annual review TFAR may, at any time, recommend changes of either course or credit hours. In addition to recommending the specific premedical requirements, TFAR shall also include a statement regarding the timing of introduction of the new requirements. Typically, this would allow an interval where prospective students could apply with either the current or new requirements, premedical requirements.

#### Document History

Committee Name:	Admissions Committee
Committee Level:	Undergraduate Medical Education
Committee Established:	August 2013
Last Modified:	October 2020
Responsible Office:	Admissions
Next Scheduled Procedure Review Date:	8/1/2021
Stakeholder Communication Method and Date:	E-Mail, Box File
Revision History/Purpose:	Update members and appointments