

POLICY ON ADMISSIONS SELECTION

POLICY

The Admissions Committee is a standing committee of the Faculty Senate and is composed of 30 appointed faculty members from both basic science and clinical departments. The committee is led by the appointed chairperson and there is a recording secretary who is a staff member from the Office of Admissions and Student Affairs. The deans for the Office of Admissions and Student Affairs, who are also medical school faculty, shall be *ex officio* members with voting privileges bringing the total committee composition to 35.

The Dean, with input from the Committee on Committees (COC), shall appoint the chair and members of all standing committees of the Medical School. The Committee on Committees, following a faculty wide interest survey to identify those willing to serve, makes annual recommendations to the Dean on the membership of the committee. Requests for participation on committees is emailed from the Office of Faculty Affairs and the Committee on Committees is responsible for generating a slate of standing committee members for review and approval by the Dean. All admissions committee members have full voting privileges. A quorum of 1/2 of the committee membership shall be required for voting matters. This committee shall comply with the MMS bylaws .

The Admissions Committee, comprised of medical school faculty, is charged with evaluating the credentials and qualifications of applicants with making the final selection of those best suited for the study of medicine. The committee has final authority over selection of each year's class, per the medical school by-laws.

Each member has the responsibility to assist with the interviewing of applicants according to their availability.

Each member of the admissions committee must sign an agreement that indicates they will disclose any conflicts of interest and that they will recuse themselves from any review, in which they have a conflict of interest. The decisions of the admissions committee regarding applicants must be free from intimidation and not influenced by any political or financial factors. Any person participating in the medical school admissions process that has a question or potential conflict of interest must let the Office of Admissions and Student affairs know so that action may be taken to ensure that such conflict does not influence objective decision making.

SUBCOMMITTEES

Admissions committee members are asked to volunteer for at least one subcommittee. The subcommittees of the admissions committee are:

- **Dual Degree Program Subcommittee** – This purpose of this subcommittee is to assist the dual degree programs with interviewing and assessment of applicants to the Oral and Maxillofacial Surgery (OMFS) and MD/PhD programs. This committee consist of members of the admissions committee and a dean's designee from the OMFS and MD/PhD programs. This subcommittee will present recommendations to the admissions committee at large for final approval.
- **Screening Subcommittee** – The purpose of this subcommittee is to screen all applicants to determine suitability for interview.
- **Student Ambassador Liaison Subcommittee** – The purpose of this subcommittee is to provide oversight to the student ambassadors in their work on behalf of the admissions process. This committee is comprised of

members of the admissions committee and staff of OASA. This committee assists with the training of student ambassadors as representatives of MMS.

- **Pre-Entry Program Subcommittee** – The purpose of this subcommittee is to work with the office of educational programs to identify incoming students entering into the first year class who would benefit from the summer pre-entry program. This subcommittee is made up of admissions committee members and admissions and student affairs deans. This subcommittee has authority for selection of students into the pre-entry program.
- **Assured/Facilitated Programs Subcommittee** – The purpose of this subcommittee is to assist with interviewing and assessment of all assured/facilitated acceptance programs. This subcommittee will present recommendations to the admissions committee at large for final approval.
- **Executive Committee Subcommittee** – The purpose of this subcommittee is to review deficiencies in applications, criminal background check information and serves as liaisons to TMDSAS, TAAHP and AAMC. This subcommittee is comprised of the deans of the office of admissions and student affairs.

SELECTION

The Admissions Committee conducts a holistic review of applicants looking at each applicant's experiences, attributes, and academic metrics based on our medical school mission and core values. The Admissions Committee considers the totality of each application and looks at the following factors:

- Intellectual capacity
- Interpersonal and communication skills
- Breadth and depth of pre-medical educational experience,
- Potential for service to the state of Texas
- Motivation
- Integrity
- Ethical standards
- Ability to meet essential functions

The medical school Admissions Committee also looks at the AAMC Core Competencies for entering medical school students. These competencies include service orientation, social skills, cultural competence, teamwork, oral communication, ethical responsibility to self and others, reliability and dependability, resilience and adaptability, capacity for improvement, and ethical responsibility to self and others.

The Admissions Committee reviews and approves these standards annually.