



# 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 outline activities managed by the SOM Admissions Committee and the SOM Office of Admissions and Diversity.
2. **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 password and allows committee-specific content access.
3. **Holistic Review.** Holistic Review as it is practiced at TTUHSC School of Medicine is performed through the lens of the AAMC EAM Model by which an Admissions Evaluation Committee member screens the entire application considering first the experiences in which a student has been involved, followed by a detailed examination of the attributes of the student as presented in the application and Letters of Evaluation. The final consideration is the Metrics, including GPAs, GPA trends, and MCAT scores. 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 5-10 SOM faculty 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. Participants must be approved by the Chair of the AEC and the Associate Dean of Admissions.
    - 2) *Responsibilities.* The AEC is responsible for evaluating applications submitted to TTUHSC SOM and making recommendations regarding invitations for interviews. AEC members will rate applicant in some areas and will score applicants in the assigned objective areas prescribed by the Applicant Online Evaluation 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) *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 applicants have been assigned to their queue.
  - 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 1-10 points is possible. Commentary should be provided in each section.
    - (2) 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 selected 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 explaining why they would like to serve. The Office of Admissions administrative staff select students based on their application essay. Participants must be approved by the Chair of the Admissions Committee 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.
  - 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. 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 scheduled on select Wednesdays and Fridays from August through December. 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 by AMP. Notifications 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: Personal Communication, Intellectualism and Appearance; Understanding of Medical Profession; Letters of Evaluation; Situational/Behavioral; and Overall Impression of Interviewee. An aggregate total of 5-15 points is possible. Commentary can be provided in each section. Interviewers who conduct dual degree or special program interviews will also score in AMP.
  - e) Recommendation: A recommendation is required to complete the interview process for an applicant. Recommendations include: Top Priority, High Accept, Acceptable, Low Accept, and Reject.
  - f) 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, 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 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 and selected Year 4 medical students from all campuses. Service on the AIC is a prerequisite for participating on the ASC. Attendance is tracked, and committee members must be present at >50% of meetings to receive credit for ASC participation.
  - 2) *Responsibilities*. The AEC is responsible for reviewing all information about each interviewed applicant and making recommendations regarding acceptance to the SOM.
  - 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 TechLink.
    - b) Quorum: A quorum is designated as one-half of the committee size (faculty members) plus one. ASC members may enter absentee votes prior to the time of the meeting or during the meeting when unable to physically attend the meeting. Medical student members of the ASC are not counted for the purpose of quorum as Year 4 medical students are often traveling in the fall semester to residency interviews and are not available to attend many of the meetings. Several students are appointed in an effort to have at least one student 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 interview scores. Adjustments may be proposed where a discrepancy greater than or equal to 4-points exists between the two interviewers' scores. In rare instances, scores for an interviewer may be disqualified and scores from the other (second) interviewer are doubled.
- 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 meet during the scheduled time may make their recommendations in AMP as they are able to do so.
- h) Committee Average: The committee average is based on committee recommendations. 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 determined as the committee average.
- i) Special Programs: Applicants who have applied through a special early acceptance or early decision program require an additional committee recommendation. This recommendation designates whether an applicant will be allowed admission into the SOM under the program through which they are applying.

**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.

**6. Committee Conduct and Conflict of Interest.** Any complaints made against a member of the Admissions Committee will be appropriately investigated by the Chair (Associate Dean of Admissions) and discussed with the committee member in question. Resolution of a complaint is at the discretion of the Chair and may include, but is not limited to, continued participation 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](#).