



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

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

PURPOSE: The purpose of this Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) Policy and Procedure is to outline and describe the organization of the SOM Admissions Committees and subcommittees.

REVIEW: This TTUHSC SOM Policy and Procedure shall be reviewed within each fiscal year by the Admissions 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.
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, 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 that is 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.
4. **Holistic Review.** Holistic Review as it is practiced at TTUHSC School of Medicine is performed through the lens of the AAMC Experience-Attributes-Metrics (EAM) Model throughout the entire Admissions Committee process. This is done in conjunction with thinking broadly and identifying experiences of the applicant that will help fulfill the missions of the medical school. This approach to each applicant is used by the Committee all Subcommittees of the School of Medicine in the Admissions process.
5. **Committee Composition.** The SOM Admissions process is facilitated by the following subcommittees and the Admissions Committee:
 - a. Screening Subcommittee.
 - 1) *Participation.* The Screening Subcommittee is composed of SOM faculty and select Year 4 medical students 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. Medical students apply to participate on the subcommittee by being part of the Admissions Elective. Admissions administrative staff approve students based on the prerequisite requirement of participating in the interview subcommittee in Year 3. Participants must be approved by the Chair of the Admissions Committee and the Associate Dean of Admissions.

- 2) **Responsibilities.** The Screening Subcommittee is responsible for evaluating applications submitted to TTUHSC SOM and select an option for the application. Those options are the following: Interview, No Interview, Hold-MCAT, Hold- Special and Second Screen Needed. Members are expected to complete a specific number of evaluations each week based on availability. Members will rate applicants in various areas and will score applicants in the assigned objective areas prescribed by the online form. The admissions committee serves as the final decision-making body for all reviewed applications.
- 3) **Training.** Annual training is required for participation on the subcommittee. Training is provided by the SOM Office of Admissions. Calibration sessions are available for all members throughout the application cycle. Members are encouraged to explore cultural awareness discussions and activities.
- 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 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. Interview Subcommittee.

- 1) **Participation.** The interview subcommittee 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 committee 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 Admissions Committee and the Associate Dean of Admissions.

- 2) **Responsibilities.** The interview subcommittee is responsible for reviewing the screening form filled out by a member of the screening subcommittee, interview applicants and fill out the interview form. 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. The admissions committee 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 before and throughout the interview season either live, recorded or online. After training a brief test will be administered and 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. Members are encouraged to explore cultural awareness discussions and activities.
- 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.
 - a) **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.
 - b) **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.
 - c) **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 admissions committee's score, a GPA cognitive score, and MCAT cognitive score. The Office of Admissions will use AMP to tabulate a cognitive score (COG Score) that includes the overall GPA that is scaled to 25, and a coefficient based on Barron's rank or equivalent data point is applied, and the MCAT result, scaled to 25, and a coefficient based on socioeconomic status.
 - d)

c. Admissions Committee.

- 1) **Participation.** The Admissions Committee 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 interview subcommittee is a prerequisite for participating on the admissions committee and service on the screening committee is preferred. The Admissions Committee is comprised of 22 individuals. There are six (6) MS4 students, fourteen (14) faculty, and two (2) administrators. One faculty will be appointed Admissions Committee Chair and another as Chair-Elect. Attendance is tracked, and committee members must be present at >50% of meetings to receive credit for committee participation. Members may attend meetings virtually. A 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 Committee and the Associate Dean of Admissions.
- 2) **Responsibilities.** The Admissions Committee is responsible for reviewing all information about each interviewed applicant and making final decisions regarding acceptance to the SOM throughout the entire application process. The Admissions Committee serves as the final decision-making body for:
 - a) all applicants as they apply for admissions to medical school.
 - b) approving prerequisites for admissions into the medical school as needed.
 - c) Serving as the final decision-making body on all recommendations made by subcommittees
- 3) **Training.** Annual training by all members is required for participation on the committee. Training is provided by the Office of Admissions. Members are encouraged to explore cultural awareness discussions and activities.
- 4) **Process.**
 - a) **Meetings:** 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 is not to be included in this count. The majority of quorum must be faculty members. 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 through the use of AMP. This documentation contains summary information covering applicants scheduled to be reviewed at the upcoming meeting. Other documentation may be provided during the course of the 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 committee 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 committee 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. Members will have until the end of business day on Monday after the meeting to submit their vote. Assigning final decisions is not allowed prior to the meeting.
 - h) **Committee Average:** The committee average is a weighted score of the screening subcommittee, interview subcommittee and admissions committee scoring, where the admissions committee score is given additional weight. All scores are converted to a 5-point scale. For the admissions committee 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 admissions committee score.
 - i) **Special Programs:** Applicants who have applied through these programs – as defined in SOM OP 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 admissions committee during their term of service as well as members involved in any financial aid process from their perspective campuses. Two members required to be part of this subcommittee are the previous year's Admissions Committee chair and the current Chair-Elect of the Admissions Committee. This subcommittee is currently under creation to aid in mitigating the awarding of scholarships to incoming and current students.
- a) **Participation.** The Scholarship Subcommittee is composed of SOM administration, faculty, staff, and a medical student(s) that may also have an appointment to the admissions committee during their term of service on the scholarship subcommittee. Service on the interview subcommittee is a prerequisite for participating on the scholarship committee and service on the screening subcommittee 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 Committee and the Associate Dean of Admissions must approve participants.
 - b) **Responsibilities.** The Scholarship Subcommittee is responsible for reviewing information about offered applicants and current students

and making recommendations regarding scholarships. This subcommittee is only responsible for awarding scholarships to incoming students and students during the Phase 1 of their medical school training. The admissions committee 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. Members are encouraged to explore cultural awareness discussions and activities.

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 is not to be included in this count. 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 individuals scheduled for review.

6) **Dual Degree Subcommittee.** Consists of members that are part of the admissions committee during their term of service as well as members involved in their respective partnered programs. This subcommittee is currently under creation to aid in mitigating the offers of a dual degree to incoming students.

a) *Participation.* The dual degree subcommittee is composed of SOM administration, faculty or staff that may also have an appointment to the admissions committee during their term of service on the dual degree subcommittee. Service on the interview subcommittee is a prerequisite for participating on the dual degree subcommittee and service on the screening subcommittee 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 Committee and the Associate Dean of Admissions must approve participants.

b) *Responsibilities.* The Dual Degree Subcommittee is responsible for reviewing information about offered applicants and determine fit for dual degree programs. This subcommittee is to make recommendations on offers of acceptance for all dual degree programs to incoming students. The admissions committee serves as the final decision-making body for all dual degree offers.

c) *Training.* Annual training by all members is required for participation on the committee. Training is provided by the Office of Admissions. Members are encouraged to explore cultural awareness discussions

and activities.

d) *Process.*

- (1) **Meetings:** The committee will typically meet periodically during the application cycle to review documentation and make recommendations to the admissions committee regarding applicants that are eligible for a dual degree offer.
- (2) **Quorum:** A quorum is designated as 3 voting members. The Associate Dean of Admissions is not to be included in this count. 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.

6. **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.
7. **Committee Conduct and Conflict of Interest.** Any complaints made against any member of the Admissions Committee will be appropriately investigated by the Admissions Committee 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 Admissions Committee 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, Confidentiality Agreement and Training Acknowledgement & Receipt documents 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](#), SOM OP 70.1 Confidential Information for Admissions Committee and Subcommittees, [TTUHSC SOM Statement of Professionalism](#), and the [TTUHSC Institutional Handbook](#).