



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 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

a. Screening Subcommittee.

- 1) . The Screening Subcommittee is composed of SOM faculty and select Year 4 medical students from all campuses. A faculty member may self-

- 2) 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

- 1) . 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) administrator. 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) . 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

c) 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)

re1 ()-12.1 (dua)-12.2 (l)]TJ 0 Tc 0 Tw 23(at)-1.1 .y(cTj /TT0 1 Tf -0.00231-6.4 (ov)-8 (e)

(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) 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) 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.

