

Medical Student Admissions Committee Charter

Purpose, Authority, and Responsibilities

As written in the College of Medicine Bylaws, the charge of the Medical Student Admissions Committee is to: (1) Develop policies regarding the prerequisites, admission standards, and admission procedures for student application and acceptance into the College of Medicine; (2) Select students for matriculation into the College of Medicine; (3) Consider applicants and select students for advanced standing from other centers of medical education and (4) Notify and seek feedback from the Faculty Council regarding significant changes to policies and procedures.

Membership

The voting membership of the Medical Student Admissions Committee is as follows:

- Elected members of the General Faculty (N=13)
- Associate Dean of Admissions and Student Affairs (1)
- Assistant Deans of Admissions (2)
- Assistant Dean of Student Affairs (1)
- Assistant Dean of Diversity, Equity, and Inclusion (1)
- M3 students (2)
- M4 students (2)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. Medical Student members are appointed by the Associate Dean of Admissions and Student Affairs in coordination with the Chair and are eligible to serve in the position for up to two consecutive years. The Associate Dean for Admissions and Student Affairs may invite administrative leadership to participate in committee meetings as needed. There are no non-voting members of the committee.

Leadership

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Chair and Vice-chair will be appointed from the elected committee membership by the Dean for a three-year term in consultation with the Associate Dean for Admissions and Student Affairs. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

Meetings will be scheduled as needed starting in August of each admissions cycle and continue as needed until the work of the committee is completed. The committee may meet more frequently as needed and may be conducted electronically, virtually, or in person. Meetings may be called by the Chair or by a majority of the voting members of the committee. A quorum for a meeting is 60% of committee members with the majority of those present being an elected member of the General Faculty.

Operating Procedures

The Committee may establish internal operating procedures/policies and develop sub-committees/taskforces consisting of members of the full committee, or involve other members of the campus community, and other stakeholders to achieve its stated charge.

Agenda, Minutes, and Reports

The Office of Admissions and Student Affairs will provide administrative support for the committee. The Chair and/or Vice-chair, or their designee, are responsible for developing an agenda and ensuring completion of minutes for the meeting. Meeting minutes or a summary should be forwarded to the Dean for review. The Chair will report the activities of the committee to the General Faculty at least on an annual basis.

Amendments

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Faculty Council: