

## Bylaws of the Medical Student Admissions Committee of the UNMC College of Medicine

- I. Name
  - a. The Medical Student Admissions Committee is a standing committee of the University of Nebraska College of Medicine (COM).
- II. Charge
  - a. As defined in the COM Bylaws approved on April 1, 2020, the Admissions Committee's charge includes:
    - i. Recommending to the Faculty policies regarding prerequisites, admissions standards and admission procedures for medical student applications.
    - ii. Selecting entering classes.
    - iii. Considering applicants and selecting students for advanced standing from other centers of medical education.
- III. Objectives
  - a. The objective of the Admissions Committee of the COM is to assess the qualifications of applicants for medical training using a holistic approach, with final admissions decisions based on many factors:
  - b. As a publicly supported institution of higher education, the COM Admissions Committee strives to meet the expectations of the State. The Admissions Committee aims to recruit a medical school class that reflects the broad diversity of citizens and communities of Nebraska.
- IV. Membership and Administration
  - a. Composition: The Admissions Committee is composed of 22 members. Members include:
    - i. 13 COM faculty (3 basic science and 10 clinical) to include the Chair and Co-Chair
    - ii. Associate Dean for Admissions and Student Affairs
    - iii. Assistant Deans for Admissions (2)
    - iv. Assistant Dean for Student Affairs
    - v. Assistant Dean or Director of Diversity, Equity and Inclusion
    - vi. 2 M3 current medical students, 2 M4 current medical students
  - b. Appointment: Membership on the Admissions Committee is recommended by the Associate Dean for Admissions and Student Affairs to the Dean of the COM for approval by the Faculty Senate.
  - c. Terms of Office: The standard term of office for faculty members is 3 years, renewable for a one second term of 3 years at the discretion of the Dean of the COM, who receives recommendations from the Associate Dean for Admissions and Student Affairs after conducting an annual review of members' attendance at meetings and compliance with Admissions Committee policies. A member shall be eligible for no more than two consecutive terms, but may be extended for an additional year with approval of the Dean of the COM. A period of at least one year must elapse before a previous member may again be eligible for membership. Student members are appointed for a 2-year term, for their M3 and M4 years, renewable for one further year if the student elects to extend their undergraduate training through an MPH, PhD or similar dual-degree program.
  - d. Leadership: The committee has a Chair plus a Co-Chair, both of whom are faculty members of the committee. The term of appointment as Chair is limited to three years, at which point, the Co-Chair moves to the Chair position and a new Co-Chair is named by the Dean based on recommendation from the Associate Dean for Admissions and Students. The Co-Chair position is filled by a current or past member of the Admissions Committee.  
Duties of the Chair include:

- a. Running the voting meetings, which includes presentation of the candidates, overseeing the discussion and calling for votes.
  - b. Working with administrative staff in assembly of decision letters, committee policy documents, and the admissions brochure.
  - c. Approval and signing of official committee documents such as applicant letters and minutes of meetings.
- V. Admissions Decisions
- a. All decisions about who enters the College of Medicine are made by the Admissions Committee.
- VI. Meetings:
- a. All applications are reviewed holistically
  - b. Quorum for a meeting is 60% of Committee (13) with always having majority of the voting members present being faculty.
  - c. In-person, virtual and/or teleconference meetings are acceptable.
  - d. Summary of voting procedures: An applicant is accepted by receiving positive votes of  $\geq 86\%$  of members voting at the meeting they are discussed. An applicant is rejected if they fail to receive positive votes of  $> 50\%$  of members voting at that meeting. Applicants whose support falls between those limits are placed on Hold for re-review at a subsequent meeting.
  - e. At the end of review of all applicants, their status can be:
    - i. Accepted
    - ii. Accepted-Waiting
    - iii. Alternate List
    - iv. Rejected
- VII. Management of the Accepted-Waiting and Alternate Lists
- a. Admissions Committee determines the order of the Accepted-Waiting list.
  - b. The Admissions Committee delegates authority to the Associate Dean for Admissions and Student Affairs and the Assistant Deans for Admissions to manage the Alternate List as determined by the Admissions Committee.
- VIII. Amendments
- a. These Bylaws may be amended or repealed, or new Bylaws adopted at any meeting of the Admissions Committee, or via electronic voting, by the affirmative vote of no less than two-thirds of all members as defined above, provided notice of the proposed change is distributed to all members no less than three (3) business days prior to such vote.

Approved by Admissions Committee: June 23, 2021

Approved by Faculty Council: July 9, 2021