



**Roy J. and Lucille A.
Carver College of Medicine**

Office of Student Affairs and Curriculum

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Admissions Committee Mission Statement

The Admissions Committee for the University of Iowa Roy J. and Lucille A. Carver College of Medicine admits students who have a genuine interest in the study and practice of medicine; show a desire and commitment to serve the public in matters of health; and who have the personal, professional and intellectual skills and characteristics required to be a competent and caring physician.

Personal qualities considered by the Admissions Committee include high moral character, independent thinking, the ability to communicate and interact with others in a sensitive and caring way, the ability to maintain professionalism in stressful situations, and dedication to the ideal of service.

Understanding the importance of the educational benefits resulting from a diverse student population and the interest by the medical profession in serving the healthcare needs of a changing American population, the Admissions Committee values each applicant's unique strengths, experiences and background.

The Carver College of Medicine Admissions Committee Policies

Name

The name of this committee is the University of Iowa Roy J. and Lucille Carver College of Medicine Admissions Committee (Admissions Committee).

Objectives

A. Purpose. The purpose of this committee is to fulfill the mission of the University of Iowa Roy J. and Lucille A. Carver College of Medicine (CCOM) by selecting outstanding applicants for admission. The Committee mission statement is as follows:

“The Admissions Committee for the University of Iowa Roy J. and Lucille A. Carver College of Medicine admits students who have a genuine interest in the study and practice of medicine; show a desire and commitment to serve the public in matters of health; and who have the personal, professional and intellectual skills and characteristics required to become a competent and caring physician.”

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B. Charge. The Dean, Executive Dean, or Senior Associate Dean for Medical Education presents a charge to the committee during one of the first committee meetings, before any candidates are reviewed for admission. The Admissions Committee has all powers necessary to admit applicants, rescind offers of admission, and carry out the objectives of the committee.

Membership

A. Composition. The Admissions Committee has a total of 30 voting members: 25 CCOM faculty members (including the Des Moines campus), four CCOM students, and one community physician. Broad representation of society, faculty status (junior/senior), and departmental affiliation are considered when selecting new members of the committee.

B. Committee Chair

i. Selection and term. The Chair is designated by the Director of Admissions in consultation with the Senior Associate Dean for Medical Education. The Chair represents one of the 30 committee members and serves for a term of three years. After that time, the Chair may be re-appointed by the Director of Admissions on an annual basis in consultation with the Senior Associate Dean for Medical Education.

ii. Role. The Chair has multiple duties that include moderating the Admissions Committee meetings, serving as the Chair of the Process Subcommittee, moderating Process Subcommittee meetings; and casting the tiebreaking vote (if needed) during Admissions Committee meetings. The

Chair, with consultation from the Director of Admissions and Senior Associate Dean for Medical Education, may remove a member at any time at his/her discretion.

C. Committee Members

i. Selection and terms. One community physician is selected by the Chair and the Director of Admissions. Four student members are elected by their peers to serve in two-year terms. The remaining 24 members are self-nominated or peer-nominated then selected by the Chair and the Director of Admissions and affirmed by the Process Subcommittee of the Admissions Committee. Each committee member serves for a term of three years. After the first three-year appointment, a member's appointment may be renewed on an annual basis by the Director of Admissions. There is no limit to the number of years that a committee member may serve on the committee. While serving as members of the Admissions Committee, committee members may not participate in the CCOM interview process. All members are required to adhere to the Admissions Committee conflict of interest policy detailed in the Admissions Committee handbook.

ii. Attendance Policy. Committee members must attend 70% of all committee meetings annually. Members are strongly encouraged to be present at meetings where applicants that he/she reviewed will be discussed.

iii. Removal. A member who has missed 30% or more of annual meetings may be removed at the discretion of the Chair and the Director of Admissions. Admissions Committee members who fail to comply with attendance and/or timely review of applicants requirement may be removed prior to completion of their term.

iv. Resignations. A committee member may resign at any time by giving written notice of resignation to the Chair and the Director of Admissions.

v. Vacancies. Vacancies may be filled at any time by the Director of Admissions in consultation with the Chair. If the Chair resigns in the middle of an application cycle, an interim Chair will be designated by the Senior Associate Dean for Medical Education and the Director of Admissions.

General Powers and Procedures

A. General Powers. The Admissions Committee has all powers necessary to admit applicants, rescind offers of admission, and carry out the objectives of the committee.

B. Meetings. Meetings of the Admissions Committee are held at least twelve times each admissions cycle (school year, August to May). The Chair may designate additional meeting dates. Committee members receive written notice of regularly scheduled meetings.

C. Quorum. A quorum consists of 16 committee members and voting by majority.

D. Voting. Each committee member (except the Chair) holds one vote. There is no proxy voting. Members must be present to cast a vote. In the case of a tie, the Chair casts the tiebreaking vote.

E. Subcommittees. Two subcommittees meet to make recommendations to the Admissions Committee: the Interview Subcommittee and the Process Subcommittee. Each subcommittee meets at

least once per year. Additional meetings may be scheduled as needed. At subcommittee meetings, a quorum is determined by the Chair and voting decisions require a majority rule. The Chair serves as the Chair of the Process Subcommittee. The Chair appoints the Chair of the Interview Subcommittee, with the anticipation he/she will continue to serve on the subcommittee in subsequent years. Each subcommittee consists of at least five and no more than ten committee members. Subcommittee members are appointed by the Chair and are expected to continue to serve on the subcommittee for subsequent years. The Chair and Director of Admissions may appoint a new subcommittee should they deem it necessary to help fulfill the functions of the Admissions Committee.

i. Interview Subcommittee. The Interview Subcommittee considers the interview process, evaluates potential improvements, and makes recommendations to the Admissions Committee. This subcommittee consists of four faculty members and one medical student. The subcommittee is coordinated by the Assistant Director of Admissions.

ii. Process Subcommittee. The Process Subcommittee considers admission requirements, training needs, processes, and reports to the Admissions Committee at the first meeting each fall. The Process Subcommittee may recommend rescinding an admission offer if the applicant violates a requirement in the acceptance offer. Should this occur, an electronic vote by the full committee determines whether the offer of admission is upheld or rescinded. In cases where the Chair is not present at meeting time, a Process Subcommittee member may moderate the meeting.

F. Applicant Review Subcommittees. The 30-member committee is divided into six 5-member Review Subcommittees. Diversity in gender, faculty status (junior/senior), and departmental affiliation are considered in the selection of these subcommittees. These subcommittees are re-selected on an annual basis at the beginning of each application review cycle.

G. Conflict of interest. If a committee member is a first-degree relative of an applicant to CCOM, he/she may not serve on the committee for that entire application year. If a committee member is a second-degree relative of an applicant to CCOM, he/she must exit the room during that review and is not eligible to vote on that application. If a committee member has a financial or personal interest regarding any applicant, he/she must abstain from the review, discussion, and vote on that applicant.

H. Confidentiality. Committee members may not discuss or disclose information about individual applicants to any third party unless such information is already a matter of public knowledge. Members must use discretion and good judgment in discussing the affairs of the Admissions Committee with third parties. ***Do not consider information found through social media or internet searches unless an external link is explicitly listed within the application.***

I. Compensation of Board Members. No committee member (except the Chair) receives any salary or compensation for their services except for food and parking passes provided during committee and subcommittee meetings. The Chair may receive additional administrative differential salary support at the discretion of the Senior Associate Dean for Medical Education.