

The Carver College of Medicine Admissions Committee

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 intellectual ability to manage the changing scientific and technological information required by a competent physician in today’s world.

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, personal stability, and dedication to the ideal of service.

Go ahead and remove it if you feel it isn’t necessary. It remains on our website and in the admissions committee handbook as is. The committee spent a great deal of time crafting this mission statement. The last paragraph is based on the results of a full-faculty survey we send out every other year. The Dean of the CCOM is the one who gives the charge to the committee, and he/she bases that charge on the committee’s mission. The AAMC fully supports a mission-based holistic review of each application, and expects our full mission statement to be front and center on our website and in our policies. <https://www.aamc.org/initiatives/holisticreview/about/> Perhaps your document does not have to reflect the specifics as written in our policies? I’m not sure what your parameters are. Feel free to include or exclude parts you don’t need.

B. Charge. The Dean, Executive Dean, or Senior Associate Dean of Student Affairs and Curriculum (Senior Associate Dean) presents a charge to the committee during one of the first committee meetings, before any candidates are reviewed for admission.

Membership

A. Composition. The Admissions Committee has a total of 30 voting members: 25 CCOM faculty members, four CCOM students, and one community physician. Diversity in gender, race, 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. 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.

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, 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 with input from the Office of Statewide Clinical Education Programs. Four student members are elected by their peers to serve in two-year terms. The remaining 24 members are selected by the Chair and the Director of Admissions. 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.

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 meetings in a year may be removed at the discretion of the Chair and the Director of Admissions.

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 and the Director of Admissions.

General Powers and Procedures

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

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

C. Quorum. A quorum consists of half of the committee members then sitting plus one. If a quorum is not present (i.e. 15 members or less) by the start of a committee meeting, the Chair may begin the committee meeting at the Chair's discretion. When a quorum is not present, 8 "yes" votes are required for a vote of admission to carry.

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. Each subcommittee consists of at least five but no more than ten 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 make recommendations to the full committee to rescind admission offers if the applicant violates a requirement in the acceptance offer.

F. Applicant Review Subcommittees. The 30-member committee is divided into six 5-member Review Subcommittees. Diversity in gender, race, and departmental affiliation are considered in the selection of these subcommittees. These subcommittees are re-selected on an annual basis. Feel free to bullet it if you think it makes more sense in your document. The review 'subcommittees' do not have a chair and never meet, so they aren't the same as the other 2 subcommittees that are subsets of the full committee, have a chair, and meet annually. Changes in our actual policies must be cleared by the Process Subcommittee and then taken to the full committee. We will leave it as is in our policies. Perhaps the Process Subcommittee can discuss what we call the review 'subcommittees' in their meeting next summer. My guess is that this is much more information than you really need for your document. The handbook is in the LCME final submission, so they have the full description for the purposes of Standard 10.

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.

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.