
Admissions Committee Procedures

Structure and Composition

A. Admissions Committee

The Admissions Committee, is comprised of 20 faculty members, which include the faculty Co-chairs. Admissions Committee faculty members must have two years Admissions Interviewing Subcommittee (AIS) experience.

Appointments are made annually over the summer or as needed, to maintain 20 at-large members. Each May, the Deans of Admissions send out a call for self-nominations to AIS members to fill any open at-large positions. Calls are communicated to current Admissions Interviewing Subcommittee faculty via multiple modalities, including, but not limited to, BCM Intranet, email and the Admissions newsletter. A description of the requirements and responsibilities of admissions committee membership is made available to all candidates. Members are appointed by the Deans of Admissions and serve for 3 years (renewable).

1. Faculty Co-chairs

There are 4 faculty Co-chairs of the Admissions Committee. They are appointed by the Deans of Admissions and serve for a 3-year term, renewable once. The Co-chairs must be full time faculty members with 3 years of admissions committee experience. When there is a co-chair vacancy, the faculty admissions committee members who meet the requirements are asked to submit a letter of interest and interview with the Deans of Admissions.

2. Student Co-chairs

There are 5 student Co-Chairs of the Admissions Committee. The student Co-Chairs must be 3rd or 4th year medical students, be in good academic standing, and have prior AIS interviewing experience of at least 1 year. Student candidates must submit an application and interview with the Deans of Admissions and the current student co-chairs. The Admissions Committee appoints student co-chairs for a 1 year term, renewable once.

B. Admissions Interviewing Subcommittee (AIS)

The AIS is a subcommittee of the Admissions Committee whose membership fulfills the role of interviewing and evaluating all interviewed applicants.

AIS elections are held annually over the summer or as needed, to maintain at-large membership that consists of two-thirds faculty/emeriti/alumni/resident/fellows. Each May, the Deans of Admissions send a request for nominations to fill any open at-large positions in the AIS. This

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call will include subcommittee member responsibilities and requirements. Calls are communicated to faculty, fellows, residents, emeriti, and alumni via multiple modalities, including, but not limited to, email, the BCM Faculty Commons, and the BCM intranet announcements. In addition, the committee solicits nominees from Department Chairs, Vice Chairs of Education, Faculty Senate, and current committee members.

Faculty, faculty emeriti, alumni, residents, and fellows serve on the AIS for 3 years (renewable). The AIS consists of two-thirds faculty/emeriti/alumni/resident/fellow members and one-third medical students.

Students in good academic standing are an integral part of the holistic admissions process. Current medical students who serve on the AIS select new student members through a process that includes an application and a personal interview. Student AIS members are selected by the student co-chairs and Deans of Admissions and are appointed by the Admissions Committee annually.

C. Committee Support

The staff of the Office of Admissions provides administrative support to the Admissions Committee and to the AIS.

Procedures

Committee Operations

A. Conflict of Interest (COI)

Every member of the Admissions Committee & AIS must review and understand the conflict of interest policy of the committee. Each member is required to sign the COI statement each year.

B. Confidentiality Agreement

Applicants to BCM provide a large amount of personal information. It is the Admissions Committee's and Admissions Interviewing Subcommittee's responsibility to maintain the confidentiality of that information. All committee proceedings are confidential. Each year committee members are required to sign a confidentiality agreement.

C. Committee Orientation and Training

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Each new and returning committee member must participate in an annual in-depth mandatory orientation and training session held prior to the start of the interview season (see attached handbook). The session covers a review of admissions procedures and processes. New and returning members are not permitted to participate in any admissions related activities unless orientation/training and a post-training examination have been successfully completed.

D. Committee Meetings, Voting, and Quorum

The Admissions Committee meets monthly or as often as needed during the admissions cycle. A quorum of the Admissions Committee is defined as ≥ 6 faculty Admissions Committee members. No vote is held unless a quorum is present. The presiding co-chair (and only the co-chair) may be given voting rights if exactly 5 voting members are present in order to constitute a quorum. All faculty members holding a Deans position (including at the assistant and associate levels) shall be ex officio (non-voting) members of the Admissions Committee. Each Admissions Committee meeting includes 2 student voting members who are identified prior to each meeting.

The meetings of the Admissions Committee are open to all members of the Admissions Interviewing Subcommittee (AIS).

Selection, Evaluation, and Admittance Procedures

A. Processing of Applications

1. Applicants to Baylor College of Medicine (BCM) are required to have completed 90 hours of undergraduate level education in an accredited undergraduate institution in the United States, take the Medical College Admissions Test (MCAT), submit an application through the American Medical College Application Service (AMCAS), complete the Computer-Based Assessment for Sampling Personal Characteristics (CASPer), submit letters of recommendation, and complete the BCM supplementary application.

2. Applicants are required to be United States citizens or hold a permanent resident alien visa. International applicants are considered if they meet the admissions requirements for the Medical Scientist Training Program (MD/PhD).

B. Screening of Applications

1. Each applicant's file is reviewed holistically to assess his or her suitability for a career in medicine. Materials reviewed will include the AMCAS application, BCM supplementary application, CASPer score, metrics and letters of recommendation.

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2. A select group of applicants will be invited for an interview. The Admissions Committee will screen application materials and decide whether an interview invitation will be extended.

C. Interview Process

1. Interviewers must attend an in-depth annual orientation and training session during which members are provided guidelines for the holistic interview process including which topics are inappropriate for the interview, which qualities are to be evaluated, mitigating implicit bias during interviews, etc.

2. Invited applicants will have 1 live, virtual interview with a faculty member of the Admissions Interviewing Subcommittee. The AIS member will provide an assessment of the essential and unique attributes of each interviewed applicant with a recommendation for admission. Interviewers are blinded to the applicant's letters of recommendation, MCAT, GPA, and CASPer

3. Invited applicants will also be asked to complete the AAMC's Video Interview Tool for Admissions (VITA) 2 weeks prior to their scheduled interview with BCM. The applicant's VITA will be evaluated by 2 members of the Admissions Interviewing Subcommittee (either 2 faculty members or a faculty member and a learner/alumni). The AIS members will provide an assessment of the essential and unique attributes of each applicant's video interview with a recommendation for admission. Interviewers are blinded to the applicant's letters of recommendation, MCAT, GPA, and CASPer

4. Interviewers provide an online assessment and score of the essential and unique attributes (e.g., commitment to service, motivation for a career in medicine, participation in extracurricular activities, learning experiences, personal experiences, socio-economic status, and cultural factors) of each interviewed applicant with a cumulative recommendation score. Evaluation scores are submitted to the Admissions Committee

5. Interviewees are provided an opportunity to anonymously evaluate the interview process and provide feedback to the Admissions Committee about their experience at BCM.

D. Ranking Process and Final Decisions

1. The Admissions Committee reviews the cumulative recommendation scores of the interviewed applicant, including the assessment by the interviewers, and based on this information, vote to accept the score submitted by the AIS members. The Admissions Committee accepts the interview

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scores of the AIS members who interviewed the applicant as final. If the AIS members do not agree on a score, the Admissions Committee reviews the complete application and after deliberation votes on a rescoring of the applicant. The Admissions Committee then ranks applicants based on cognitive and non-cognitive criteria. Offers of admission are made to applicants using the rank list created. The Admissions Committee accepts desirable candidates based on the school’s mission and diversity goals, those not initially accepted remain on the rank list until April 30th.

2. After April 30th (AAMC national reply date), if the class is not full due to withdrawals/declines, the Admissions Deans present the non-ranked waitlist to the Admissions Committee and a vote is taken to activate the waitlist and to give formal authorization to the Admissions Deans and a faculty co-chair to collectively select candidates from the waitlist to fill the class. Selection will be aligned with the institution’s diversity goals.

3. The final decision regarding which applicants will be offered admission resides with the Admissions Committee.

E. Evaluation of Admissions Policies, Procedures and Activities

The Office of Admissions is within the Undergraduate Medical Education program and is directly supervised by the Dean of the School of Medicine.

Document History

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