

Admissions Committee

Charter

Process/Procedure Owner: Office of Admissions

Document Change Control:

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1.0	03/20/2017	Dawn Yargeau	Initial Procedural Document
2.0	8/2/2017	Jamie Fox and Dawn Yargeau	Updated with change of citizenship documentation and Procedure for selection for interview
3.0	10/06/2021	Dr. Abhinav Krishnan and Dawn Yargeau	Revised policies to current practices
4.0	06/14/2022	Dr. Abhinav Krishnan, Dr. Kevin Sprague	Added in supporting documents regarding student selection
5.0	01/11/2023	Dr. Abhinav Krishnan	Added in new faculty, and updated sub-committee information



WAYNE STATE
School of Medicine

TABLE OF CONTENTS

Introduction.....	3
Vision	
Mission	
Commitment	
Core-values of the admissions committee	
Summary.....	4
Charge of Admissions Committee	5
Role of Admissions Committee.....	5
Admissions Committee, Admissions Interviewers, and Sub-Committee’s	6
Membership of Admissions Committee and Sub-committees.....	8
Assessment.....	24
Purpose	
Admissions Procedures.....	27
Admissions Interview: Scheduling and Calendar	29

INTRODUCTION

VISION

The Vision of Wayne State University School of Medicine is to graduate a diverse group of physicians and biomedical scientists who will transform the promise of equal health into a reality for all.

MISSION

We will educate a diverse student body in an urban setting and within a culture of inclusion, through high quality education, clinical excellence, pioneering research, local investment in our community and innovative technology, to prepare physician and biomedical scientific leaders to achieve health and wellness for our society.

COMMITMENT

We are privileged to serve our community, state, nation, and the world as innovators in medicine, health, prevention and wellness.

CORE-VALUES OF THE ADMISSIONS COMMITTEE

Preamble: The purpose of this core values statement is to provide a set of principles that are exemplified by interviewers and admissions committee (AC) members in their selection of students that will embody the Wayne State University School of Medicine mission and be reflected in our environment.

AC Core Values Statement: We commit to the recruitment, admission, and success of students who embrace and embody the mission, vision, and values of Wayne State University School of Medicine. Our focus is on erasing disparities and racism in health care through implementing the core values of equity, inclusivity, diversity, mutual respect, and appreciation. Through the creation of a genuine awareness of belonging for everyone, we will ultimately achieve a diverse and empathetic workforce that reflects and elevates the many communities we serve.

At our core we strive to admit students who contribute to and flourish in an environment that supports and promotes: **OUR CORE BREATHES and DELIVERS**

Opportunities
Understanding
Relationships

Caring
Openness
Resilience
Engagement

Belonging
Responsibility
Empathy
Appreciation
Tolerance
Humanity
Equity
Sensitivity

Diversity
Excellence
Learning
Inclusion
Values
Experiences
Respect
Social accountability

SUMMARY

Wayne State University School of Medicine (WSUSOM) recognizes that, in training physicians, there are responsibilities to be met. The first is to the medical students, to provide a medical education of the highest quality so that they may become highly effective and competent physicians. Another responsibility is to the future patients of the graduates of the medical school. Graduates should be well trained in all aspects of medicine and able to make appropriate diagnostic and treatment decisions in a manner that recognizes and respects the individual patient's needs, including cultural, financial and social nuances. Each matriculating class will be selected in light of this dual responsibility. Each applicant will be evaluated not only on his or her ability to become a competent physician, but also on his or her potential to contribute to the educational experience of fellow medical students and the advancement of the profession of medicine. The admissions process will evaluate both the individual capabilities of a student, and the overall composition of the matriculating class, with the goal of providing a rich and diverse educational experience for all members of the class. WSUSOM follows the guidelines and policies regarding diversity as put forth by the University. WSUSOM complies with all applicable federal and state laws. WSUSOM defines diversity as the inclusion of individuals with varying backgrounds and perspectives so as to enhance the learning climate and promote innovation, mutual respect and connections with the communities being served. Factors taken into consideration include, but are not limited to, educational background, life experiences, cultural identity, and socioeconomic background. WSUSOM does not discriminate on the basis of race, color, creed, gender, gender identity, national origin, age, familial status, marital status, height, weight, sexual orientation or veteran status.

CHARGE OF ADMISSIONS COMMITTEE

• THE ADMISSIONS COMMITTEE IS AN OVERSIGHT AND DECISION-MAKING ENTITY. THE MAJOR RESPONSIBILITY OF THE COMMITTEE IS TO IDENTIFY AND SELECT APPLICANTS WHO DEMONSTRATE THE ABILITY TO FULFILL THE PURPOSE OF THE MD PROGRAM AT THE WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE. THE COMMITTEE ENSURES THE ADMISSION PROCESS IS APPLIED EQUALLY AND CONSISTENTLY TO ALL APPLICANTS. THE COMMITTEE REVIEWS ALL APPLICANTS IN TERMS OF THEIR POTENTIAL ACADEMIC SUCCESS IN MEDICAL EDUCATION PROGRAMS AND IN TERMS OF THEIR POTENTIAL CONTRIBUTION TO THE GREATER HEALTHCARE COMMUNITY. ITS AUTHORITY ORIGINATES BY DELEGATED POWERS FROM THE SCHOOL OF MEDICINE FACULTY SENATE BY-LAWS.ROLE OF ADMISSIONS COMMITTEE

- Recommend policies, requirements, and procedures for admission to the School of Medicine.
- Evaluate the qualifications of applicants and determine final selection.
- Evaluate the various tools, criteria, and procedures used in the process of appraisal and selection of applicants; study the trends of applications and admissions to medical schools.
- Engage in recruitment activities and such other appropriate steps a may be useful in obtaining highly qualified medical students who also may be representative of diverse social and cultural backgrounds.
- Participate, as may be appropriate and feasible, in visits to other colleges and universities, in conferences relating to admission, and in other appropriate activities related to recruitment.
- Coordinate and guide the activities of faculty members and students who serve as interviewers of prospective students; receive and evaluate interview reports and recommendations of interviewers as a source of information on the suitability of prospective candidates.

ADMISSIONS COMMITTEE, ADMISSIONS INTERVIEWERS, AND SUB-COMMITTEE'S

A. Purpose

1. The AC is the body that is responsible for the assessment of the individual applicant in the pool of all of the applicants. In addition to a review of the files and interview comments of each of the interviewed applicants, the AC has the final decision-making authority and takes one of the following actions on each interviewed applicant. 1) Approved to Offer Admission 2) Reject Applicant 3) Move Applicant to Alternate List 4) Rescind Admission Offer.

2. Admissions Interviewers: The Admissions Interviewers are the body of the medical school that is responsible for the assessment of an individual applicant, both via review of the applicant's file and the face-to-face faculty/alumni interview. Admissions Interviewers is a sub-committee of the AC.

B. Responsibilities

1. AC

- The AC will admit suitable candidates and reject unsuitable candidates. The AC will provide an approximate rating of the desirability of each applicant among the pool of all applicants.
- The AC will advise the Associate Dean for Admissions on appropriate policies and procedures for the evaluation and admissions of applicants to the Medical School.
- On occasion, the AC will review requests for waivers of existing requirements and make recommendations regarding the action on such requests to the Associate Dean for Admissions.

2. Admissions Interviewer

- Admissions Interviewers will conduct the faculty/alumni interview and provide an assessment of the attributes of each interviewed applicant to the AC using the standard interview evaluation form.

3. Medical Student Interviewer

- Each medical student interview is a 35-minute session using a standard interview evaluation form. Medical students only have access to the following portions of the AMCAS application: Applicant personal comments and experiences.

4. Sub-Committees of the AC

- As sub-committees of the AC, representation includes members of the AC, staff, and faculty. The responsibility of each of the committees are defined in their respective charters and in the of the membership section of this document. As of the 2022-2023 application year, available sub-committees include:
 - Interviewer Sub-Committee: The Interviewer sub-committee was formed to interview prospective applicants each application cycle and provide recommendations for their medical student candidacy to the AC.
 - Medical Student Interviewer Sub-Committee: The Medical Student

Interviewer sub-committee was formed to annually revise policies and procedures used by the medical student interviewers to evaluate prospective applicants to WSUSOM. Updates are provided to the AC for review and approval.

- Pre-Requisite Requirements: The Pre-Requisite Requirements sub-committee was formed to annually review and provide recommendations for pre-requisite requirements for undergraduate, graduate, and non-traditional students applying to WSUSOM to the AC for final approval.
 - Technical Standards: The Technical Standards sub-committee was formed to annually review current standards and perform a gap analysis against AAMC benchmarks.
 - Re-Interview: The re-interview sub-committee was formed to annually provide recommendations for revision to the AC's Re-Interview policy. This sub-committee annually reviews all interviewer scores along with qualitative and quantitative assessments to evaluate should any re-interviews be granted.
 - EDP: The EDP sub-committee was formed to annually revise the EDP policy that pertains to the minimum metrics that an applicant must apply with to be considered for an early decision by October 1.
- Additionally, one ad-hoc sub-committee was also established:
 - Assessment Review Sub-Committee: The assessment reviewer sub-committee was formed to annually review and provide recommendations to questions and rubrics for the faculty/alumni interview, secondary questions, application reading process, and MMI's to the AC. Application readers, faculty/alumni, MMI interviewers, and Office of Admissions staff make up the membership of this sub-committee.

MEMBERSHIP OF ADMISSIONS COMMITTEE AND SUB-COMMITTEES

ADMISSIONS COMMITTEE

Charge

The charge and authority of the AC is delegated by the School of Medicine (SOM) Faculty Executive Committee (EC) who confers the final responsibility for accepting students to SOM to the formally

constituted AC. The Admissions Committee is an oversight and decision-making entity. The selection of individual medical students for admission is not influenced by any political or financial factors.

Role

The major responsibility of the committee is to identify and select applicants who demonstrate the ability to fulfill the purpose of the medical education programs at the Wayne State University School of Medicine. The committee ensures the admission process is applied equally and consistently to all applicants. The Committee reviews all applicants in terms of their potential academic success in medical education programs and in terms of their potential contribution to the greater healthcare community.

Chair

- The chairmanship (appointed by the School of Medicine Dean) is the responsibility of the Associate Dean of Admissions and Enrollment Management. This individual is expected to chair the committee throughout his or her tenure.

Membership Appointments

The admissions committee is composed of:

- Thirteen (-18) faculty voting members, elected by the School of Medicine's Faculty Senate. Should be current or former admissions interviewers and be well versed in the policies and procedures of the AC.
- Ex-officio (non-voting) members appointed by the Vice Dean for Medical Education include:
 - Vice Dean for Medical Education
 - Vice Dean for Inclusion, Diversity, Equity, and Access
 - Director of Inclusion, Diversity, Equity, and Access
 - Assistant Dean of Admissions and Enrollment Management
 - Associate Director of Admissions

Term Limits

Faculty members serve three-year terms and are eligible for re-election by the Faculty Senate. There is no maximum of consecutive terms.

Meeting Frequency

The Admissions Committee meets virtually the first and third Thursday from 7:30am-9:00am.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Admissions Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The AC uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email
 - Action without a meeting of the AC can include an offer of admission to the school, alternate list or other committee business.
 - All communications will be sent from the Chair of the AC or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.
 - Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
 - Only one motion can be debated during the timeline.
 - Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
 - A second to the amendment should be made within 72 hours.
 - The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

INTERVIEWER SUB-COMMITTEE

Charge

The charge and authority of the Interviewer sub-committee is delegated by the AC.

Policy

The Interviewer sub-committee was formed to interview prospective applicants each application cycle and provide recommendations for their medical student candidacy to the AC.

Membership Appointments

- Membership will be sufficient to interview the 1200-1500 applicants interviewed each year. Members may be current or retired faculty members, attending physicians, residents, officers, medical students, physicians from affiliated institutions, alumni, or staff of the WSUSOM.
- Nominations for the Admissions Interviewers will be solicited from Departmental Chairs, current members of the AC, the leadership of the medical school, the leadership of affiliated health systems, and the faculty at large.
- Individuals selected to join the Admissions Interviewers will be provided with specific instructions and guidelines regarding the policies and procedures of the AC and the interview process. In addition, each new member of the Admissions Interviewers will observe a limited number of interviews with an experienced faculty committee member.
- Admissions Interviewers whose actions are not in accordance with the Admissions Policies and Procedures will be counseled by the Associate Dean for Admissions or the Director of Enrollment Management and may be recommend for removal from the roster by the Associate Dean for Admissions if necessary.

Term Limits

- Membership is for four years, renewable terms. Each interviewer is expected to participate in a minimum of five interview day sessions during each year. This is subject to change based on the number of participants and the number of interviews expected.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for committee business.

*A simple majority vote is necessary to approve any motion reviewed by the Interviewer Sub-Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The interviewer sub-committee uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.

- A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
- Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
- In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email
 - All communications will be sent from the Chair of the interviewer sub-committee or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.
 - Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
 - Only one motion can be debated during the timeline.
 - Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
 - A second to the amendment should be made within 72 hours.
 - The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

MEDICAL STUDENT INTERVIEWERS SUB-COMMITTEE

Charge

The charge and authority of the Medical Student Interviewer sub-committee is delegated by the AC.

Role

The Medical Student Interviewer sub-committee was formed to annually revise policies and procedures used by the medical student interviewers to evaluate prospective applicants to WSUSOM. Updates are provided to the AC for review and approval.

Membership Appointments

- The student senate solicits applications from the M1 class for medical student interviewers.

Term Limits

- After onboarding to the Medical student interviewer sub-committee as M1s they are then required to continue to interview each year they are in the medical school (M1-M4).

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for committee business.

*A simple majority vote is necessary to approve any motion reviewed by the Medical Student Interviewer Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The medical student interviewer sub-committee uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email
 - All communications will be sent from the Chair of the medical student sub-committee or his/her designee.

- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

PRE-REQUISITE REQUIREMENTS SUB-COMMITTEE

Charge

The charge and authority of the Pre-Requisite Requirements sub-committee is delegated by the AC.

Role

The Pre-Requisite Requirements sub-committee was formed to annually review and provide recommendations for pre-requisite requirements for undergraduate, graduate, and non-traditional students applying to WSUSOM to the AC for final approval.

Membership Appointments

- The committee includes representatives from medical education: namely the vice dean of medical education, the associate dean of student affairs, associate/assistant deans of admissions, associate dean of academic and student programs, assistant dean of CQI & accreditation and compliance, staff, and faculty members.

Term Limits

- Faculty and administration who are involved in medical education and academic and student programs are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for pre-requisite requirements sub-committee business.

*A simple majority vote is necessary to approve any motion reviewed by the Pre-Requisite Review Sub-Committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The pre-requisite requirements committee uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email

- All communications will be sent from the Chair of the sub-committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

TECHNICAL STANDARDS SUB-COMMITTEE

Charge

The charge and authority of the Technical Standards sub-committee is delegated by the AC.

Role

The Technical Standards sub-committee was formed to annually review current standards and perform a gap analysis against AAMC benchmarks

Membership Appointments

- The committee includes representatives from medical education: namely the vice dean of medical education, the associate dean of student affairs, associate/assistant deans of admissions, associate dean of academic and student programs, assistant dean of CQI & accreditation and compliance, staff, and faculty members.

Term Limits

- Faculty and administration who are involved in medical education and academic and student programs are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Technical standards sub-committee. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The technical standards sub-committee uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email

- All communications will be sent from the Chair of the technical standards committee or his/her designee.
- The sender of the email messages will include his/her name at the end of the message.
- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

RE-INTERVIEW SUB-COMMITTEE

Charge

The charge and authority of the Re-Interview sub-committee is delegated by the AC.

Role

The re-interview sub-committee was formed to annually provide recommendations for revision to the AC's Re-Interview policy. This sub-committee annually reviews all interviewer scores along with qualitative and quantitative assessments to evaluate should any re-interviews be granted.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the Re-Interview sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The Re-Interview sub-committee of the AC uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.

- Voting by email
 - All communications will be sent from the Chair of the Re-Interview sub-committee of the AC or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.
 - Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
 - Only one motion can be debated during the timeline.
 - Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
 - A second to the amendment should be made within 72 hours.
 - The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

EARLY DECISION PROGRAM (EDP) SUB-COMMITTEE

Charge

The charge and authority of the Early Decision Program (EDP) sub-committee is delegated by the AC.

Role

The EDP sub-committee was formed to annually provide recommendations to the AC for revision of the EDP policy that pertains to the minimum metrics that an applicant must apply with to be considered for an early decision by October 1.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the EDP sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The EDP sub-committee of the AC uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email
 - All communications will be sent from the Chair of the EDP sub-committee or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.

- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

AD-HOC: ASSESSMENT REVIEW SUB-COMMITTEE

Charge

The charge and authority of the Assessment Review sub-committee is delegated by the AC.

Role

The assessment reviewer sub-committee was formed to annually review and provide recommendations to questions and rubrics for the faculty/alumni interview, secondary questions, application reading process, and MMI's to the AC. Application readers, faculty/alumni, MMI

interviewers, and Office of Admissions staff make up the membership of this sub-committee.

Membership Appointments

- The committee includes voting representatives from the admissions committee and non-voting representatives from the office of admissions administration.

Term Limits

- Faculty, Alumni, and administration who are involved in medical education and the office of admissions are appointed to the committee throughout his or her tenure at Wayne State University School of Medicine.

Quorum

- A quorum shall be constituted when a minimum of 50 % plus one voting faculty member are present for AC business.

*A simple majority vote is necessary to approve any motion reviewed by the ad-hoc assessment review sub-committee of the AC. The Chair is a non-voting member unless there is a tie. In this situation, the Chair shall have the tie-breaking vote. The Admissions Committee has the final vote on matters related admissions.

Voting Rules

- In-person or Virtual
 - The ad-hoc assessment review sub-committee of the AC uses a two-thirds vote. The method of voting is a rising vote using a show of hands or verbal articulation during the in-person, phone, or virtual conference medium.
 - A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for a vote.
 - Abstentions count as a vote to abstain. Thus, the determination of eligible voting members includes a yes, nays, and abstentions from all voting members present and participating in the vote.
 - In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.
- Voting by email
 - All communications will be sent from the Chair of the ad-hoc assessment review sub-committee of the AC or his/her designee.
 - The sender of the email messages will include his/her name at the end of the message.

- Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
- Only one motion can be debated during the timeline.
- Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
- A second to the amendment should be made within 72 hours.
- The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

ASSESSMENT

PURPOSE

Our holistic review approach is an individualized process by which a balanced consideration is given to the multiple ways in which applicants prepare for and demonstrate suitability as medical students and future physicians.

Our balanced consideration includes characteristics associated with:

- Experience
 - Personal Attributes
 - Academic Metrics
- A. Each applicant will be treated with respect, and will be individually assessed for their potential as a physician. Information used to assess individual potential may include:
1. Application form
 2. Letters of recommendation
 3. Personal statement
 4. Supplemental essay and information (i.e. secondary, including course requirements)
 5. Interview with WSUSOM Interviewers
 6. MMI Interview Evaluation
 7. Medical Student Evaluation
- B. Each applicant will be individually assessed for his/her attributes and potential to contribute to the medical school class. Core competencies for entering medical school students as endorsed by the AAMC (GSA/COA) on 12MAY2021 “Core competencies for entering medical students”.
1. Attributes
 - a. *Academic Excellence:* The curriculum at Wayne State University School of Medicine (WSUSOM) is academically rigorous and requires that the applicants demonstrate prior ability to perform well in a challenging academic setting. The undergraduate grade point average and the Medical College Admissions Test scores are two measures that are used to assess the applicant's ability. Other factors which are used in the evaluation may include the rigor of the course load and increasing/decreasing trends in graded coursework.
 - b. *Competency:* We strive to enroll students capable of accumulating the scientific knowledge, diagnostic acumen, technical skills, and interpersonal skills required for the competent care of patients. Assessment of competency will include intellectual competency, technical competency, and communication competency. All applicants must sign the medical school technical standards form (attached).
 - c. *Motivation for Medicine:* Every effort will be made during the admissions process to assess the applicant’s motivation for the practice of medicine. Assessment of motivation for medicine will include, but is not limited to, assessment of the application materials for documented interest in medicine, focused questioning in the interview, and evaluation of MMI responses.
 - d. *Altruism:* Altruism, or the devotion to the needs of others, can be assessed through review of the applicant’s activities such as participation in community

- service, or volunteer activities as well as responses to interview questions about the applicant's goals and desires for a life of providing patient care.
- e. *Integrity*: Honesty and integrity are essential in both the medical education process and the eventual practice of medicine. Applicants should be able to articulate an understanding of the importance of ethical behavior, honesty, of professionalism in medicine. Dishonesty on the application form or in the interview as well as information provided in the letters of evaluation will be considered in assessing integrity as well as responses to MMI scenarios and in interviews.
 - f. *Communication skills*: Potential physicians should demonstrate to the admissions committee an ability to communicate effectively. The personal statement, letters of recommendation, and interview provide opportunities to assess effective communication skills.

2. Potential to Contribute to the Medical School Educational Experience and to the Profession of Medicine

Each year, there will be many more applicants who possess all of the essential attributes to become a competent and effective physician than there are positions available. Many of the applicants will also possess unique attributes that can contribute both to the educational experience of their fellow classmates and eventually to the field of medicine. Although each applicant will present a unique set of academic and other attributes, many will have an approximately equivalent potential to contribute to medicine, albeit in a wide variety of ways. The selection process cannot, therefore, focus solely on the individual, as many applicants will be equally if differently, suited to the practice of medicine. The admission process, following the evaluation and rating of the individual applicant, will seek to build a richly diverse class both to enhance the educational experience of the class itself and to provide for future patient care of the highest quality.

- a. *Future Potential to Underserved Populations of Patients*: "Chronically underserved" may be either geographic (rural, inner-city), or involve specific populations of patients (e.g. financially disadvantaged, minority populations, or uninsured). Applicants who provide evidence, stated or otherwise, that they are inclined to serve in one of these areas may be rated as highly desirable for admissions to the medical school. Assessment would include, but is not limited to, demographic factors, past experiences, and demonstrated interest in practicing in an underserved area or with underserved populations.
- b. *Leadership*: The physician is the leader of the health care team and must be able to effectively direct the diagnosis and treatment course of patients. Previous team leadership experience (for example, advancement in the military, captain of an athletic team, selection for a leadership position in an organized environment), or leadership training experiences will be considered in assessing leadership.
- c. *Life Experiences*: Each physician must care for patients with a wide variety of racial,

ethnic, and cultural backgrounds. Experiences with other ethnicities and cultures are deemed valuable, such as involvement with multicultural organizations, community service in multicultural areas, or other unique life experiences.

- d. *Scientific or social research experience*: Advancement of medical knowledge benefits large populations of patients, and applicants with skills in research have the potential to provide such benefits. While involvement in research is not an absolute requirement, it is considered a desirable experience for the admission evaluation.
- e. *Educational background*: Although the practice of medicine is heavily grounded in the sciences, the art of medicine requires an understanding of and appreciation for psychosocial issues such as economics, history and philosophy among others. Students who have undertaken studies in these areas will be assessed for their potential to contribute to the educational experience of the class.
- f. *Socioeconomic Status (SES)*: In order to train future physicians who, have the potential to serve our communities in need, it is important to seek students from a variety of socioeconomic backgrounds.
- g. *Cost/value-based healthcare delivery*: Understanding of the importance of cost and current value-based healthcare delivery.

ADMISSIONS PROCEDURES

- A. Processing of applications/eligibility criteria
 - a. Applicants to WSUSOM are required to take the Medical College Admissions Test (MCAT), submit an application through the American Medical College Application Service (AMCAS), must be a US citizen, US permanent resident or a Canadian citizen.
 - b. International students are eligible for admission if they have completed a degree at WSU

- B. Application Reading
 - a. The Application Reader Group consists of individuals (including Alumnus/Faculty and hired seasonal staff) who are trained and agree to review applications and complete an evaluation form for each application indicating areas of strengths and weaknesses.
 - b. As applicants complete their secondary application, selected applicants will be forwarded to the Application Reader Group.
 - c. Each applicant's file will be reviewed individually and holistically to assess their eligibility and/or academic readiness.

- C. Invitation to Interview
 - a. Invitations to interview will be extended to applicants after assessment of their application materials, application reading evaluation, and potential to contribute towards WSUSOM's mission.
 - b. In accordance with the recommendations provided by the GSA Handbook (*revised 2014-2016 edition*), and based on the decision by the Associate Dean of Admissions and Enrollment management, a courtesy interview may be extended to applicants with specific or significant ties to WSUSOM. Other than the opportunity for interview, no special considerations will be offered to these applicants.

- D. Interview process
 - a. Invited applicants will interview with an alumni/faculty member, a current medical student, and complete 5 MMI stations
 - b. Interviewers will be provided with guidelines and an orientation to the basics of the interview process, including concepts such as treating the applicant with respect, which qualities are to be evaluated, and which questions or topics are inappropriate for the interview.
 - c. Interviewers will complete a standardized evaluation form for each interviewee that provides a clear definition of qualities to be evaluated.
 - d. Interviewees will be provided an opportunity to evaluate the interview process and provide feedback to the Office of Admissions about the quality of the interview experience.

- E. AC Evaluation process
 - a. Then AC will review the complete files of each of the interviewed applicants, including the assessment by the faculty/alumni, MMI, and Medical Student interviewers to provide a rating of the future potential of the interviewee
 - b. There are no quotas in the evaluation process
 - c. Certain Medical School programs have variable numbers of positions available in any given year, depending on funding or numbers of qualified applicants. If fewer than the desired number of individuals is found in any year for these special programs, the remaining spots in the entering class will be filled with standard applicants. All applicants will be assessed with the same processes on Interview Days. The AC reviews and renders an admissions decision on all candidates entering the MD program at Wayne State University School of Medicine.

- d. The final decision regarding which applicants will be admitted resides with the faculty of WSUSOM and its appointed AC. Every effort will be made to select a class of individuals who, in the aggregate, are capable of addressing the specific different needs of future patients, and the educational environment for their classmates.
- F. Re-Interview Policy
- a. It is the policy of the AC that all re-interviews will be completed at the request of the applicant. The applicant must request the re-interview within 7 days of the completion of the initial interview. The re-interview will consist of all interview types (faculty/alumni interview, MMI interviews, student interview, etc.).
 - b. All prior interview scores will be replaced with the subsequent re-interview scores. Interview scores are confidential and never released to non-members of the AC.
 - c. To request the re-interview the applicant should email MAdmissions@wayne.edu. All requests must be in writing.
 - d. A re-interview may also be requested by the re-interview sub-committee of the AC.
- G. Evaluation of Admissions Policies, Procedures and Activities
- a. Annually the AC will perform a review and update the policies and procedures. The Associate Dean for Admissions will report the outcome of this review to the Executive Committee Faculty Senate for ratification and approval.
 - b. These Admission policies shall be reviewed and approved by the Faculty Senate of the Medical School.

ADMISSION INTERVIEW: SCHEDULING AND CALENDAR

- A. The schedule of interview days will be available to the Admissions Interviewers members at the beginning of the interview cycle. Members will select days for participation as determined by the number of applicant interviews, admissions interviewer availability, and interview days.

- B. Each invited applicant will typically have one 30-35-minute one-on-one interview with a faculty/alumni member, five MMI stations, and a 30-35-minute medical student interview. A lunch and tour with current medical students will be provided if in-person interview days are offered (Due to COVID restraints [2020-pres], interviews have been virtual).
- C. If in-person interviews are resumed, Interviewers will be encouraged to meet with other Admissions Interviewers for lunch following the final interview. This provides an opportunity to discuss common experiences with interviewees.
- D. The AC will meet as necessary to review and evaluate each interviewed applicant. This summative evaluation represents a comparative assessment of the entire application and not just the interview evaluation. The AC will engage in an open discussion of the applicant's merits, deficiencies, and essential/unique attributes as listed in section B1 of this document.
- E. Based on the decisions of the AC, the Office of Admissions will make sufficient admission offers by March 15 of each year to fill the entering class in accordance with AMCAS guidelines. Admission offers will continue, as needed, to complete the incoming M1 class.