

Title: Selecting Applicants in a Fair and Equitable Manner

Category: MD Program
Admissions

Accountable Dean or Director: Senior Associate Dean of Admissions and Recruitment

Policy ✓ **Procedure** ✓ **Other**

Reviewed By:

Selections Subcommittee of the MD Admissions Committee
MD Admissions Committee
MD/PhD Admissions Committee

Approved By:

Selections Subcommittee of the
MD Admissions Committee

Effective Dates:

AY 2023-24

Review Dates:

11/2023

RELEVANT LCME STANDARDS:

3.4 Anti-Discrimination Policy
10.3 Policies Regarding Student Selection/Progress and Their Dissemination

PURPOSE AND SCOPE:

The primary scope of this policy is to describe the fair and equitable manner in which candidates are reviewed and ultimately selected or denied admission to ISMMS.

POLICY:

- All applications undergo a holistic screening process in order to be invited for an interview.
- All applications are screened by MD Admissions Committee members.
- All interviewees are interviewed by two MD Admissions Committee members.
- All applicants are evaluated at the MD Admissions Committee meeting.
- The decision about potential acceptance of the applicant is made at the MD Admissions Committee meeting.
- The Selections Subcommittee of the MD Admissions Committee uses the rank score of the applicant determined at the MD Admissions Committee to then determine the number and timing of admissions decisions.
- The Selections Subcommittee of the MD Admissions Committee also considers balancing of the class geographically and educationally as well as on the applicant's demonstrated interest in the school.

- All MD Admissions Committee members participate in screening, interviewing and evaluating the applicants.
- All MD Admissions Committee members receive annual training including training on unconscious bias and equity and the [anti-discrimination policy](#).
- Admissions Committee members must observe an MD Admissions Committee meeting prior to fully participating in evaluating applicants.
- Voting at MD Admissions Committee meetings is done electronically and confidentially.

PROCEDURE:

1. All MD Admissions Committee Members receive annual training prior to the start of the admissions cycle.
2. Candidates are screened for interview invitations using a two-pass system. All members of the MD Admissions Committee perform primary screening. The primary screener uses the online screening form to evaluate the application. The screening form is comprised of Likert scaled questions and free text answers. The initial recommendation for interview is then forwarded to a secondary screener. Secondary screeners review the application and the primary screener's assessment prior to determining a final interview invitation recommendation.
3. Candidates are interviewed by two members of the MD Admissions Committee. At least one interview is conducted by a faculty member (the other may be a student or another faculty member). During each thirty-minute interview the MD Admissions Committee member conducts a holistic assessment of the candidate. The on-line interview form consists of Likert scaled questions and free text answers.
4. At the weekly Committee Meetings, each interviewed candidate is presented to the committee by the two interviewers. The Committee appraises the candidate based on the interviewer assessment but also independently has access to the full application package. After the discussion has concluded, each member of the Committee electronically submits a confidential numerical vote. The mean score is automatically calculated and assigned to the candidate.
5. The Selections Subcommittee of the MD Admissions Committee meets throughout the admissions cycle to review the assessment of each application at the MD Admissions Committee meetings and confer acceptance, denial and wait-list status to applicants based on the assessment of the MD Admissions Committee.
6. All rejections are final.