

## Policy/Procedure



**Title:** Final Authority of Admission Committee

**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-PhD Admissions Committee  
MD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.2 Final Authority of Admission Committee

**PURPOSE AND SCOPE:**

The integrity of the admissions process rests with a formally constituted Admissions Committee with established and codified rules governing voting, quorum, membership, training, confidentiality, and conflict of interest.

**POLICY:**

- Icahn School of Medicine has an MD Admissions Committee and a Selections Subcommittee of the MD Admissions Committee.
- The MD Admissions Committee is charged with evaluating applicants for admission to the MD program and is responsible for: screening, interviewing and conducting final evaluation, discussion, and voting on the acceptability of applicants to the MD program.
- The MD Admissions Committee consists of two co-chairpersons: Senior Associate Dean of Admissions and Recruitment and the Co-Chair of MD Admissions Committee and no fewer than 50 faculty members, who are representative of the full-time basic science, clinical and education faculty, and voluntary clinical faculty as well as no fewer than 20 senior medical students, up to four residents or fellows in training and three admissions professionals
- The MD Admissions Committee only discusses, evaluates and votes on an applicant if a quorum of 20 members is present.

- A vote is only held if more than half of the quorum consists of faculty members.
- The Senior Associate Dean for Admissions and Recruitment and the Co-Chair of MD Admissions Committee are appointed to serve as co-chairs by the Dean for Medical Education.
- On an annual basis, the Executive Committee of the Faculty Council issues a call to all Mount Sinai Health System faculty seeking applications for service on the MD Admissions Committee. Faculty may be self- or peer-nominated. The Executive Committee or a designated subcommittee of the Faculty Council oversees the review of all applicants and nominates candidates for appointment by the Dean. The term of appointment is one year.
- Medical students are approved by the Senior Associate Dean for Admissions and Recruitment and appointed by the Dean for Medical Education. They nominate themselves through the Student Council Admissions Representatives. The term of appointment is one year.
- Residents and Fellows are nominated by the Senior Associate Dean for Admissions and Recruitment and appointed by the Dean for Medical Education. The term of appointment is one year.
- Admissions team professionals are appointed by the Senior Associate Dean of Admissions and Recruitment. The term of appointment is one year.
- Faculty members are evaluated on a yearly basis pursuant to the MD Admissions Committee Code of Conduct and annual performance, and may have their appointments renewed based on a favorable evaluation.
- The Selection Subcommittee of the MD Admissions Committee is charged with using the evaluations from the MD Admissions Committee to inform both the timing and the quantity of Admissions decisions, including acceptances, rejections and alternate list decisions.
- The final determination of acceptability of each applicant is determined by the MD Admissions Committee including applicants for the Early Assurance and MD-PhD Programs.
- The Selections Subcommittee of the MD Admissions Committee is also charged with reviewing and approving all policies related to the process of admitting students to the MD program.
- The Selections Subcommittee of the MD Admissions Committee in conjunction with the MD-PhD Admissions Committee, is also charged with reviewing and approving all policies related to the process of admitting students to the MD-PhD program.
- The Selections Subcommittee of the MD Admissions Committee is composed of three ex-officio members: Senior Associate Dean of Admissions and Recruitment, the Co-Chair of the MD Admissions Committee, and the Dean for Diversity Programs, Policy, and Community Affairs. In addition, at least 5 faculty members from the MD Admissions Committee serve on the Selections Subcommittee.
- For policy on conflict of interest, code of conduct and political influence see policy on Admissions Integrity

See [Faculty Handbook](#)

**PROCEDURE:**

The Icahn School of Medicine uses a dynamic platform to screen, document interview evaluations, rank applicants and communicate with applicants. Interviews are 30 minutes each and are semi-structured, traditional interviews. Every applicant is interviewed by two faculty members or one faculty member and a senior student. The MD Admissions Committee meets weekly to evaluate and vote on interviewed applicants. All procedures are documented in the MD Admissions Committee Training Manual.

