Admission Committee
Terms of Reference

Role:
The Admissions Committee shall be responsible for selection and acceptance of medical students who are considered capable of academic success, and who are expected to become empathetic, highly competent practitioners of the art and science of medicine, consistent with the mission statements of the CMED and CMU. The Admissions Committee has complete autonomy to offer invitations for admission to the CMED and shall not be influenced by any means by individuals who do not have voting privileges on this committee. Attempts to influence the decisions of this committee shall be reported without delay to the dean for student affairs and to the dean where the matter will be investigated.

Function:
The Admissions Committee will:

- Formulate and recommend to the Dean and Executive Committee the policies for student admission to the CMED
- Admit all students to the CMED through processes based upon approved policies, such policies relate to the establishment of:
  - criteria and standards for the evaluation of candidates
  - procedures for application
  - procedures for the review of applications
  - procedures for the acceptance of candidates
- Formulate and recommend policy regarding the recruitment of students
- Maintain records that permit continuing evaluation of policy and process regarding admissions
- Develop the means of facilitating understanding of CMED policies and procedures among premedical advisors

Membership:
The Admissions Committee shall be composed of 15 members appointed by the dean including a chair appointed by the dean. A vice-chair will be appointed by the dean from the membership. The members will be:
- Chair appointed by the dean
- Vice-chair appointed by the dean from membership
- Associate or assistant dean of student affairs
- One (1) CMU and/or CMED Alumni
- Two (2) enrolled medical students
- One (1) CMU faculty member
- Six (6) CMED faculty members
- Two (2) community representatives

The term of appointment to this committee shall be three (3) years and is renewable once. Student and resident members of the committee shall be appointed for a one (1) year term which is renewable beginning with the inaugural class of 2013.

The chair of the Admissions Committee shall be appointed from the executive faculty by the dean of the CMED and will serve at least a three (3) year term. If a chair is removed by the dean midterm, the new chair appointed will serve the remaining term of the elected chair. The term is renewable by the dean. Administrative support for this committee will be provided by the director of admissions. The Committee shall meet as frequently as required to complete its charge as determined by the chair of the Admissions Committee in consultation with its members.

Committee Process:
The committee meets monthly between October and April or more frequently as required. Members are assigned applicants for review in advance of each meeting and are expected to be knowledgeable of the applicant’s entire portfolio of materials.

The Committee reviews each applicant individually, seeking input and additional commentary from the assigned committee member. Each applicant is pre-ranked and given a preliminary recommended decision based on their total composite score. After discussion of an applicant, the committee votes to either keep the preliminary decision or move the applicant to a different decision category. The decision categories are; offer, waitlist, hold or deny.

Decision making will require a simple majority of committee members present. Voting via e-mail can also be used, at the discretion of the Chair if there is a committee member who cannot be present. A written record of the e-mail vote shall be recorded in the minutes of the meeting.

Roles and Expectations of Committee Members:
- Members are expected to attend 100% of meetings.
- Members are expected to actively participate in committee discussions and decisions.
- Members have access to all committee minutes, and are expected to review materials send in advance of any meeting.
- Faculty members are expected to be involved in other aspects of the admissions process, including either secondary application review or participation as a MMI assessor.