



Last Approved 10/20/2023
Next Review 10/19/2026

Owner Chad Miller:
None
Document Area SOM-
Organizational Documents
Applicability Saint Louis
University

School of Medicine Admissions Committee Charter

Mission Statement/Purpose

The School of Medicine Admissions Committee has the responsibility to establish minimal requirements for the admission of candidates to the student body of the School of Medicine, to review the application and supportive evidence from each candidate, to select applicants for interview and then offer acceptance to candidates for admission who meet the requirements established by the committee and to help initiate special recruitment programs for the School of Medicine.

Membership

The Admissions Committee is an administrative committee primarily constituted by faculty. Members shall serve a term of five years and are eligible for reappointment. The members are appointed by the Associate Dean of Admissions based on recommendations from the Nomination and Election Committee and self-nominations. Prior to final nomination to the Committee, the Dean of the School of Medicine and Division/ Department Chairs will be consulted to determine eligibility of faculty to serve.

The Associate Dean of Admissions, upon recommendation of the Committee may appoint interested students to the committee and each shall be a voting member of the committee. The term of appointment for student members shall be three years and is contingent upon continued satisfactory academic performance.

Each member of the Admissions Committee will sign a Conflict-of-Interest attestation. Unethical behavior may lead to dismissal from the Committee and notification of faculty's direct supervisor.

Chair

The Associate Dean of Admissions shall serve as the Chair of the Committee. In the absence of the

Associate Dean of Admissions, the Assistant Dean of Admissions will chair.

Responsibilities

The responsibilities of the School of Medicine Admissions Committee are to establish minimal requirements for the admission of candidates to the student body of the School of Medicine, review the application and supportive evidence from each candidate, select applicants for interview, offer acceptance to candidates for admission who meet the requirements established by the committee, and help initiate special recruitment programs for the School of Medicine.

The committee shall remain independent from all outside influences and has the final decision regarding offers of admission to applicants.

The Liaison Committee on Medical Education (LCME) stipulates that the medical school establishes and publishes admission requirements for potential applicants to the medical education program and uses effective policies and procedures for medical student selection, enrollment, and assignment. The following standards are addressed by the Admissions Committee:

- A. LCME Standard 10.1 Premedical Education/Required Coursework
- B. LCME Standard 10.2 Final Authority of Admission Committee
- C. LCME Standard 10.3 Policies Regarding Student Selection/Progress and Their Dissemination
- D. LCME Standard 10.4 Characteristics of Accepted Applicants
- E. LCME Standard 10.5 Technical Standards
- F. LCME Standard 10.6 Content of Informational Materials
- G. LCME Standard 10.7 Transfer Students

[LCME Standards, Publications and Notification Forms \(https://lcme.org/publications/\)](https://lcme.org/publications/)

The Admissions Office or the Dean's Office shall provide secretarial support, technological support, and sufficient funds to meet the needs of the committee to acquire pertinent information on each applicant.

Meetings/Procedures

The Associate Dean of Admissions and at least four faculty members of the committee (considered a quorum) shall hold Committee meetings weekly during the recruiting season and upon request. Faculty votes must constitute the majority of votes at all meetings, so student votes will be considered in a way that ensures faculty majority.

Every faculty member on the Admissions Committee is on one or more subcommittees. The chair of the subcommittee will not vote unless a tiebreaker is needed.

- A. Executive Subcommittee (Chaired by the Associate Dean of Admissions)
 - 1. Meets, at a minimum, annually to review bylaws and policies pertaining to Admissions and will be responsible for creating the minimum requirements for

admission to the school of medicine.

2. Will have recorded minutes.
3. Must maintain a quorum (at least 5 voting members) to proceed.
4. Will include ex-officio designees from the Offices of Curricular Affairs, Student Affairs and Diversity, Equity, and Inclusion.
 - a. If an Admissions Committee faculty member is on this subcommittee and happens to be from the Office of Diversity, Equity and Inclusion, Office of Curricular Affairs or Office of Student Affairs, they may maintain their voting status.
5. This subcommittee will also meet ad hoc to discuss other issues that may arise during the interview season and may be called by the Associate or Assistant Dean of Admissions.

B. Steering Subcommittee (Chaired by the Associate Dean of Admissions)

1. Meets, at a minimum, annually to review the minimum requirements for admission as outlined by the Executive Subcommittee.
2. Will screen applications throughout the season based on the minimum requirements.

C. Voting Subcommittee (no chair as this is an on-line process)

1. Each faculty member will be assigned to a subcommittee.
2. The Committee on Admissions establishes standards for applicants who are eligible to go to this subcommittee vs. full Committee review.
3. Each subcommittee is responsible for evaluating and assessing applicants who have been interviewed by a faculty member within that particular subcommittee and assess candidacy for acceptance.
4. If any applicant does not get unanimous approval from the subcommittee process, the applicant will be up for discussion at a full committee meeting.

D. Pipeline Subcommittee (Chaired by the Assistant Dean of Admissions)

1. Meets, at a minimum, annually to review policies and procedures of the Pipeline programs offered by the School of Medicine (ie Medical Scholars, MAPP).
2. Will have recorded minutes.
3. Must maintain a quorum (at least 5 voting members) to proceed.
4. Will include ex-officio designees from the Offices of Curricular, Student Affairs and Diversity, Equity, and Inclusion.

- a. If an Admissions Committee faculty member is on this subcommittee and happens to be from the Office of Diversity, Equity, and Inclusion, they may maintain their voting status.
5. This subcommittee will also meet ad hoc to discuss other issues that may arise and may be called by the Associate or Assistant Dean of Admissions.

The Associate Dean of Admissions, or designee, shall update the general faculty at least twice each year. Regular reports, in which no individual applicant information will be shared, shall be made to the Dean of the School of Medicine and to the School of Medicine Executive Committee throughout the academic year.

DATE REVISED

04/11/23

10/16/23 Committee Charter approved by committee members

Attachments

[Admissions Committee 2023-2024.pdf](#)

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	10/20/2023
SOM of Policy and Procedure Review Committee	Chad Miller: None	10/20/2023
SOM of Policy and Procedure Review Committee	Stephanie Decker	10/19/2023

Applicability

Saint Louis University