

**Admissions Committee**  
**Wayne State University School of Medicine**



**WAYNE STATE**  
School of Medicine

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**Section 1.0: By-Laws of the Faculty Senate Governing the Standing Committees**

The following is an excerpt from the by-laws of the Faculty Senate summarizing the role of the Standing Committees of the Faculty Senate, including the Admission Committee.

**Article IV. Committees**

**SECTION II. Standing Committees:**

These committees will be the following: Faculty Information Technology, Curriculum, Graduate Affairs, Library, Student Promotions, Budget Advisory, and Research Development. Members of each committee will be appointed by the President of the Senate with the advice and consent of the Executive Committee. Each committee shall develop a set of operating procedures, subject to approval by the Executive Committee, which will govern its activities. The Admissions Committee serves as a joint administrative committee. The Executive committee makes recommendations to the Dean for this committee.

### **Section 2.0: Charge of the Admissions Committee**

In accordance with LCME Standard 10.2 (Final Authority of Admissions Committee), The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The selection of individual medical students for admission is not influenced by any political or financial factors. Its authority originates by delegated powers from the School of Medicine Faculty Executive Committee (by-laws of the Faculty: Article IV. Committees, Section II. Standing Committees).

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 M.D. /Ph.D. or the M.D/M.P.H. 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.

### **Section 3.0: Role of the 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 as 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.

#### **Section 4.0: Membership of the Admissions Committee**

The Professionalism Committee is composed of 11 appointed voting members.

##### **Chair:**

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

##### **Membership Appointments:**

The Admissions Committee is composed of:

- Ten (10) faculty voting members, appointed by the School of Medicine's Executive Committee of the Faculty Senate.
- Ex-officio (non-voting) members appointed by the Vice Dean for Medical Education include:
  - Vice Dean of Medical Education
  - Vice Dean for Diversity and Inclusion
  - Director of Enrollment Management
  - Director of Diversity and Inclusion

##### **Term limits:**

The Admissions Committee members are appointed for three-year terms and are eligible for reappointment. There is no maximum length of service for committee members.

##### **Quorum:**

A quorum shall be constituted when a minimum of 50 % plus one voting faculty members 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 to admissions.

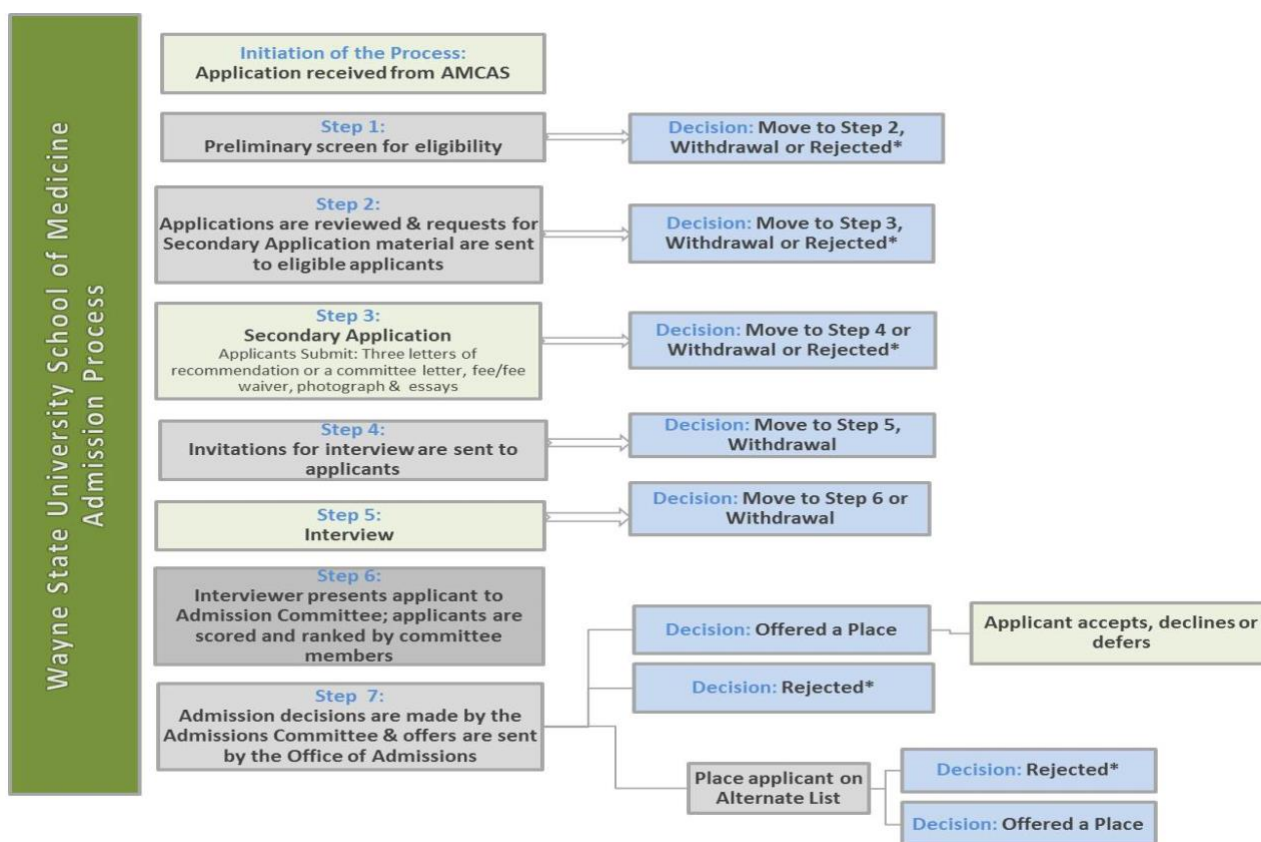
## 2018-19 Members Admissions Committee

<b>Chair</b>
Kevin Sprague MD, Associate Dean of Admissions
<b>Faculty Senate Appointees (Voting Members)</b>
Eileen Hug, DO
Basim Debaybo, MD
Kim Baker-Genaw, MD
Joseph Dunbar, PhD
Melanie Hannah-Johnson, MD
Patrice Harold, MD
Avril Genene- Holt, PhD.
Laurie Murphy-Knight, MD
Marie Zestos, MD
Kevin Grady, MD
David Edelman, MD
<b>Ex-officio Non-Voting Members</b>
De' Andrea Matthews, PhD, Director of Diversity and Inclusion
Herbert Smitherman, MD, Vice Dean of Diversity
Jamie Kreuger, Director of Enrollment Management
Richard Baker, M.D., Vice Dean of Medical Education

## Section 5.0: Admissions Process

Consideration for admission is based on the quality of the applicant's entire record, as determined by the Admissions Committee, based on various criteria including but not limited to: grade-point average (GPA), MCAT scores, letters of recommendation and the outcome of the interview. Additionally, the Admissions committee values applicants with diverse academic, research and/or health care experience. From the time an applicant applies, the Office of Admissions and the Admissions Committee, the admissions process requires the orchestrated and consistent workflow for every applicant, in all paths to admission.

**Table 1: Admissions Process**



### Steps 1-3: Processing and screening of applications

- Applicants to WSUSOM are required to have completed a bachelor's degree in an undergraduate institution in the United States or Canada, take the Medical College Admissions Test (MCAT), and submit an application through the American Medical College Application Service (AMCAS).
- Applicants are required to be United States citizens, hold a U. S. permanent resident alien visa ("green card"), or be a Canadian citizen.
- Each applicant's file will be reviewed individually and holistically to assess his or her suitability for a career in medicine. Materials reviewed will include the application, all secondary materials and any additional information requested by the Admissions Office.

**Steps 4-5: Interview process**

- A select group of applicants will be invited for an interview. Attributes and Potential to Contribute to our mission (listed prior) will be used to determine who will be invited for interview. Assessment will be based on primary application, secondary application, and letters of recommendation.
- As a courtesy, interviews may be offered to applicants with specific or significant ties to WSUSOM. Other than the opportunity for interview, no special considerations will be offered to these applicants.
- Invited applicants will interview with admissions committee interviewers, complete 5 MMI stations to identify and rate attributes, and complete an interview with a current medical student.
- 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.
- Interviewers will complete a standardized evaluation form for each interviewee that provides a clear definition of qualities to be evaluated.
- Interviewees will be provided an opportunity to anonymously evaluate the interview process and provide feedback to the Admissions Committee about the quality of the interview experience.

**Steps 6-7: Ranking process and admissions decision**

- The Admissions Committee (AC) will review the complete files of each of the interviewed applicants, including the assessment by the interviewers, MMI scores, and medical student evaluation and provide a rating of the future potential of the interviewee as a physician.
- No quotas will be set up for any particular quality sought in future physicians.
- Certain Medical School programs, such as the MD/PhD or the Oral Maxillofacial Surgery Program, 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 including MD/PhD, Oral Maxillofacial, and BS/MD 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.
- The final decision regarding which applicants will be offered admission resides with the faculty of WSUSOM and its appointed Admissions Committee. Every effort will be made to select a class of individuals who, in the aggregate, are capable of addressing the needs of future patients, and the educational environment for their classmates.

**Evaluation of Admissions Policies, Procedures and Activities**

- Annually the Admissions Committee will review and update the policies and procedures. The Associate Dean for Admissions will report the outcome of this review to the Dean of the medical school.
- These Admission Policies shall be reviewed and approved by the Dean of Wayne State University School of Medicine.



## **Section 5.0: Admissions Process (continued)**

### **Section 5.1: Assessment**

The assessment process for admissions to the school of medicine uses a holistic approach to select suitable candidates. Our balanced consideration includes characteristics associated with:

- Experience
- Personal Attributes
- Academic Metrics

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:

- Application form
- Letters of recommendation
- Personal statement
- Supplemental essay and information (i.e. secondary, including course requirements)
- Interview with WSUSOM Interviewers
- MMI Interview Evaluation
- Medical Student Evaluation (beginning August 2017)

Each applicant will be individually assessed for his/her attributes and potential to contribute to the medical school class and to the Profession of Medicine. Attributes include:

**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.

**Competency:** We strive to enroll students capable of accumulating the scientific knowledge, the diagnostic acumen, the technical skills, and the 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).

**Motivation for Medicine:** Every effort will be made during the admissions process to assess the applicant's motivation to 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.

**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.

***Integrity:*** Honesty and integrity are essential in both the medical education process and eventual practice of medicine. Applicants should be able to articulate an understanding of the importance of ethical behavior, of 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.

***Communication skills:*** Potential physicians should demonstrate to the admissions committee an ability to communicate effectively. The personal statement, letters of recommendation, and the interview provide opportunities to assess effective communication skills.

***Future Potential re: 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 ranked 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.

***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.

***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.

***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.

***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.

***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.

\*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 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.

### **Section 5.0: Admissions Process (continued)**

#### **Section 5.2: Admissions Interviewers**

The Admissions Interviewers are the body that is responsible for the assessment of an individual applicant, via review of the applicant's file and face-to-face interview. Admissions Interviewers will interview and provide an assessment of each interviewed applicant to the Admissions Committee using a standard interview rating form.

- Membership will be sufficient to interview the 700 - 1000 applicants interviewed each year. Members may be current or retired faculty members, attending physicians, residents, officers, medical students, physicians from affiliated institutions, or alumni of the WSUSOM.
- Membership is for four year, renewable terms of service subject to annual review by the Associate Dean for Admissions.
- Each interviewer is expected to participate in a minimum of five interview days during each year. This is subject to change based on number of participants and number of interviews expected.
- Nominations for the Admissions Interviewers will be solicited from Departmental Chairs, current members of the Admissions Committee, from the leadership of the medical school, from the leadership of affiliated health systems, and from the faculty at large and forwarded to the Associate Dean for Admissions.
- Individuals selected to join the Admissions Interviewers will be provided with specific instruction and guidelines regarding the policies and procedures of the admissions committees 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 and may be removed from the roster by the Associate Dean for Admissions if necessary.

### Section 5.3: Admissions Schedule

- The schedule of interview days will be made available to the Admissions Interviewers members in early summer and members will be asked to pick a minimum of days for participation as determined by the number of admissions interviewers.
- Each invited applicant will typically have one 45-60 minute one on one interview with an admissions committee member, Five MMI stations, a 20 – 30 minute medical student interview, lunch and a tour with current medical students.
- Interviewers are encouraged to meet with other Admissions Interviewers for lunch following the final interview of each session This provides an opportunity to discuss common experiences with interviewees.
- The Admissions Committee will meet as necessary to review each interviewed applicant and to assign a rating score. The rating score represents a comparative assessment of the entire application and not just the interview evaluation. The admissions committee will engage in an open discussion of the applicant's merits and deficiencies, and essential and unique attributes.
- The Supervisor of Admissions, based on the decisions of the AC, will make sufficient admission offers by March 15 of each year to fill the entering class.

