To Be Adopted

Proposed Changes School of Medicine Bylaw ME 05.04, ME 05.04.01

PRESENT:

ME 05.04
MEMBERSHIP
There shall be a Medical School Admissions Committee consisting of the Senior Associate Dean for Student Affairs (ex officio, voting), a Chair, and a minimum of ten (10) additional faculty members drawn from members of the Academic Senate and drawn from among non-Senate Faculty, appointed by the Faculty Executive Committee in consultation with the Senior Associate Dean for Student Affairs. All appointed members have the right to vote whether members of the Academic Senate or not. Members will be appointed annually, with no term limit. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME 05.04.01
FUNCTION
The duty of this Committee is to screen applicants, rank them, and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall also report to the Faculty Executive Committee for information or to resolve difficult problems. (Am 21 Feb 2012) (Am 13 Oct 2016).

PROPOSED:

ADMISSIONS COMMITTEE BYLAWS

OVERVIEW: The Admissions Committee is a standing committee of the UCR SOM. It is subject to the Bylaws and Regulations of the Academic Senate of the University of California.

ME 05.04
MEMBERSHIP: The AC shall consist of the Senior Associate Dean for Student Affairs (ex officio, voting), a Chair, and a minimum of twenty-five (25) additional faculty members drawn from members of the Academic Senate and non-Senate Faculty, appointed by the Faculty Executive Committee (FEC) in consultation with the Senior Associate Dean for Student Affairs (SADSA). All appointed members have the right to vote whether members of the Academic Senate or not. Members will be appointed annually to serve July 1 through June 30, with no term limits. Members who do not fulfill their required duties will not be renewed. Vacancies may be filled at any point during the admissions season with approval of the FEC.

Membership in the AC should be open to and encouraged from those of all types of sexual orientations, disabilities, veterans, and individuals from diverse socioeconomic backgrounds. This includes diversity among faculty rank, specialty type, degree type, and institutional role. Membership of the AC shall be confidential and should strive to represent the diversity of the faculty and the surrounding community.
There shall be an Executive Admissions Committee (EAC) comprised of a minimum of three persons including the SADSA, the Chair of Admissions and one other admissions committee member.

**TRAINING:** AC members are required to review all applicants holistically (considering not only academic metrics but also the applicants’ personal attributes, distance traveled, service and commitment to underserved populations) and to engage in required training to effectuate their duties. Members are required to complete, at a minimum, an annual training on Unconscious Bias as it pertains to medical school admissions.

**DUTIES AND RESPONSIBILITIES:** The AC shall evaluate the credentials of applicants for admission to the School of Medicine, including the Haider* and Early Assurance** pool as well the Conditional Admit*** pool and retains authority for final decisions. The EAC may adapt and amend admissions policies and procedures pending FEC approval. The EAC adjudicates policy interpretations and/or exceptions. The EAC may bring conflicts to the larger committee at the request of the chair. In addition, the EAC is responsible for the vetting of all interviewers and volunteers for the admissions process.

The EAC shall provide an annual report to the FEC of admissions outcomes, member participation, conflict of interests and any other relevant updates.

The AC and EAC vote in private and shall keep all information related to applications, applicants, and any related decisions learned and/or discussed during the admission process confidential.

AC members may not serve as interviewers. In extenuating circumstances, they are permitted to fill in but must recuse
themselves from the candidate’s discussion and vote.

The final decision on admission for all applicants is retained by the AC until the first day of attendance. There are no appeals.

**ATTENDANCE:** AC members may not vote *in absentia*. Committee members are required to attend their assigned meetings over the course of the season (minimum set by the EAC each season). Members may, on rare occasions and for extenuating circumstances, participate in the meeting via phone call or video conference. This is at the discretion of the chair. Members not meeting attendance requirements may have their appointment to the committee rescinded by the EAC.

A quorum for the AC meeting shall include at least seven members of the faculty. The EAC shall review all data available from the admissions process and submit to the FEC the final roster of admitted applicants to the School of Medicine. The FEC shall provide oversight and integration of all phases of the Committee processes, and develop policies necessary to govern the process, including School of Medicine admissions criteria.

**CONFLICT OF INTEREST:** AC members and all individuals participating in the admissions and recruitment process are required annually to disclose any conflicts of interest (COI). The COI process is managed by the EAC. Any individual participating in the admissions process with a relative (family member) applying will be required to recuse themselves for the entire application cycle. COI disclosures will be submitted annually to the Compliance Office and the FEC as a point of policy.

**ME 05.04.01 FUNCTION:** The duty of the Admissions Committee (AC) is to screen and evaluate applicants and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall report to the
Faculty Executive Committee for information and/or to resolve difficult problems.

* Haider applicants are drawn exclusively from UC Riverside’s undergraduate campus and are selected for admission honoring the minimal specified number of Haider seats (at least 24 per academic year).

** Early Assurance Program which allows exceptional UCR undergraduates, who have completed the necessary criteria, guaranteed admittance to the SOM in the next admission cycle

*** The Conditional Admit program is a pipeline program that identifies mission fit socioeconomically and/or educationally disadvantaged applicants to UCR SOM who have the attributes, service and commitment criteria but lack the academic metrics needed to be successful in medical school.

**Statement of Purpose and Effect:** UCR School of Medicine has grown tremendously since its inaugural class. The complexity of the Admissions’ Committee, as well as the number of applicants, requires greater transparency and outline of responsibilities. We have expanded and clarified the original bylaws for the establishment of the Admissions Committee.

Approved by the Committee on: SOM Faculty Executive Committee (6/23/2021)
Or
Submitted by Declan McCole, Ph.D., Chair of SOM Faculty Executive Committee (12/16/2021)

Section below is for Senate use only

(if applicable)
Approved by the Committee on___________: (Insert date of committee approval)

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: (leave blank)
Received by Executive Council: (leave blank)
November 9, 2021

To: Declan McCole, Chair
   School of Medicine Faculty Executive Committee

From: Jason Stajich, Chair
      Riverside, Division

Re: Proposed Changes to the Charge of the Admissions Committee in Bylaw ME 05.04, ME 05.04.01

Dear Declan,

On behalf of Senate Division Chair Jason Stajich, I transmit the Committee on Rules & Jurisdiction’s response regarding the proposed changes to the charge of the Admissions Committee in Bylaw ME 05.04, ME 05.04.01.

I trust you will find this feedback helpful.

Sincerely,

/s/Jason
Committee on Rules and Jurisdiction

October 21, 2021

To: Jason Stajich
   Chair, Riverside Division

From: Katie Ford
   Chair, Committee on Rules and Jurisdiction

Re: [Campus Review] (Bylaw Change) Proposed Changes to Charge of the Committee on Bylaw ME 05.04, ME 05.04.01

The Committee on Rules and Jurisdiction reviewed the Proposed Changes to Charge of the Committee on Bylaw ME 05.04, ME 05.04.01 and believe the way they’re written has the potential of introducing more confusion than clarification. Bylaws are binding unless another proposal comes forward, so the heightening of specificity in some cases might not be helpful to future SOM AC members.

For example: The final section goes into detail about how to process applications from Haider and non-Haider applicants, Early Assurance Program and Conditional Admits. This is very detailed and appears to relate to a process that potentially could change in the future. Perhaps the Bylaws are not the best place for the details about this process to appear.

Some terminology, too, is so subjective as to render it incapable of resolving future conflict or acting as guide: "holistic," "relative," "extenuating circumstances," and so forth. It may be that the SOM understands itself very clearly right now in this proposal, but translation is needed so it could guide an entirely new SOM, for instance.

R&J has highlighted some items in the proposal (attached) for consideration and revision before the proposal is resubmitted for review.
COMMITTEE ON UCR School of Medicine Admissions
REPORT TO THE RIVERSIDE DIVISION Academic Senate

To Be Adopted

Proposed Changes to Charge of the Committee on Bylaw ME 05.04, ME 05.04.01

PRESENT:

ME 05.04 MEMBERSHIP
There shall be a Medical School Admissions Committee consisting of the Senior Associate Dean for Student Affairs (ex officio, voting), a Chair, and a minimum of ten (10) additional faculty members drawn from members of the Academic Senate and drawn from among non-Senate Faculty, appointed by the Faculty Executive Committee in consultation with the Senior Associate Dean for Student Affairs. All appointed members have the right to vote whether members of the Academic Senate or not. Members will be appointed annually, with no term limit. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME 05.04.01 FUNCTION
The duty of this Committee is to screen applicants, rank them, and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall also report to the Faculty Executive Committee for information or to resolve difficult problems. (Am 21 Feb 2012) (Am 13 Oct 2016).

PROPOSED:

ADMISSIONS COMMITTEE BYLAWS

OVERVIEW: The Admissions Committee is a standing committee of the UCR SOM. It is subject to the Bylaws and Regulations of the Academic Senate of the University of California.

ME 05.04 MEMBERSHIP: The AC shall consist of the Senior Associate Dean for Student Affairs (ex officio, voting), a Chair, and a minimum of twenty-five (25) additional faculty members drawn from members of the Academic Senate and non-Senate Faculty, appointed by the Faculty Executive Committee (FEC) in consultation with the Senior Associate Dean for Student Affairs (SADSA). All appointed members have the right to vote whether members of the Academic Senate or not. Members will be appointed annually to serve July 1 through June 30, with no term limits. Members who do not fulfill their required duties will not be renewed. Vacancies may be filled at any point during the admissions season with approval of the FEC.

The AC must be comprised of faculty members who are diverse. This membership must, at a minimum, include a diversity of races and ethnicities and genders/ gender identities and when able, should be reflective of the population of Inland Southern California. Membership should be open to and encouraged from those of all types of sexual orientations, disabilities, veterans, and...
individuals from diverse socioeconomic backgrounds. Diversity among faculty rank, specialty type, degree type, and institutional role are considered. Membership of the AC shall be confidential and should strive to represent the diversity of the faculty and the surrounding community. In the event the AC is not able to be comprised of members that meet the above diversity criteria, after the School of Medicine has conducted a reasonable search to find diverse members, the AC may be comprised of members the School of Medicine finds best suited.

There shall be an Executive Admissions Committee (EAC) comprised of a minimum of three persons including the SADSA, the Chair of Admissions and one other admissions committee member.

**TRAINING:** AC members are required to review all applicants holistically and to engage in required training to effectuate their duties. Members are required to complete, at a minimum, an annual training on Unconscious Bias as it pertains to medical school admissions.

**DUTIES AND RESPONSIBILITIES:** The AC shall evaluate the credentials of applicants for admission to the School of Medicine and retains authority for final decisions. The EAC may adapt and amend admissions policies and procedures pending FEC approval. The EAC adjudicates policy interpretations and/or exceptions. The EAC may bring conflicts to the larger committee at the request of the chair. In addition, the EAC is responsible for the vetting of all interviewers and volunteers for the admissions process.

The EAC shall provide an annual report to the FEC of admissions outcomes, member participation, conflict of interests and any other relevant updates.

The AC and EAC shall keep all information related to applications, applicants, and any related decisions learned and/or discussed during the admission process confidential.

future ACs might need clarification on the intended meaning of “holistically”
AC members may not serve as interviewers. In extenuating circumstances, they are permitted to fill in but must recuse themselves from the candidate’s discussion and vote.

The final decision on admission for all applicants is retained by the AC until the first day of attendance. There are no appeals.

**ATTENDANCE:** AC members may not vote *in absentia*. Committee members are required to attend their assigned meetings over the course of the season (minimum set by the EAC each season). Members may, on rare occasions and for extenuating circumstances, participate in the meeting via phone call or video conference. This is at the discretion of the chair. Members not meeting attendance requirements may have their appointment to the committee rescinded. Private ballots for each applicant will be cast individually by each faculty member.

A quorum for the AC meeting shall include at least seven members of the faculty. The EAC shall review all data available from the admissions process and submit to the FEC the final roster of admitted applicants to the School of Medicine. The FEC shall provide oversight and integration of all phases of the Committee processes, and develop policies necessary to govern the process, including School of Medicine admissions criteria.

**CONFLICT OF INTEREST:** AC members and all individuals participating in the admissions and recruitment process are required annually to disclose any conflicts of interest (COI). The COI process is managed by the EAC. Any individual participating in the admissions process with a relative applying will be required to recuse themselves for the entire application cycle. COI disclosures will be submitted annually to the Compliance Office and the FEC as a point of policy.

**ME 05.04.01 FUNCTION:** The duty of the Admissions Committee (AC) is to screen and evaluate
applicants and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall report to the Faculty Executive Committee for information and/or to resolve difficult problems.

The AC will hold meetings to review all interviewed applicants, both Haider and non-Haider applicants. All AC members will participate in the review of both Haider and non-Haider candidates. Haider applicants are drawn exclusively from UC Riverside’s undergraduate campus and are selected for admission honoring the minimal specified number of Haider seats (at least 24 per academic year). All Haider applicants, identified via the Haider portal, will be reviewed separately from the non-Haider applicants in final meeting deliberations. This includes the Early Assurance Program which allows exceptional UCR undergraduates, who have completed the necessary criteria, guaranteed admittance to the SOM in the next admission cycle.

There will also be a Conditional Admit program (* see rationale below) for promising applicants who have fallen short of the expected academic metrics completed by successful students in the past. The Executive Admissions Committee will determine the terms of the contract based on the unique deficiencies of each applicant.

* The Conditional Admit program is a pipeline program that identifies mission fit socioeconomically and/or educationally disadvantaged applicants to UCR SOM who have the attributes, service and commitment criteria but lack the academic metrics needed to be successful in medical school. As a public medical school, UCR SOM is committed to increasing the number of students throughout California who have not had the advantages needed for a competitive medical school application. A significant barrier in achieving this goal is the relatively low educational attainment of people living in Inland Southern California with only 20% of the population attaining a bachelor’s degree. (Public Policy Institute of California, 2017). The Conditional Admit program provides assistance in science coursework and MCAT preparation to a small number of otherwise unsuccessful applicants (typically 2-4 a year identified by and selected by the Admission Committee members) through assigned coursework, MCAT preparation and/or intensive advising via the UCR postbaccalaureate program/Masters in Biomedical Science https://biomed.ucr.edu/masters-program. Students
who successfully complete the terms of the contract are offered admission in the subsequent medical school class.

**Statement of Purpose and Effect:** UCR School of Medicine has grown tremendously since its inaugural class. The complexity of the Admissions’ Committee, as well as the number of applicants, requires greater transparency and outline of responsibilities. We have expanded and clarified the original bylaws for the establishment of the Admissions Committee.

Approved by the Committee on: SOM Faculty Executive Committee (6/23/2021)
Or
Submitted by Declan McCole, Ph.D., Chair of SOM Faculty Executive Committee (8/19/2021)
Section below is for Senate use only

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:
Received by Executive Council: