

## Admissions Committee Operating Paper

### I. Purpose and Responsibility

The Admissions Committee is a standing committee of the School of Medicine, and is responsible for the monitoring and placement of student applicants into the School of Medicine curriculum. The Admissions Committee may delegate any or all of its responsibilities to an appointed subcommittee or subcommittees. The Admissions Committee is the final authority for admissions to the School of Medicine.

The mission of the Admissions Committee of Southern Illinois University School of Medicine is to utilize a holistic review process to identify and select qualified applicants best suited to serve the mission of the School as members of a diverse student body. The Committee affirms a strong commitment to the institutional mandate to assist the people of central and southern Illinois in meeting their present and future health needs through education, research, and service. Supported by continuing longitudinal research findings, the Committee maintains a resolve to fulfill this commitment by means of selection policies and procedures designed to identify and enroll those students who demonstrate professional and personal goals most congruent with the goals of the School of Medicine. To this end, the Committee will continue to give preference to those applicants who show evidence of true identification with our mission.

### II. Organization

#### IIA. Composition

The Admissions Committee is appointed by the Dean, with guidance from the Faculty Council, who also appoints the Admissions Committee Chairperson. A Four-year term is recommended for appointees and acceptance of reappointment is encouraged. Student members are appointed with the advice of the respective student governing body. The composition of the Committee includes these members:

#### Appointed positions, Voting Members

Chairperson of the Admissions Committee  
Vice-Chair Person of the Admissions Committee  
Representative Springfield Faculty Members (Approx. 15)  
Representative Carbondale Faculty Members (Approx. 3)  
Representative Satellite Site Faculty Members (Approx. 2)  
One Representative from each current Medical School Class (total of 4)  
One Representative from Marginalized Student Network  
One Representative from Lincoln Scholars Program  
Resident Physicians (Approx. 2)

#### Ex-Officio, Voting Members

MEDPREP Director  
Director of Lincoln Scholars Program

#### Ex-Officio, Non-voting members

Associate Dean for Student Affairs and Admissions  
Assistant Dean for Student Affairs / Carbondale  
Associate Dean for Diversity, Equity, and Inclusion  
Senior Associate Dean of Education and Curriculum  
Director of Medical Student Admissions  
Former committee members performing open-file interviews

The Steering Group of the Admissions Committee is comprised of all ex officio members, the Chairperson, the Vice-Chairperson, and selected committee members as needed.

#### IIB. Conduct of Meetings

Meetings to review the applicants to the medical school are regularly scheduled, generally the first and third Tuesday afternoon of each month, from September through March of each year. Special meetings and other proceedings are scheduled as needed.

##### IIB1. Conflict of Interest

Southern Illinois University School of Medicine has a formal policy on conflict of interest and in general the Chairperson or Associate Dean will ask any committee member who has a direct connection with an applicant to leave the room while that student is discussed and voted on.

#### IIC. Procedure

- A simple Majority of the voting members constitutes a quorum.
- Proxy attendance is not permitted.
- Formal votes are taken and recorded.
- A simple majority vote shall carry a motion.
- The Chairperson may vote on motions to break ties.

#### IID. Staffing

The Director of Medical Student Admissions staffs the Admissions Committee in the Office of Student Affairs. The Director, in conjunction with the steering group of the Admissions Committee, is responsible for recording and producing meeting minutes and agenda items, preparing reports as requested by the committee, and handling correspondence and follow-up necessary to committee business.

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