

**Dean's Charge to the Admissions Committee of
The Geisel School of Medicine at Dartmouth**

General Purpose of the Admissions Committee: The Admissions Committee is one of several permanent standing committees of the medical school faculty, and is charged by the Dean to perform the essential function of evaluating candidates for admission to the Geisel School of Medicine at Dartmouth and to ensure the high standards and the diversity of class that we value at Geisel. Admission of students who represent a multiplicity of values and beliefs, interest and experiences, as well as intellectual and cultural viewpoints all are seen as important factors in creating our Geisel Medical School community. Admission of students with these attributes creates a Geisel community that will enhance the educational experience, widen the path to leadership, and advance our mission of improving health locally, nationally, and globally. A core value of this mission is respect for the multiple dimensions of diversity reflected in all people.

It is the responsibility of the Admissions Committee to assure that our medical school selects those students with academic qualities that will allow for success in their medical studies, as well as attributes and experiences that will result in a skilled and empathic physician with a high degree of professionalism and strong communication skills. It is the goal of the faculty, through the work of this committee, to admit students who will make a positive contribution to the educational environment of Geisel and who will be the next generation of superb physicians to graduate from Geisel.

Specific responsibilities of the Admissions Committee: The Admissions Committee has the following specific objectives:

1. The Admissions Committee has direct responsibility and final authority for determining who is admitted to Geisel. It determines the most effective methodology for evaluating applications, informed by best practices in the field of medical school admissions.
2. The Admissions Committee is responsible for assuring compliance with the admissions policies and practices (general practices are in Appendix I).
3. The Admissions Committee, in concert with the Admissions Department, shall assume responsibility for assurance that best practices are adhered to. Additionally, it assumes the responsibility for training new members, and for updating returning members, in admissions policies and procedures and diversity standards.
4. The Admissions Committee is responsible for the periodic review of admissions policies and practices and promulgating and adopting any necessary revisions. This review shall include compliance with the policy regarding premedical course requirements:

The admission committee shall submit their recommendation for the premedical course requirements for admission to Geisel to the MEC for review and approval. This evaluation shall occur every three years, or sooner at the request of the MEC, an admissions committee member, or the faculty council.

The admissions committee shall perform an annual assessment of the Geisel current premedical course requirements. The prerequisites shall be compared to other medical schools, current recommendations from the AAMC Committee on Admissions, and input from Geisel faculty. Based on this annual review the admission committee may, at any time, recommend a new list of premedical course requirements to the MEC. Although this process can occur at any time, the Admissions Committee shall make a formal recommendation for consideration by the MEC at least once every three years. Disagreement between the admissions committee and the medical education committee shall be adjudicated by vote of the Faculty Council.

In addition to recommending the specific premedical requirements, the admissions committee shall also include a statement regarding the timing of introduction of the new requirements to the MEC. Typically this would allow an interval where applicants could apply with either the current or the new requirements fulfilled.

5. The Admissions Committee, in concert with the Office of Multicultural Affairs, is responsible for an annual report to the Dean on diversity policies and practices and the degree of success of the programs to increase diversity.
6. The Admissions Committee is responsible for assisting the Medical Education Committee in efforts to track the academic success of students admitted through various programs designed to increase diversity. The Admissions Committee is responsible for recommending changes in programs where necessary to improve the success of these programs.
7. The Admissions Committee is responsible for charging subcommittees as are necessary to carry out its missions and to study or implement such programs or policies that would promote its mission.

Reporting and communication relationships of the Admissions Committee: The Admissions Committee is empowered to make and enforce all policies affecting admission to Geisel. The Admissions Committee reports directly to the Dean and to the Faculty as outlined below. The Chair of the Admissions Committee shall provide periodic updates to the Dean. However, the Dean's role in admissions processes shall be in establishing general policy with the advice of the Chair and the Admissions Committee as a whole. When the Dean determines the need for a new or proposed policy of the Admissions Committee, s/he shall submit this to the Admissions Committee for comment. In addition to a role in establishing general policy, the Dean shall arrange for the Chair of the Admissions Committee, with the support of the Admissions Department, to provide a

yearly report to the Faculty Council who may require a report to the entire faculty (as part of a scheduled meeting of the general faculty). In addition to this annual report, the Chair of the Admissions Committee and Admissions Director shall be responsive to needs of the Faculty Council and of Student Government for information regarding admissions policy and practices when requested by the head of those organizations.

Membership of the Admissions Committee: The Admissions Committee membership and procedures are outlined in Appendix I. The chair shall be a senior member of the regular Geisel faculty. Other faculty members shall be nominated by the Chair of the Admissions Committee and approved by the Faculty Council subject to their policies and procedures with a goal of representing a wide range of faculty. The majority of members of the Admissions Committee shall be from the regular Geisel faculty, with additional membership from the Emeritus Faculty, from the student body and from members of the Admissions Department (see Appendix I). Student members shall be approved by the Admissions Committee.

Diversity Mission for the Geisel Admissions Committee: The work of the Admissions Committee of Geisel School of Medicine is guided by our diversity mission statement (Appendix II) and the imperative “to improve health locally, nationally, and globally”.

Building a diverse and inclusive community is the cornerstone of excellence and necessary to foster innovation. In considering individual applicants for admission to Geisel, the Committee seeks to identify candidates whose backgrounds suggest the potential to contribute to achieving these goals. As educators of our future physicians, we believe in the educational benefits of diversity as emphasized by both Geisel and the American Association of Medical Colleges (AAMC).

As an institution of higher education, “Geisel is defined by the belief that a multiplicity of values and beliefs, interests and experiences, intellectual and cultural viewpoints enrich learning and inform scholarship.” Court decisions make it clear that institutions of higher learning can consider diversity as one factor, alongside others, in making admissions decisions, so long as applicants are evaluated through a process of individualized consideration, without fixed quotas. Geisel considers the potential to contribute to diversity as an important “plus factor” in the admissions process.

Geisel School of Medicine is also guided by the AAMC’s statement that “The Association of American Medical Colleges is deeply committed to increasing diversity in medical schools. This commitment extends to increasing the number of physicians from groups that are underrepresented in medicine. This is in recognition that such physicians are more likely to serve the nation's growing minority population, expanding areas of research into medical issues that are prevalent in such communities, and raising the general cultural competence of all physicians.”

Approved by the Dean on 6/27/12

Accepted by the Faculty Council on 10/4/12

Appendix edits approved by Dean and Faculty Council 2/7/13

Appendix I – Admissions Committee Procedures

I. Admissions Committee:

- A. The Admissions Committee is comprised of approximately 28 members (~20 faculty, 5 Geisel II students, 3 admissions officers) nominated by the Chair of the Admissions Committee and approved by the Faculty Council subject to their policies and procedures.
- B. Orientation meeting: This takes place in early September.
 1. This meeting reviews policies and procedures.
 2. This meeting includes training on diversity organized in concert with the Geisel Office of Multicultural Affairs.
- C. Interviews are conducted from early September through approximately mid-March.
- D. Committee meetings occur from September to approximately April.
- E. Subcommittee packet reviews take place from September to approximately February.

II. Application Processing:

- A. AMCAS applications completed: 1 June to 1 November.
- B. Geisel secondary application completed: by a date in early January that is announced on the Admissions Department web site.
- C. An Admissions Committee Subcommittee (Chair and approximately 3 admissions officers and as needed with the assistance of experienced admission “readers”) will screen all completed applications.
 1. This subcommittee will directly invite approximately 475 candidates meeting predetermined criteria for interview.
 2. From the remaining pool of applications, approximately 1,200 applications will be selected for further review by Admissions Committee Subcommittees.
- D. Those candidates whose folders are not screened out will be reviewed by Subcommittees of the Admissions Committee in consideration of whether an invitation for interview should be extended.
 1. Each subcommittee receives 11-12 packets of approximately 8 applications, with e-mail notification when a packet is ready for review.
 2. Each subcommittee can extend a predetermined number of invitations for interview.
 3. After review, subcommittee will record a decision to “invite”, “deny” or “hold”. Additionally, comments on the application can be recorded.
 4. A subcommittee must reach a final decision (invite or deny) on all applications marked “hold” before submission of the final decisions on applications in the packet.

III. Interview Days:

- A. Purpose of interviews:
 1. The interview is an opportunity to evaluate the suitability of a candidate for admission to the Geisel medical class and to identify qualities that will suit him or her to the practice of medicine and that will have a positive influence on the institution and other Geisel students.
 2. Additionally, interviews are an opportunity to inform applicants about

Geisel and to answer questions.

B. Schedule:

1. Interview schedules are established at least two days in advance on the Admissions Department intranet.
2. It is the interviewer's responsibility to inform the admissions office of conflicts or issues with scheduling.

C. Procedure prior to the interview:

1. It is the responsibility of the interviewer to thoroughly review the application materials of all of the candidates being interviewed (available online) either prior to or after the interview.
2. Hardcopy versions of the application will be available in the admissions office on the morning of the interview day. These are available in the admissions office for examination by the interviewers.

D. Interviews:

1. Each interviewer routinely conducts 4 half-hour interviews.
2. The applicant will come to the interviewer's location, except for interviews taking place at the Rope Ferry Road Building. In this site, candidates wait for the interviewer in the admissions department waiting room.
3. Interviewers are to evaluate both the overall application and interview when completing the "interview write-up". The composite score is included in the interview write-up form, which is found at:
<http://geiselmed.dartmouth.edu/admissions/interviewwriteup/>
4. The completed "interview write-up" must be submitted to the Admissions Office in a timely fashion (the same day or shortly thereafter).

IV. Committee Meetings & Ranking the Candidates:

- A. Approximately 15-20 candidates are considered at each meeting of the Admissions Committee.
- B. Agendas will be distributed in advance of the meeting via e-mail.
- C. Tiers of applicants will be determined based on a composite score from the application review and the interview score scores.
- D. In order to proceed with discussion and voting a quorum of 10 admissions committee members must be present and faculty members of the admissions committee must represent the majority of the voting members.
- E. The top tier of candidates will be offered admission; the second tier will be discussed individually by the full committee; and the third tier will not be discussed unless any member of the Admission Committee recommends full committee discussion.
- F. Voting procedures at the end of each meeting produce a score for each candidate that is discussed by the committee.

V. Final Decisions:

- A. Committee scores are used by the Admissions Committee Chair and Admissions Director in making admissions decisions. The number of students who are offered admission will be calculated to yield the number of students to be enrolled in the first year class that year, without exceeding that number. Students from Tier 3 who were not discussed at the full committee, and therefore do not have a numerical committee score, are only admitted from the wait list by the senior executive subcommittee. Interview scores are utilized to determine whether a Tier 3 applicant is placed on the wait list.
- B. Decisions are issued in writing by the Director of Admission.
- C. Acceptances and places on the Waiting List are issued throughout the year.
- D. The earliest denials are issued in October and continue throughout the year.

- E. As withdrawals occur by students who have been offered admission or if class size has not been reached places are filled from the waiting list by the following process:
 - 1. The Senior Executive sub-committee will meet as necessary during the admissions cycle to discuss and make the final decisions for acceptance from the wait list.
 - 2. This committee will consist of 4 senior voting faculty members, all of whom are current Admission Committee members, including the Chair of the Admission Committee, with a rank of Full Professor if they have a Geisel paymaster, or at the rank of Associate or Full Professor if they have a Hitchcock Clinic, VAMC or MHMH paymaster and a nonvoting (voting only in the case of a tie) member, the Associate Dean of Students. The Executive Committee will discuss and select a pool or pools of candidates who are acceptable for admission so that if electronic voting is needed, the members of this subcommittee will have reviewed the credentials of these candidates and can make a considered judgment.
 - 3. The voting members of this subcommittee will exercise final authority for admissions from the wait list.
 - 4. Students admitted from the wait list will be contacted in the manner described above for admitted students.
- E. Admitted applicants must respond to offers of admission within a specified timeframe.
- F. According to AAMC guidelines, candidates holding acceptances from more than one medical school must withdraw from all but one at which they are holding places by May 15th.

Appendix II - Geisel Diversity Statement

Geisel School of Medicine believes a diverse and inclusive community of students, residents, faculty and staff enhances the educational experience, widens the path to leadership, and advances our mission of improving health locally, nationally, and globally. Geisel School of Medicine embraces diversity that is broadly defined and includes age, gender, race, ethnicity, religion, sexual orientation, disability and socioeconomic status. The definition of diversity also includes the rich breadth of human experiences, talents and attributes. Geisel School of Medicine strives to allow the multiplicity of values, beliefs, interests and viewpoints of a diverse and inclusive community to foster excellence in our efforts to provide an exceptional medical education and address quality health outcomes for all.