

Chobanian & Avedisian School of Medicine

Policy Type	☐ New ☒ Revised ☐ Modified
Relevant LCME Element(s)	10.02-3
Approved By	Executive Committee
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Next Review Date	

Chobanian & Avedisian School of Medicine Admissions Procedures and Standing Committees Policy

The Admissions Committee is chaired by the associate dean of admissions and comprises approximately 50 faculty members, all of whom are either physicians or teach medical students. At times there are <5 emeritus or alumni members. Members must have been faculty members for at least one year in order to serve on the committee. Members self-nominate through the Committee on Committees, or they are suggested by their department chair or colleagues. All potential members meet with the Associate Dean of Admissions to discuss committee roles and responsibilities prior to beginning their service. The primary role of admissions committee members is to conduct interviews, complete the Applicant Assessment and Interview Report (AAIR), and to participate in selection meetings. There is no time limit on service on the admissions committee, however members must continue to interview a minimum number of candidates (10) each year to participate.

All Admissions Committee members are required to complete an annual training and orientation program and sign an annual Confidentiality and Conflict of Interest Agreement. This ensures that all applicants are treated in a fair and equitable manner and that all decisions are made in accordance with established institutional goals and procedures.

The Executive Admissions Committee (EAC) is a subgroup of 12-15 highly experienced faculty members of the Admissions Committee who are responsible for leading selection teams, guiding admissions processes, and ensuring continuous quality improvement in addition to approving all admissions decisions. When space is available on the EAC, membership is open to any Admissions Committee member who has met committee requirements (for interview numbers and training) for three years. The final authority for all admissions decisions rests with the Executive Admissions Committee. The EAC is chaired by the associate dean of admissions.

The review subcommittee is a group of experienced admissions committee members who select candidates for interview using a standardized rubric. The reviewers have an additional annual training session to practice using the rubric, to ensure consistency of scoring, and to allow for questions and updates. The associate dean of admissions provides ongoing oversight and supervision of the review process and review subcommittee.

There are two pathway programs into our medical school which offer early assurance to applicants after two years of college. Each of these pathways has its own selection committee, and half of the members of each pathway selection committee are admissions committee members, conducting reviews and participating in the selection meetings for their respective programs. The pathway selection committees are co-chaired by the Associate Dean of Admissions.

The MD-PhD Admissions Committee runs a parallel admissions process to the general MD admissions committee. The MD-PhD admissions committee is co-chaired by the MD-PhD directors and includes the associate dean of admissions. All MD-PhD candidates have two interviews, one with a member of the MD admissions committee and one who represents the PhD program. Each interviewer completes a separate AAIR. All MD-PhD admissions committee members are invited to participate in the MD-PhD selection meeting.

At all phases of consideration, evaluation of individual applications is supported by written guidelines for comprehensive and holistic review.

Completed applications are referred to the review subcommittee which uses a structured rubric to evaluate each application on nine different parameters, including academics, experiences related to medicine, and personal characteristics. Candidates for interview are selected by the reviewers based on their scores.

Selected applicants have a single structured faculty interview carried out by an admissions committee member. Interviewers then complete the comprehensive “applicant assessment and interview report” (AAIR), again guided by a detailed scoring rubric. The AAIR becomes part of the applicant file and is critical to the final disposition decision made by the Committee.

The Admissions Committee holds two selection meetings during the admissions cycle. During these all-day meetings, the admissions committee breaks into selection teams of 3-5 committee members, with each team being led by a member of the Executive Admissions Committee. Each team is assigned a set of applicants to review and discusses each candidate in detail, eventually coming to a consensus recommendation about whether to accept, reject, or wait list. The team leaders record the decisions, with supporting notes, in the applicant files. The teams may pose questions or request additional information and the associate dean then follows up with the team leader once the information has been obtained. At a separate later meeting, The EAC reviews and formally votes on every candidate that has interviewed and has a complete application. Votes only take place when a quorum (50% of the members of the committee) are present. No decision is final until affirmed by the EAC, which has final authority for all admission.

Covered Parties

Admissions Committee Members

Executive Admissions Committee Members

Responsible Parties

Associate Dean for Admissions

Monitoring

Annual report to the Chobanian & Avedisian School of Medicine Executive Committee

Relevant LCME Element(s): 10.02-3

Related Policies and References:

Chobanian & Avedisian School of Medicine Bylaws

Initial Application Review Guide Evaluation and Scoring

Protocol Applicant Assessment and Interview Report

Interview Structure In Brief