



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

ADMISSIONS COMMITTEE CONFLICT OF INTEREST POLICY

POLICY: # 320.2c

Supersedes: 6/23/21

Issuing Officer: Dean, College of Medicine
Responsible Office: Office of Student Affairs
Effective Date: 9/23/24
Next Review Date: 9/23/27

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to stipulate that final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors (LCME Element 10.2)

II. POLICY STATEMENT:

In the interest of administering consistent and unbiased selection practices, members of the Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program Admissions Committee must commit to the recruitment, evaluation, and matriculation of applicants to the MD Program to be fair, consistent, and free of bias. Decisions by the Admissions Committee regarding medical school applicants must be free from intimidation and not influenced by any political, financial or other outside factors. A conflict of interest exists if an Admissions Committee member or faculty, staff, or student interviewer appears to have an interest in the outcome (either admission or rejection) other than recruiting the most qualified applicant.

III. POLICY:

All persons participating in the MD Program admissions process including Admissions Committee members and faculty, staff, and student interviewers will report to the Admissions Committee and immediately recuse themselves from interviewing, discussing or voting on an applicant if there is a real/perceived conflict of interest concerning an applicant.

The Admissions Committee has determined that a conflict of interest exists, without limitation, in instances where the committee member or interviewer:

- is an immediate family member; or
- has a teaching, personal, or social relationship with the applicant or a member of the applicant's immediate or extended family; or
- has a business or workplace environment relationship with the applicant or a member of the applicant's immediate or extended family; or
- has a political or financial connection with the applicant or a member of the applicant's immediate or extended family; or
- has an interest in the outcome other than the recruitment of the most qualified applicant; or
- has provided healthcare services to the applicant.

During the required annual orientation for all Admissions Committee members and interviewers, each person will be required to review and sign an attestation form indicating their understanding of and agreement with this process.

Admissions Committee members or interviewers must report a real/perceived conflict of interest immediately upon learning of the identity of the applicant creating the real/perceived conflict of interest. In the event of doubt as to the existence of a conflict of interest, the committee member or interviewer should err on the side of reporting relevant facts to the chair or one of the vice chairs of the Admissions Committee. Any committee member may raise the issue of a real/perceived conflict of interest with respect to an applicant and any other committee member. Failure to report a real or perceived conflict of interest may result in the committee member's removal from the Admissions Committee.

The chair of the Admissions Committee shall make the final, unappealable determination of the existence of a real/perceived conflict of interest after reviewing relevant facts.

IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- Faculty Executive Board (FEB): The FEB of the College of Medicine is an entity made up solely of faculty members of the College with the exception of Deans. It is a forum for "shared governance" and is the highest elected forum for Faculty matters within the College. The Faculty Executive Board serves as an advisory body to the Dean in the administration and management of the College.
- Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- Final responsibility for accepting students rests with a formally constituted admissions committee: Ensuring that the sole basis for selecting applicants for admission to the medical education program are the decisions made by the faculty committee charged with medical

student selection in accordance with appropriately approved selection criteria. (LCME Element 10.2)

VI. RELATED POLICIES/FORMS:

- *Admissions Committee Conflict of Interest Attestation*
- *Admissions Committee Membership*
- *Admissions Committee Policy*
- *COM Educational Conflict of Interest Policy*

VII. RELATED LINKS:

- *Admissions Committee Website*
- *LCME Standards, Publications, & Notification [Forms](#)*

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/23/21	New policy. Approved by the Admissions Committee on 6/22/21
9/24/24	Removed the specificity in the definition of family member. Reviewed and approved by the Admissions Committee on 9/24/24.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.