ARTICLE I   NAME, PURPOSE, AND RESPONSIBILITIES

Section 1. Name. The name of the formally constituted medical school admissions committee of the Doctor of Medicine Program (“M.D. Program”) of the Duke University School of Medicine ("School of Medicine") shall be the Doctor of Medicine Admissions Committee of Duke University School of Medicine, hereafter referred to as the “Admissions Committee”.

Section 2. Purpose. The purpose of the Admissions Committee is to develop the criteria, policies, and procedures for the selection of the medical students that make up the student body of the School of Medicine, and to admit or deny admission to applicants in accordance with such criteria, policies, and procedures.

Section 3. Responsibilities.

A. General Authority. The Admissions Committee is responsible for oversight of the admissions process of the M.D. Program of the School of Medicine. Responsibilities include, but are not limited to, the following:

1. Develop the admissions application of the M.D. Program
2. Disseminate the admissions application to eligible applicants
3. Review and approve marketing materials descriptive of the School of Medicine and its constituent programs
4. Develop, review, and disseminate the academic and experiential expectations of the M.D. Program
5. Evaluate primary American Medical College Application Service (AMCAS) applications
6. Develop and review all submitted School of Medicine Supplemental Applications and related materials
7. Determine and communicate admissions decisions
8. Review the application process of the M.D. Program and its appropriateness to the missions of Duke University and the School of Medicine

B. Final Responsibility for Admission Decisions. The final responsibility for accepting or denying admission of students to the M.D. Program rests solely with the Admissions Committee. During each admissions cycle the Admissions Committee, at its sole discretion, admits or denies admission to applicants to the M.D. Program. Of note, class size will be determined by the School of Medicine administration.

C. Develop Admissions Criteria. The Admissions Committee shall develop criteria, policies, and procedures for the selection of medical students. The Admissions Committee shall make its admissions criteria, policies, and procedures readily available to potential and current applicants and their collegiate advisors.

D. Encourage Broad Undergraduate Education. Through its admissions criteria, the Admissions Committee will, to the extent it deems necessary, encourage potential applicants to acquire a broad undergraduate education, including the study of the humanities, the natural sciences, and the social sciences.

E. Applicant Pool. During each admissions cycle, the Admissions Committee shall ensure that it considers a sufficiently large pool of applicants for admission who possess national level qualifications to fill the entering class of the M.D. Program.

F. Selection. The Admissions Committee shall select, for admission to the M.D. Program, medical students who possess the intelligence, integrity, and personal and emotional characteristics necessary to become effective physicians.

G. Diversity. The Admissions Committee shall aim to broaden diversity among qualified applicants for the M.D. Program by working within Duke University and/or collaborating with other institutions to make admission to the Medical School more accessible to potential applicants of diverse backgrounds. The Admissions Committee shall conduct a holistic review of applications to ensure that there is no disparate impact of the review on applicants who are women, students of color, disadvantaged, LGBTQIA*, or religious minorities. At its
discretion, the Admissions Committee can encourage the development of School of Medicine initiatives such as pipeline programs to enrich the applicant pool over the long term.

H. **Program Catalog and Balanced and Accurate Representations.** The Admissions Committee shall ensure that the School of Medicine catalog and other informational, advertising, and recruitment materials present a balanced and accurate representation of the mission and objectives of the M.D. Program, state the requirements for the M.D. degree and all associated joint degree programs, provide the most recent academic calendar for each curricular option, and describe all required courses and clerkships offered by the School of Medicine.

I. **Visiting and Transfer Students.** The Admissions Committee shall ensure that any potential transfer or visiting student that seeks admission to the M.D. Program demonstrates academic achievements, qualifications, credentials, and other relevant characteristics comparable to those of the medical students in the class that they seek to join, including medical students visiting for clinical clerkship rotations and electives. The Admissions Committee shall also ensure that prior coursework taken by any potential transfer or visiting student is compatible with coursework at the level of the program to be entered at the School of Medicine. The Admissions Committee may accept transfer students into the M.D. Program, but only in rare and extraordinary personal and educational circumstances and with the approval of the Vice Dean for Education.

**ARTICLE II APPOINTMENT, TERM, AND COMPOSITION**

Section 1. **Appointment.** The Associate Dean of Admissions is appointed by the Dean of the School of Medicine. The Dean may delegate the responsibility of choosing an Associate Dean to the Vice Dean of Education. The position of Associate Dean is a required position within the School of Medicine Office of Admissions. The Associate Dean for Admissions will provide guidance and leadership to the Admissions Committee and its subcommittees. The Chair of the Admissions Committee and Associate Dean for Admissions shall solicit, from the academic departments of the School of Medicine, recommendations for Faculty members for appointment to the Admissions Committee and recommend them to the Vice Dean of Education for the School of Medicine. The Vice Dean of Education shall review and upon their approval make the appointment to the Admissions Committee and/or its subcommittees as described herein.

Section 2. **Composition.** The Admissions Committee shall comprise as many School of Medicine faculty members, medical students, alumni, and others as is necessary to carry out the responsibilities of the Admissions Committee and its subcommittees. School of Medicine faculty members shall constitute the majority of voting members at all meetings.
Section 3. **Term.** Each member of the Admissions Committee, other than *ex officio* members and medical student members, shall serve a term of up to five years, renewable upon mutual agreement of the Admissions Committee member, the Associate Dean of Admissions and the Vice Dean of Education. A maximum of one consecutive terms of service may be served. A previous member of the Admissions Committee may return to active membership after an absence of one five-year term.

**ARTICLE III COMMITTEE AND SUB-COMMITTEES**

Section 1. **Executive Committee.**

A. **Members.** The members of the Executive Committee shall be:

1. **Faculty.** Basic science faculty and clinical faculty members.

2. **Medical Students.** Third year medical students chosen from the enrolled and approved by the Chair and Associate Dean of Admissions. Students cannot constitute a majority of the committee.

3. **Medical School Administration.** Persons holding the titles of Associate Dean of Admissions and Assistant Dean of Admissions and Director of the Multicultural Resource Center shall serve *ex-officio*. Others may also serve in an *ex-officio* capacity.

4. **House Staff.** Persons holding the title of House Staff at Duke University School of Medicine who were also Duke Medicine alumni.

B. **Appointment.** Members of the Executive Committee shall be recommended by the Associate Dean of Admissions for appointment to the Vice Dean for a term of five years maximum, which is renewable for one additional term upon mutual agreement of the Executive Committee member, the Associate Dean of Admissions and the Vice Dean. After a member serves two consecutive terms on the Executive Committee, they may only serve additional terms after an absence of one five-year term. House Staff members of the Executive Committee (3) shall serve a one year term and are appointment by the Associate Dean of Admissions for appointment to the Vice Dean. Student members of the Executive Committee (6) shall serve a term of one year and are appointed by the Associate Dean of Admissions upon recommendation from members of the School of Medicine's recognized student groups, including but not limited to, the Davison Council.

C. **Officers.**

1. **Chair.** The Chair will be elected by the Executive Committee. From that election forward, the chair will be the immediate past Vice Chair and is approved by the Vice Dean of Education. The Chair will serve for a two-year term. They will conduct the meetings of the Executive and the Super-Executive Committees. The Chair will not present candidates to either the Executive or the Super-Executive Committee. They will hold the deciding vote where a tie is present. The Chair must have three years’ experience on the
committee before being considered for the Chair position and are exempt from term limits of the Executive Committee.

2. **Vice Chair.** The Vice Chair shall be elected by the members of the Executive Committee and is approved by the Vice Dean of Education. The Vice Chair shall serve a term of two years after which the Vice Chair will then become the Chair. The Vice Chair will conduct Executive Committee meetings in the absence of the Chair and hold the deciding vote where a tie is present in the absence of the Chair. The Vice Chair must have three years’ experience on the committee before being considered for the Vice Chair position and are exempt from term limits.

3. **Meetings.** The Executive Committee shall meet weekly for two and a half hours once completed and verified American Medical College Application Service (AMCAS) admissions applications are available for its review, generally beginning in late September or early October of each admissions cycle and ending when the entering class is filled.

4. **Quorum.** A quorum of the faculty is required to hold a meeting and to transact business of the Executive Committee at a meeting. No quorum will exist unless a majority of the members of the Executive Committee who are eligible to vote are faculty.

5. **Responsibilities.** The Executive Committee reviews, discusses and scores the application materials and interviews of all applicants that meet the preliminary screening criteria established by the Committee. In carrying out its responsibilities, the Executive Committee shall consult instructive provisions of the School of Medicine's Guide to Academic and Experiential Descriptors.

Section 2. **Medical School Admissions Sub-Committee.**

A. **Members.** The members of the Sub-Committee shall be a subset of the members of the Executive Committee:

1. **Faculty.** Ten active basic science faculty and/or clinical faculty members and one emeriti faculty member

2. **Medical Students.** No students shall be members of the Sub-Committee.

3. **Medical School Administration.** Persons holding the titles of Associate Dean of Admissions, Assistant Dean of Admissions and Director of the Multicultural Resource Center shall serve *ex officio.*

B. **Appointment.** Members of the Sub-Committee shall be recommended by the Chair and Vice Chair of the committee and approved by the Vice Dean for a one-year term which is
renewable for four additional terms upon mutual agreement of the Sub-Committee member and the committee.

C. Officers.

1. **Chair.** The Chair is the Chair of the Executive Committee. They will conduct the meetings of the Sub-Committee.

2. **Vice Chair.** The Vice chair of the Executive Committee will be the Vice Chair. The Vice Chair will conduct Sub-Committee meetings in the absence of the Chair.

3. **Meetings.** Following the evaluation and rating of all applicants' application materials and interviews, the Sub-Committee shall meet as many times as is necessary to review the Executive Committee's ratings and determine final admissions decisions.

4. **Quorum.** A quorum of faculty is required to hold a meeting and to transact business of the Sub-Committee at a meeting. No quorum will exist unless a majority of the members of the Executive Committee who are eligible to vote are faculty.

5. **Responsibilities.** The Sub-Committee reviews all deliberations and scores of the Executive Committee and at the conclusion of the admissions cycle determines final admissions decisions by majority vote. In carrying out its responsibilities, the Sub-Committee makes a holistic evaluation of an applicant, including how the applicant might contribute to the diversity of the entering class.

6. **Manner of Acting.** The act of the majority of the Sub-Committee members present at a meeting at which a quorum is present shall be the act of the Executive Committee in making final acceptance decision.

Section 3. Interviewer/Rater Committee.

A. **Members.** The Interviewer/Rater Committee shall be comprised of as many School of Medicine Faculty, medical students, medical school alumni, staff, bench researchers, patients, patient advocates, lay persons and others as is necessary to carry out the responsibilities of the Interviewer/Rater Committee.

B. **Appointment.** Members of the Interviewer/Rater Committee shall be recommended by the Associate Dean of Admissions for appointment by the Vice Dean to the Interviewer/Rater Committee for a term of one year, which is renewable for additional terms upon mutual
agreement of the Interviewer/Rater Committee member, the Associate Dean of Admissions and the Vice Dean.

C. Responsibilities. Interviewer/Rater Committee members shall complete mandatory orientation and training regarding the multiple mini interviews (MMI) interviewing format used to interview applicants to the School of Medicine. Subsequently, Interviewer/Rater Committee members, as needed, will interview and rate applicants using the MMI interviewing format. If the applicant receives a score of 4.0 or higher, that candidate will be referred to the Executive Committee for review. Candidates with a score of less than 4.0 will only be reviewed by the Associate Dean or Assistant Dean of Admissions to determine consistency of comments.

D. Duration. Interviewer/Rater Committee members shall participate in the interview of applicants selected after screening of application materials. The Interviewer/Rater Committee shall interview applicants up and until all of the fixed number of interviews have been conducted and completed.

Section 4. Screener Committee.

A. Members. The Screener Committee shall be comprised of as many School of Medicine Faculty, medical students, alumni, staff, bench researchers, patients, and others as is necessary to carry out the responsibilities of the Screener Committee.

B. Appointment. Members of the Screener Committee shall be recommended by the Associate Dean of Admissions for appointment to the Screener Committee by the Vice Dean for a term of one year, which is renewable for additional terms upon mutual agreement of the Screener Committee member, Associate Dean of Admissions and the Vice Dean.

C. Responsibilities. Screener Committee members shall read or screen completed application materials submitted by prospective students, score applicant materials to determine whether an applicant is to be interviewed by a member of the Interviewer/Rater Committee.

D. Duration. Screener Committee members shall begin screening applications when applications are available to be downloaded from AMCAS, generally beginning in mid to late July and continuing until the Screener Committee has screened all completed applications.

ARTICLE IV CONFIDENTIALITY
Section 1. **Confidentiality.** In performing the duties of the Committee or a respective sub-committee, Committee members will see and have access to confidential and sensitive information related to applicants, Duke University and the School of Medicine. In accordance with University policy and applicable state or federal law, Committee members shall not disclose, for any reason, confidential information of which they become aware.

Section 2. **Breach of Confidentiality.** If a member of the Committee breaches their obligation under this Article, they may be dismissed from the Committee immediately unless the Vice Dean and the Associate Dean of Admissions agree to retain the Committee member.

**ARTICLE V CONFLICT OF INTEREST**

Section 1. **Conflict of Interest.** A member of the Committee shall inform the Associate Dean of Admissions of any direct or indirect conflict of interest which the Committee member has with regard to any applicant or other matter contemplated by the Committee (a "Conflict of Interest").

Conflict of Interest shall exist in Committee actions including, but not be limited to, actions concerning:

A. An applicant in the current admissions cycle that is the child, spouse, legal partner, family member, business associate, or individual with whom the Committee member holds a fiduciary relationship.

B. Any other applicant about whom the Committee member's admissions recommendation could be influenced by political, financial, or any other factors not comprised of applicant's application for admission, interview and other relevant admissions materials.

Section 2. **Recusal.**

A. **Mandatory Recusal.** If an applicant in the current admissions cycle is the child, spouse, legal partner or other immediate family member of a Committee member, the Committee member must recuse himself or herself from the Committee for the duration of the admissions cycle during which such applicant is seeking admission to the School of Medicine.

B. **Permissive Recusal.** If a Committee member has any other Conflict of Interest related to an applicant, the Committee member may participate in the admissions cycle during which the conflict exists; however, the Committee member shall not participate in the discussions related to that applicant or vote on the applicant's admission. The Committee Member, at the
discretion of the Associate Dean of Admissions, may be required to recuse him or herself from the entire admissions cycle.

C. Quorum. When a Committee member does not vote because of a Conflict of Interest, the act of the majority of the Committee members eligible to vote, whether as a whole or a sub-committee, shall be the act of the Committee or Sub-Committee if a quorum is present at the meeting.

D. Breach. If a member of the Committee breaches his or her obligation under this Article, they may be dismissed from the Committee immediately unless the Vice Dean and the Associate Dean of Admissions agree to retain the Committee member.

ARTICLE VI GENERAL PROVISIONS

Section 1. Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the Executive Committee on Admissions with the mutual agreement of the Vice Dean.

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THIS IS TO CERTIFY that the above Bylaws of The Doctor of Medicine Admissions Committee of the Duke University School of Medicine were duly adopted by the faculty members of the Executive Committee at a meeting held on September 13, 2022.

Linton Yee, MD
Associate Professor of Pediatrics
Associate Dean of Admissions
September 14, 2022

APPROVAL AND REVISION HISTORY

- 9/14/21: Recommended by Executive Committee of Admissions Committee to approving body.
- 9/13/22: Recommended by Executive Committee of Admissions Committee to approving body.
- 12/20/22: Approved by Dean of the School of Medicine and chairs of School of Medicine clinical departments.
- 3/24/23: Formatted to DUSOM MD Program policy template.