



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

ADMISSIONS COMMITTEE/INTERVIEWER CONFLICT OF INTEREST POLICY
CDU Policy 320.2c
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Reviewed by Admissions Committee: 6/22/21
Date Approved by the Faculty Executive Board: 6/23/2021
Date of Dean's Final Approval: 6/24/2021
Revised Date/Review Date (at least 3 years from Effective Date): 6/23/2023
Supersedes (if necessary): N/A

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.

PROCEDURES

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 (by blood or by marriage); 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.

DEFINITIONS

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 DCI Element 10.2)

RELATED INFORMATION

- Admissions Committee Conflict of Interest Attestation
- Admissions Committee Policy
- Educational Conflict of Interest Policy
- LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date