Policy Title: Admissions Conflict of Interest Policy

Policy Number: AD.10.04.170425

Applies to: This policy applies to individuals involved in the admissions process

Date: 4/25/2017

1.0 Policy Statement

It is the Elson S. Floyd College of Medicine policy that Admissions Committee Members, screeners, reviewers, Multiple Mini Interview evaluators and all others involved in the admissions process report all real or perceived conflicts of interest immediately upon learning of the real/perceived conflict of interest.

2.0 Definitions

Conflict of Interest: A conflict of interest has been determined to exist when an Admissions Committee Member, screener, reviewer, Multiple Mini Interview evaluator or other is:
1. Related to the applicant; or,
2. Is or has been in a significant teaching or social relationship with the applicant or applicant’s family; or
3. Has a personal or financial interest in the applicant

3.0 Responsibilities

Associate Dean for Admissions, Recruitment, and Inclusion
Admissions Committee

4.0 Procedures:

• An annual mandatory orientation prior to the start of the interview season for each new and returning committee member is required.
• Members receive a comprehensive admissions committee handbook containing Admissions Committee and college-related documents and information regarding all other relevant policies and procedures.
• New and returning members may not participate in any admissions-related activities until orientation/training and a post-training examination are successfully completed.
• Members sign and return a Conflict of Interest Form.
• Admissions Committee members are encouraged to report any Conflict of Interest issues encountered during the admissions process to the Associate Dean for Admissions, Recruitment, and Inclusion.
• Members sign and return a Confidentiality Form.
• Records or recusals and failures to report are kept in the Office of Admissions and Recruitment along with Conflict of Interest and Confidentiality Forms.
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5.0  Related Policies
N/A

6.0  Key Search Words
Conflict of interest, admissions evaluators, interviewers

7.0  Revision History

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**Responsible Office:** Office of Admissions and Recruitment

**Policy Contact:** Associate Dean for Admissions, Recruitment, and Inclusion

**Supersedes:** Version dated 05-06-2016