

Admissions Committee Bylaws

Approved by Admissions Committee August 7, 2024

The Admissions Committee reports to the Associate Dean for Student Affairs and Faculty Governance Council. The committee meets regularly, generally every week throughout the Fall and Spring semesters. The committee reviews applications continuously throughout the open application period to ensure timely feedback to the applicants. The committee is charged with developing, implementing, and assessing admission criteria, policies, and procedures to ensure the selection of a qualified and diverse student body into the Pharm.D. program. The committee reviews applications in a standardized manner and selects students for interviews and admission to the College of Pharmacy. This review encompasses multiple independent and individual reviews with a holistic approach. The committee assists with campus placements, makes recommendations regarding changes in supplemental application questions and recommends updates for interview questions. Furthermore, the committee may recommend changes in admission standards and pre-pharmacy course requirements to the Associate Dean for Student Affairs and Faculty Governance Council.

The voting members of the committee are composed of at least fifteen members with at least one faculty member from each of the College's departments, and at least one faculty member representing each of the campuses. If committee members are sharing a seat, each will have a full vote for committee votes where both are present. The Chair (or the chair's designee) only votes to break a tie. The Chair is appointed by the Associate Dean for Student Affairs from the current pool of committee members to serve a term of three years. The Vice Chair is also appointed by the Associate Dean for Student Affairs to serve for one year, ideally the new Chair will have previously served as a Vice Chair.

Ex-officio and staff members include the Associate Dean for Student Affairs, the Admissions Officer/Applications Specialist, and Assistant Director of Admissions and Recruitment.

The committee is able to conduct business which requires a vote when there are at least half of the voting committee members present, not including the chair or chair's designee.