

TFAR Committee Procedures

Structure and Composition

A. Task Force for Admissions Requirements

The Task Force for Admissions Requirements (TFAR) was organized in the Fall of 2013 and given the task of reviewing and recommending course/credit requirements for those students applying to the School of Medicine. This development occurred in the background of ‘blue ribbon’ panel recommendations as it relates to foundational knowledge future physicians will require. Discussion has centered on the appropriate preparation for future physicians with respect to desired competencies in science, humanities, social sciences, and psychology.

B. Members

TFAR consists of 19 voting members: Assoc. Dean of Curriculum; Assoc. Dean of Foundational Sciences; Asst. Dean of Clinical Sciences; Assoc. Dean of Student Affairs; chair of the Curriculum Committee; 2 faculty members from the Admissions Interviewing Subcommittee; 2 medical students; 2 residents; Assoc. Dean of Admissions, Diversity, Equity, and Multicultural Affairs; Assist. Dean of Interprofessional Education; 1 representative of office of Professionalism; chair of the Promotion Committee or designee; 2 residency program directors; and 1 Outreach Pipeline Program Management Associate. TFAR 3 ex-officio members: Dean, School of Medicine; Assoc. Dean of Admissions and the Assistant Dean for Evaluation, Assessment, & Education Research.

Voting Members	Terms of Service	Appointment
Positional Faculty (12)	Length of service in qualifying position (variable)	Positional Appointment
Representative from the Center of Outreach (1)	Length of service in qualifying position (variable)	Positional Appointment
Student Representatives (2)	1-2 years; based on MS year	Appointed by Deans of Admissions from open call of students
Resident Representatives (2)	1-4 years; based on PGY	Appointed by Deans of Admissions from open call of residents
Appointed Faculty (2)	3 years (renewable)	Appointed by the Deans of Admissions

C. Appointment and Terms of Service

At-large members are appointed from the Admissions Interviewing Subcommittee (AIS) based on their sustained interest and active participation in undergraduate medical education. Appointments will be held annually over the summer or as needed, to maintain two at-large members. The Medical School Admissions leadership will send out a call for self-nominations to fill any open at-large positions. This call will include committee member responsibilities and requirements. Calls are communicated to AIS faculty via multiple modalities, including, but not limited to, email and the Admissions newsletter. Candidates must provide a letter summarizing their interest in serving on the TFAR. The term of service

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on the TFAR as an appointed at-large faculty member is for three years and appointed at-large members are limited to two consecutive full terms.

Students are appointed by the Dean of Admissions and serve through the completion of their MD degree, as long as they remain in good academic standing. Residents are elected by the Dean of Admissions and serve through the completion of their residency program. The Medical School Admissions leadership will send out a call for self-nominations to fill student and resident positions. This call will include committee member responsibilities and requirements. Calls are communicated to students and faculty via multiple modalities, including, but not limited to, email and the BCM intranet announcements.

D. Meetings, Voting and Quorum

1. The Task Force for Admissions Requirements meets annually or as often as needed.
2. Requires 6 faculty to represent a quorum to act on motions. No vote is held unless a quorum is present

Procedures and Function

TFAR meets annually, or as often as needed, to review and approve Baylor College of Medicine's School of Medicine current premedical course/credit requirements. The prerequisites reflect current medical school curricular components/required competencies, recommendations from the AAMC Committee on Admissions, and input from medical school faculty. TFAR shall submit their recommendation for the premedical course/credit requirements to the Curriculum Committee and the Educational Subcommittee of the Faculty Senate for feedback. This evaluation shall occur annually, or sooner at the request of the Dean of the School of Medicine or the Deans for Undergraduate Medical Education. Based on this annual review TFAR may, at any time, recommend changes of either course or credit hours. In addition to recommending the specific premedical requirements, TFAR shall also include a statement regarding the timing of introduction of the new requirements. Typically, this would allow an interval where prospective students could apply with either the current or new requirements, premedical requirements.

Document History

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