1. **Policy Statement**

OHSU is dedicated to building a community based upon the principles of diversity, inclusion, equity and respect. In doing so, OHSU is committed to examining ways it can change its behavior, language and decision-making by recognizing, addressing and eliminating racism in our admissions practices and beyond. This policy establishes the requirement that all members of admissions committees and admissions staff shall undergo OHSU sponsored Unconscious Bias and Anti-Racism education and training, and establishes guidelines for the composition of admissions committees, including but not limited to Faculty Observers. In doing so OHSU will:

- Educate members of admissions committees about their Unconscious Bias and Anti-Racism education and training, and create a culture of self-awareness and change;
- Promote diversity, equity and inclusion and respect in the admission committees selection process and decision making;
- Promote accountability among admissions committee members;
- Create an inclusive community representative of different backgrounds and experiences.

2. **Definitions**

A. **Anti-Racism.** The active process of identifying and combatting racism by changing systems, organizational structures, policies, practices and attitudes in order to promote racial justice and ensure that power is redistributed and shared equitably.

B. **Unconscious Bias.** A social stereotype about certain groups of people that individuals form outside their own conscious awareness that stem from One's tendency to organize social worlds by categorizing, that are activated involuntarily and without an individual’s awareness or intentional control, but affect our understating, our interactions, and our decisions.
C. Faculty Observers. An OHSU faculty member who complete OHSU search advocate training and volunteers to support admissions committees outside of their academic program.

3. Composition of Admissions Committees

Admissions committees are responsible for overseeing the application process for student admissions into OHSU academic programs. When forming an admissions committee, each school or college and academic program should carefully consider its composition and demonstrate its commitment to diversity, equity and inclusion through the selection of its members. In doing so, each admissions committee shall establish a goal that 50% of the admissions committee is comprised of women and members from diverse and/or underrepresented backgrounds or experiences, including but not limited to race, color, and gender identity. In addition, each admissions committee shall include an OHSU Faculty Observer from outside of the academic program.

4. Responsibilities

A. Center for Diversity and Inclusion
The Center for Diversity and Inclusion is responsible for developing, maintaining and providing Unconscious Bias, Anti-Racism and Faculty Observer education and training opportunities to admissions committee members.

B. Admissions Committee Members
Admissions committee members are responsible for completing Unconscious Bias and Anti-Racism education and training at least once every two academic years. Initial education and training must be completed before the admissions cycle opens for the academic year.

C. Faculty Observers
Faculty Observers are responsible for supporting admissions committees by providing useful and reliable feedback regarding the selection process and adherence to the principles of diversity, equity and inclusion.

D. Academic Programs
The program director is responsible for ensuring all members of the admissions committee complete required training at least once every two academic years. Annually, the program director is responsible for reporting to the Office of the Dean the following information:

(i) Admissions committee member compliance with required trainings.

(ii) Composition of the admissions committee. If the diversity goals for admissions committee composition are not achieved, the academic program should also submit explanation for why they were not able to
achieve the goal and a plan for addressing admissions committee composition moving forward.

(iii) Additional applicant data as determined the Center for Diversity and Inclusion.

E. School or College
The Office of Dean will collect all reports from academic programs, and aggregate the results for use by the Office of the Provost.

F. Office of the Provost
Annually, the Office of the Provost will conduct an audit of all schools/academic programs to review progress towards diversity goals and ensure admissions committees are complaint with the training requirements.

5. Procedures
The Center for Diversity, Equity and Inclusion is responsible for developing and maintaining procedures pursuant to this policy.

Related Policies and Procedures: 03-05-048, Discrimination, Harassment and Retaliation
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Key Words: Anti-racism, unconscious bias, admissions committees, training, faculty observers.
Responsible Office: Office of the Provost academicpolicy@ohsu.edu; Center for Diversity and Inclusion.