



OHSU POLICY MANUAL

Policy Number: 02-90-055

Policy Title: COMPOSITION AND TRAINING OF ADMISSIONS COMMITTEES

Effective Date: March 5, 2021

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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 of our Academic Programs and beyond. This policy establishes the requirement that all members of admissions committees and admissions staff for Academic Programs 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.
- D. **Conflict of Interest in the Admission Process.** A conflict of interest occurs when a member of the admissions committee, admissions staff, or other individual involved in the admissions process has, or appears to have, a personal, professional, familial, or financial relationship that may compromise, or appear to compromise the fair and equitable recruitment and selection of applicants for admissions.
- E. **Academic Program.** A unique course of study that culminates in the awarding of a specific degree or certificate in combination with a specific major. An Academic Program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

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 a mixed representation of members from diverse and/or underrepresented backgrounds or experiences, including but not limited to race, ethnicity, color, and gender. In addition, OHSU Faculty Observer volunteers from outside of the Academic Program shall be assigned to admissions committees by the Center for Diversity and Inclusion (CDI).

4. **Conflict of Interest in the Admissions Process**

Admissions committees, and admissions staff are charged with evaluating candidates for admissions into Academic Programs at OHSU. In order to ensure a fair selection, the process must be free of real or perceived Conflicts of Interest in the Admissions Process. In the event an admissions committee member or admissions staff is known to an applicant outside of the selection process, and becomes aware of their applicant status, the admissions committee member or admissions staff must disclose this relationship to the Chair of the Admissions Committee and Program Director. Upon review of the conflict by the Chair and Program director, the admissions committee member or admissions staff may be recused from the review of the applicant.

5. Responsibilities**A. Center for Diversity and Inclusion**

- (i) The CDI is responsible for developing, maintaining and providing Unconscious Bias, Anti-Racism and Faculty Observer education and training opportunities to admissions committee members and admissions staff.
- (ii) The CDI is responsible for assigning Faculty Observers to admissions committees for Academic Programs.
- (iii) The CDI is responsible for developing and disseminating templates for the fulfillment of annual reporting requirements by Academic Programs.

B. Admissions Committee Members

Admissions committee members and admissions staff 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 and admissions staff 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 by the CDI.

E. School or College

The Office of Dean will collect all reports from Academic Programs, and aggregate the results for use by the CDI and Office of the Provost.

F. **Office of the Provost**

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

6. **Procedures**

The CDI 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.