



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

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 for the WSU Elson S. Floyd College of Medicine MD program.

Date: 04/10/2020

1.0 Policy Statement

It is the Elson S. Floyd College of Medicine policy that Admissions Committee members, screeners, reviewers, interviewers, 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, interviewer or other is:

1. Related to the applicant; or,
2. Is or has been in a significant teaching, clinical, or social relationship with the applicant or applicant's family; or
3. Has a personal or financial interest in the applicant.

3.0 Responsibility

Senior Associate Dean for Admissions and Student Affairs

4.0 Procedures:

- An annual mandatory orientation prior to the start of the interview season for each new and returning Admissions 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 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 Senior Associate Dean for Admissions and Student Affairs.
- Records of recusals and identified failures to report are kept in the Office of Admissions, Student Affairs, and Inclusion 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		
Original Date	Policy Number	Revision Date Approval
05-06-2016	AD.10.04.160506	2/11/2017
2/11/2017	AD.10.04.170425	4/25/2017
	AD.10.04.170425	4/10/2020

Responsible Office: Office of Admissions, Student Affairs, and Inclusion

Policy Contact: Senior Associate Dean for Admissions and Student Affairs

Supersedes: AD.10.04.170425 dated 04/25/2017