

UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF MEDICINE
COUNCIL ON SELECTION BYLAWS

Chair

| | | | |
|-------------------|-----------|------|------|
| Bryce Heese, M.D. | Appointed | 2020 | 2027 |
|-------------------|-----------|------|------|

Vice-Chair

| | | | |
|---------------------|-----------|------|------|
| Rachel Moore, Ph.D. | Appointed | 2024 | 2026 |
|---------------------|-----------|------|------|

Docents

Open Position

Clinical Scientists

| | | | |
|----------------------------|-----------|------|------|
| Brian Burghardt, M.D. | Elected | 2025 | 2030 |
| Claire Hickey M.D. | Elected | 2024 | 2029 |
| Jacob Arends, M.D. | Appointed | 2025 | 2030 |
| Tammy Neblock-Beirne, M.D. | Elected | 2025 | 2030 |
| Benjamin Mulloy, M.D. | Appointed | 2025 | 2028 |

Basic Scientists

| | | | |
|---------------------|-----------|------|------|
| Sydney Greer, Ph.D. | Elected | 2024 | 2029 |
| Katie Spears, Ph.D. | Elected | 2022 | 2027 |
| Mingui Fu, Ph.D. | Appointed | 2023 | 2028 |

Humanities and Social Sciences

| | | | |
|---------------------|-----------|------|------|
| Leslie McNolty, DPS | Appointed | 2023 | 2026 |
| Ram Chettiar, D.O. | Elected | 2025 | 2030 |

Saint Luke’s Representatives

| | | | |
|-----------------------|-----------|------|------|
| Dmitri Baklanov, M.D. | Appointed | 2024 | 2027 |
| Valerie Rader, M.D. | Appointed | 2025 | 2028 |

Mosaic Life Care Representatives (2)

| | | | |
|-----------------------------|-----------|------|------|
| Dr. Kendal Geno (voting) | Appointed | 2024 | 2026 |
| Dr. Sherry Chandy (voting) | Appointed | 2024 | 2026 |
| Dr. Aadil Ahmed (alternate) | Appointed | 2024 | 2026 |
| Open Alternate Position | | | |

Medical Student Representatives

| | | | |
|-----------------------------------|---------|------|------|
| Sarah George, Year 6, Kansas City | Elected | 2025 | 2026 |
| Mira Bhatia, Year 6, Kansas City | Elected | 2025 | 2026 |
| Sidney Jones, Year 5, St. Joseph | Elected | 2025 | 2026 |

Community Representative

| | | | |
|-------------------|-----------|------|------|
| Mangesh Oza, M.D. | Appointed | 2025 | 2028 |
|-------------------|-----------|------|------|

School of Medicine Alumni Position

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|------------------------|-----------|------|------|
| Shilpa Thornton, M.D. | Appointed | 2025 | 2028 |
| Bradley Freilich, M.D. | Alternate | 2025 | 2028 |

Office of Inclusive Excellence

Tyler Smith, M.D., Associate Dean

Appointed

Ongoing

Ex-Officio, Non-Voting Members

James Shackelford, MPA, Assistant Dean, Admissions and Recruitment

Lauren Nelson, MA, Manager, Admissions and Recruitment

Introduction

The bylaws for the Council on Selection at the UMKC School of Medicine outline the roles and responsibilities of the Council. These bylaws are reviewed and updated annually in order to meet the continually changing needs of the Council as related to the admissions policies and procedures of the School of Medicine. The forthcoming bylaws have been adopted by the Council on Selection.

In order to select students for admission to the School of Medicine, the Council on Selection receives assistance from the School of Medicine Office of Admissions and the UMKC Office of Admissions.

The admission and selection process is conducted within the policies and procedures of the University of Missouri. Meticulous attention is devoted to providing equal opportunity and due process to all applicants as described in university regulations, state and federal laws, as well as organizations to which we belong.

Role of the Council on Selection

The Council on Selection has roles and responsibilities within the governance structure of the School of Medicine. The Bylaws have been drafted by the Council on Selection and the Office of Admissions and Recruitment, and approved by the Coordinating Committee and the Dean. The Council consists of 21 voting members and one non-voting member, the Assistant Dean of Admissions and Recruitment.

The Council on Selection has been charged with the responsibility of selecting students for admission to the following School of Medicine programs: six-year B.A./M.D. Program, M.D. Program, Medical Scholars Program, and Oral Surgery/M.D. Program. The Council on Selection is also responsible for selecting students for readmission to the School of Medicine. When selecting students for admission, the Council follows its Procedure Manual, which outlines the policies and procedures for the admission process. The Council reviews and approves the Bylaws and Procedure Manual annually.

Though the Council on Selection has been charged with the responsibility of determining which students should be offered admission to certain School of Medicine programs, Council members should refrain from attempting to unduly influence the decision for any student being considered for admission, including students who individual Council members have interviewed. Council on Selection members are required to sign a confidentiality and conflict of interest agreement, which outlines Council member responsibilities as they pertain to maintaining confidentiality and when a conflict of interest exists.

The Council on Selection reviews and makes recommendations on policies and procedures that relate to the admissions process. The Council may also recommend programs and activities to be undertaken by the School of Medicine.

BYLAWS OF THE COUNCIL ON SELECTION

ARTICLE I

Name

This Council shall be known as the Council on Selection of the School of Medicine, University of Missouri-Kansas City.

ARTICLE II

Charge and Authority

The charge of the Council on Selection shall be to carry out the following activities:

Develop, evaluate and establish policies and procedures regarding the admission of students to the School of Medicine.

Identify experiences, attributes and metrics by which to evaluate candidates for admission.

Screen and select candidates for interview based on a combination of experiences, attributes and metrics, including: standardized test score, grade point average, curriculum review, essay, short answer responses, involvement in co-curricular activities, health-related experiences, and references.

Interview selected candidates who have demonstrated the experiences, attributes and metrics desired of a UMKC medical student.

Identify and select, from among the interviewed candidates, those applicants who demonstrate the experiences, attributes and metrics desired of a UMKC medical student. The students identified and selected by the Council will be offered admission to the School of Medicine.

The Council on Selection maintains final authority over all admissions decisions. While individual admission decisions are not reviewed by the Coordinating Committee or the Dean, both review the process for making these decisions to guarantee Council policies and procedures were appropriately followed.

All policy and procedure recommendations of the Council on Selection must be endorsed by the Coordinating Committee and approved by the Dean before becoming effective.

ARTICLE III
Members

Section 1. The voting membership of the Council on Selection shall be 10 or more members as described in the following outline:

| <u>Number</u> | <u>Category</u> | <u>How Selected</u> | <u>Term of Office</u> |
|---------------|--|------------------------|-----------------------|
| | Executive Officer (Chair) | Appointed by Dean | 7 years |
| | Vice Chair | Appointed by Dean | 2 years |
| | Docent (and one elected alternate) | Elected | 5 years |
| | Clinical Scientist Faculty (4-5) | Elected | 5 years |
| | Basic Sciences Faculty (3) | Elected | 5 years |
| | Humanities/Social Scientist Faculty (2) | Elected | 5 years |
| | St. Luke's Faculty (2) | Appointed by Dean | 3 years |
| | Mosaic Life Care Faculty (2) | 2 elected, 2 alternate | 3 years |
| | Medical Students (3) | Elected | 1 year |
| | Community Member (1) | Appointed by Dean | 3 years |
| | SOM Alumni Member (1) | Appointed by Dean | 3 years |
| | Associate Dean, Inclusive Excellence (1) | | Ongoing |

Section 2. Elected Members. Elections are conducted by the Office of Faculty Affairs, with input from the Council on Selection membership, School of Medicine Committee on Committees, Department Chairs, and individual faculty self-nominations. Elected members serve a term of five years.

Section 3. Vacancy – Elected Members. In case of vacancy of an elected position, the Vice Dean shall call the runner-up in the election. If the runner-up fails to accept membership the succeeding runners-up are called until the vacancy is filled. If no runners-up choose to serve, then the Dean, in consultation with the Vice Dean shall make appointments to fill the vacancy. The member filling the vacancy shall serve until the next regular election.

Section 4. Appointed Members. Additional physicians and non-physicians may supplement the Council as needed for the efficient handling of Council business. These additional members are appointed by the Dean, with input from the Chair of the Council, for a term of three years.

Section 5. Vacancy – Appointed Members. In case of a vacancy of an appointed position, a transfer of membership may occur to a newly appointed member, so long as that newly appointed member is approved by the Dean.

Section 6. The Assistant Dean for Admissions and Recruitment, as appointed by the Dean, shall serve as a permanent non-voting staff member of the Council on Selection.

Section 7. The Associate Dean of Diversity and Inclusion shall serve as a permanent voting member of the Council on Selection.

Section 8. Student Members. Student members should be in Years, 5 or 6, and elected by their peers for a term of one year.

Section 9. The Council on Selection may draw upon the support of the staff and faculty of other segments of the School of Medicine and of the University in carrying out its several tasks.

Section 10. Council on Selection representatives to the Coordinating Committee shall be the Chair, in perpetuum, and the Vice Chair.

Section 11. Member Responsibilities. Members of the Council on Selection must perform specific duties in order to maintain Council membership:

Attend two-thirds of all meetings in one year.

Screen an equal distribution of candidates for admission to the six-year B.A./M.D., M.D., Medical Scholars and O.M.S.+M.D. programs.

Interview an equal distribution of candidates who apply to the six-year B.A./M.D., M.D., Medical Scholars and O.M.S.+M.D. programs.

Interview candidates for readmission and transfer admission with advanced standing.

Evaluate and vote on those applicants interviewed for admission.

Participate in policy and procedure recommendations and decisions that relate to the admissions process.

Section 12. Reelection. The members of the Council on Selection may succeed themselves, for one term only, provided they are duly elected or appointed.

Section 13. Transfer of membership. Membership or voting privileges shall not be transferable to another person, outside of the process for filling a vacant position.

Section 14. Resignation. A member of the Council on Selection may resign from the Council at any time by submitting his/her resignation in writing to the Council Chair.

Section 15. Removal. A member of the Council on Selection may be removed by the Chair of the Council if he/she fails to adequately perform the duties of a member of the Council on Selection. A member of the Council on Selection will be removed from the Council on Selection if he/she violates the Confidentiality and Conflict of Interest agreement.

ARTICLE IV Officers

Section 1. Council Chair. The Chair of the Council on Selection shall be appointed by the Dean from the current membership of the Council. The Chair shall be the Dean's representative on the Council, and shall preside at all meetings. The Chair shall serve as one of the representatives of this Council to the Coordinating Committee.

Section 2. Term of Chair. The Council Chair shall serve a 7-year term renewable for an additional seven (7) years. At the end of this fourteen (14) year term, it will be necessary to appoint another Chair.

Section 3. Council Vice-Chair. The Vice-Chair shall perform the duties of the office of Chair whenever the Chair is unable to do so. The Vice-Chair shall be appointed by the Dean.

Section 4. Term of Vice-Chair. The Vice-Chair shall serve a 2-year term renewable for an additional two (2) years.

ARTICLE V Meetings

Section 1. Meetings will occur regularly during the appropriate time of year for each academic program. Exact meeting dates are subject to change but will generally be held during the following time periods:

B.A./M.D. Program: Meetings will occur in late-February and/or early-March.

M.D. and Medical Scholars Programs: Meetings will occur in October.

O.M.S.+M.D. Program: Meetings will occur in November or December.

Readmission: Readmission decisions will take place at the Annual Retreat in July.

Section 2. Quorum. At meetings of the Council, a quorum shall consist of 50% of the voting members.

Section 3. An agenda will be prepared prior to each meeting. Minutes will be prepared following each meeting and presented to the Coordinating Committee and Dean.

Section 4. Annual Retreat. The Council on Selection will participate in an annual retreat to review the Bylaws and Procedure Manual, to review and update any policies and procedures related to the process of admitting students, to participate in relevant training exercises, and to review any other Council business. The annual retreat will occur in July.

ARTICLE VI Committees

Section 1. The Chair shall appoint committees, as necessary.

Section 2. The Chair may, as needed, appoint ad hoc committees or invite others from various departments of the University to assist in the work of the Council.

Section 3. Rural Campus Sub-Committee

The Rural Campus Sub-Committee members may be appointed and/or elected dependent upon which position they occupy and/or the timing during the current MD cycle.

Membership, as of Spring 2024, consists of:

- Voting Members
 - o (1) – Vice Chair, Council on Selection, Chair of the Subcommittee- Elected
 - o (1) – Basic Science Rural Campus Faculty Member (Department of Biomedical Sciences or Biomedical and Health Informatics)- Appointed
 - o (1) – Rural Campus Student Representative- Elected
 - o (3) – Rural Campus Physician Faculty- Elected
 - o (1)- Rural Community member- Appointed
- Non-Voting Members
 - o Assistant Dean of Admissions, Ex-Officio
 - o Rural Campus, Sr. Student Recruitment Specialist, Ex-Officio

The Vice Chair of the Council on Selection shall chair all St. Joseph sub-committee selection meetings, ensuring the selection process is being followed and similar to the process for the Kansas City campus. The Vice Chair may vote during the St. Joseph campus selection meetings if quorum is needed or if there is a tie. In a case where the Vice Chair cannot attend, the Chair would take the place of the Vice Chair.

The rural campus sub-committee will only be involved in the process to select the medical students for the rural campus (not BA/MD or other program selection). The exception to this will be the rural student member who is a member of the at-large Council on Selection. Members of the subcommittee will be charged with the following responsibilities:

- o Pre-screening all MD applicants who have chosen the Rural Campus as their first choice
- o Screening all MD applicants who have chosen the Rural Campus as their first choice and providing interview recommendations
- o Interviewing MD program applicants during the chosen Rural Campus interview day
- o Analyzing specific applicants to the campus in Kansas City to determine fit to the Rural Campus
- o Adhering to the Council on Selection by-laws and procedure manual to vote on and select applicants for matriculation
- o Adhering to the Council on Selection by-laws and procedure manual to vote on and select applicants for the Rural Campus waitlist
- o Attending the final Council on Selection meeting, with the group at large, to finalize the matriculating class and waitlist, and to discuss and/or vote on any Council on Selection matters

ARTICLE VII

Powers and Responsibilities

Section 1. The Council may recommend to the Coordinating Committee of the School of Medicine policies within areas of its interest. It may also recommend programs and activities to be undertaken by the School of Medicine. The Council shall review and comment upon policies

relating to areas of interest of the Council on Selection that are proposed by other Councils within the School of Medicine structure. Recommendations and comments may be forwarded to the Coordinating Committee by vote of the members of this Council.

Section 2. The Council shall solicit data from the Office of Medical Education dealing with the progress of entering students through the academic program and relate these findings to the procedures and criteria of the selection process for each individual. To the extent possible, the progress and level of achievement of each entered medical student will be followed through post-graduate medical education and medical practice. The results learned in this manner will be employed in the review and improvement of the selection procedure and criteria.

ARTICLE VIII Elections

Section 1. The terms of all members will be on a July 1 to June 30 calendar year basis. Terms of office shall be staggered and all terms will expire June 30 of the appropriate year. The election of Council members shall be conducted by the Vice Dean. A ballot listing candidates shall be mailed to each eligible voting member during the spring semester prior to the July 1 date. The vote shall be tabulated by the Office of Faculty Affairs and reported to the Coordinating Committee. The results of the election shall be communicated to the eligible electorate. This election process shall apply to the two Humanities representatives, the three Basic Scientists, and the three Clinical Scientists.

Section 2. Docent Representatives. One Docent shall be elected to serve on the Council on Selection. In addition, one alternate Docent Representative shall be elected to serve on the Council as a voting member in the absence of the Docent Representative. These Docents are elected by other Docents.

Section 3. Student Representatives. Three students from Years 5 and 6, two from the Kansas City campus and one from the St. Joseph campus, are elected to serve on the Council on Selection. Students nominate themselves for the position and are elected by peers. Student representatives should be currently in good academic standing, always have been in good professional standing, and not be on probation.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE X Amendment of Bylaws

These bylaws may be amended by a process similar to that by which they were adopted - amendments may be proposed by the Council on Selection in formal business meetings and adopted amendments may then be presented to the Coordinating Committee for review and to the Dean for final approval.

Reviewed and modified: July11, 2025