



Operating Policy and Procedure

SOM OP: 70.1 Confidential Information for Admissions Committee and Subcommittees

PURPOSE: The purpose of this Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) Operating Policy and Procedure (SOM OP) is to identify and protect confidential information related to admissions processes, specifically for the Admissions Committee and its subcommittees; Screening Subcommittee and Interview Subcommittee or any other related role within the admissions process.

REVIEW: This SOM OP shall be reviewed annually by the Office of Admissions, then forwarded to the Admissions Committee.

POLICY/PROCEDURE:

I. Definitions

- A. CONFIDENTIAL INFORMATION includes, but is not limited to, the following in any form or format:
1. Information obtained in connection with the admissions process, including but not limited to personal statements, transcripts, letters of recommendation, standardized test scores, and any other documentation submitted by applicants in their application packet.
 2. Information obtained during the screening process which can include evaluation scores, rankings, emails, and any discussions or deliberations related to the applicants' qualifications.
 3. Information obtained during the interview process which can include interview feedback, assessments, emails, and any discussions or deliberations related to applicants' interviews.
 4. Reports, data or any information housed in or generated by the application management system or the application service provider that is used to facilitate admissions processes.
- B. Admissions Committee refers to the body responsible for reviewing and making decisions on applications for admission to Texas Tech University Health Sciences Center School of Medicine programs. For more detailed information on the responsibilities of this committee please refer to SOM OP 70.01.



- C. Screening Subcommittee refers to the subcommittee of the Admissions Committee tasked with evaluating applicant qualifications and materials from their entire medical school application. For more detailed information on the responsibilities of this committee please refer to SOM OP 70.01.
- D. Interview Subcommittee refers to the subcommittee of the Admissions Committee responsible for conducting applicant interviews and providing feedback to the Admissions Committee. For more detailed information on the responsibilities of this committee please refer to SOM OP 70.01.
- E. Member (Role) in the Admissions Process refers to any individuals that has access to any confidential information. This includes anyone that is a part of the committee/subcommittee, have access to the application management system or application service provider or aid personnel involved in any committee/subcommittee.

II. **General Policy**

- A. Members of the Admissions Committee, including those serving on the Screening, Interview Subcommittees, or any other related role within the admissions process must take reasonable steps to maintain the confidentiality and privacy of all information obtained during the admissions process.
- B. Security, access to, and use and/or disclosure of confidential information shall be governed by this policy and any other relevant TTUHSC policies.
- C. Access to confidential information shall be granted only to members of the Admissions Committee and its subcommittees on a need-to-know basis for the purpose of screening, interviewing and selecting applicants for admission.

III. **Procedures for Admissions Committee and Subcommittees**

- A. Admissions Committee members, including those serving on subcommittees, or any other related role within the admissions process must receive annual training based on their role and sign a CONFIDENTIALITY AGREEMENT (Attachment A) at the start of their appointment/participation and annually thereafter.
- B. Screening Subcommittee members will have access to confidential information that will allow them to evaluate applicants based on the material given. In turn, this will give the member enough information to provide an objective assessment. All forms and assessments made within the Screening Subcommittee must be kept confidential.



- C. Interview Subcommittee members will have access to confidential information that will allow them to conduct a comprehensive interview on an applicant. All forms, interviews and assessments made within the Interview Subcommittee must be kept confidential.
- D. Each member in the admissions process will obtain certain confidential information based on the role they are conducting to be able to make fair decisions. Members in any role of the admissions process and committees/subcommittees are prohibited from disclosing any confidential information obtained during the admissions process to unauthorized individuals or entities. This includes but is not limited to any unauthorized electronic social networking sites or means, such as twitter, Facebook, etc.

IV. **Reporting Violations**

- A. Any known or suspected violations of this policy shall be reported promptly to either the Chair of the Admissions Committee, the Associate Dean of Admissions, the Senior Director of Admissions or the Dean of the School of Medicine.
- B. All reports of violations shall be investigated promptly and confidentially. Investigation will vary depending on each case-by-case. Information acquired during investigations shall be kept confidential unless disclosure is authorized or required by law.

V. **Disciplinary Action**

- A. Members of the Admissions Committee or subcommittees - as well as any member involved in the admissions process - found to be in violation of this policy may face disciplinary action, up to and including removal from the committee and potential legal action.
- B. Violations of this policy by staff within the Admissions Office will be handled in accordance with TTUHSC disciplinary policies and procedures.

VI. **Right to Change Policy**

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of committee members.