

Pre-Health Professions Committee

The Citadel, The Military College of South Carolina

Mission

The primary mission of the Pre-Health Professions Committee (PHPC) is to evaluate Citadel students for Health

been employed at The Citadel for at least one full academic year at the time they begin committee service, and who have significant contact with pre-health students in the classroom or elsewhere on campus.

B. Tenure

Committee members may serve indefinitely

2. Recommended with confidence
3. Recommended
4. Recommended with reservations
5. Not recommended

C. Submitting letters

After the meeting, the Chair will write a committee letter of recommendation that contains a synopsis and, if possible, a list of the committee members who voted for or against the applicant. The committee letter will be submitted together with a Description of the Committee Process, the Confidential Summary

and placed in the applicant's file folder.

The Chair of the Pre-Health Professions Committee will keep a summary of specific replies from professors on file for five years. During that time, students may get a consensus report from the committee sent to any medical, dental, or other health-related school by requesting it in writing from the Chair.

III. Confidentiality

Only the members of the Pre-Health Professions Committee and programs to which the student applies shall be permitted to view any portion of the committee letter of recommendation for a student.

For more information, visit <https://students-residents.aamc.org/media/7851/download>

Letters of evaluation (often recommendations) are an important part of each medical school application. Admissions officers and staff, admissions committee members, and pre-medical advisors have a mutual responsibility in keeping the information conveyed in letters confidential, unless explicitly indicated otherwise. The applicant's comments will be shared only with the audience for whom they are intended and not shared with the applicant or anyone else for whom the information is not intended.

IV. Amending the Charter, Web Materials, or Forms

The Pre-Health Professions Committee may modify its charter, web materials, or forms if needed. Proposals for changes should be made in writing to the Chair of the committee. Proposals will be considered in a meeting of the committee and shall pass with three-fifths consensus, provided that the changes meet all guidelines and laws of FERPA and the various Health Professional Associations (AAMC, ADEA, PAEA etc.).

Charter Ratified December 8, 2015

V. Appendices Forms and Web Materials

Appendix A. Web Description of Committee: <http://www.citadel.edu/root/biology-club-activities/47-academics/schools/ssm/biology/2414-pre-health-committee>

The Pre-Health Professions Committee of The Citadel assesses a student's readiness for a particular graduate program in a health-related profession, and writes a consensus letter of recommendation for the student to send on behalf of The Citadel.

A letter from the Pre-Health Professions Committee of The Citadel is not usually required for application to an education program in the Health Professions, but it is esteemed by most schools. The committee recommendation is made in the following manner:

Each student seeking a committee letter of recommendation meets with the Chair of the Pre-Health Professions Committee to select 5 to 7 individual letter writers (referees) who might be able to provide positive evaluations of the student as a candidate for health professional school. The group of referees must include at least one science course instructor plus at least two other course or research instructors, with at least two letter writers from The Citadel. The group of individual referees could also include mentors or medical professionals with whom the student has worked. The student asks those referees to complete a confidential evaluation form and return it, together with a signed letter of recommendation, on professional letterhead, to the Chair of the Pre-Health Professions Committee. Upon completion and return of all individual letters and forms to the Chair, the results of the evaluations are tallied and reported on a confidential summary evaluation form. The members of the Pre-Health Professions Committee then meet, consider the evaluations and individual letters from the

committee then drafts a letter to make the committee other health professional school. The committee letter will indicate a recommendation level: recommended enthusiastically, recommended with confidence, recommended, recommended with reservations, or not recommended recommendation and may also include written comments from the individual evaluators.

The Chair of the Pre-Health Professions Committee will keep a summary of specific replies from professors on file for five years. During that time, students may get a consensus report from the committee sent to any medical, dental, or other health-related school by requesting it in writing from the Chair.

List of Pre-Health Professions Committee Members **[example from 2022-2023]*

Dr. Kathy Zanin, Pre-Health Advisor (Associate Professor, Biology)

Dr. Kimbo Yee (Assistant Professor, Health and Human Performance)

Dr. Lisa Zuraw (Professor, Chemistry Department)

Dr. Sarah Imam (Associate Professor, Health and Human Performance)

Dr. Claudia Rocha (Associate Professor, Biology)

Dr. Patrice Capers (Assistant Professor, Biology)

Charter of The Pre-Health Professions Committee

How to Complete a Folder for a Committee Letter

Your Full Name: (*)

Major: (*)

Year of Graduation: (*)

Place of Birth: (*)

Date of Birth: (*)

Permanent Address: (*)

Citadel Email Address: (*)

Other Email Address: (*)

What school is the recommendation for? (*)

If you answered other health-related school, please specify the school.

Provide the names and email addresses of at least 5 professors or mentors from whom the PHPC may request individual letters of recommendation for you:

Reference #1 Name: (*)

Reference #1 Email Address: (*)

Reference #2 Name: (*)

Reference #2 email address: (*)

Reference #3 Name: (*)

Reference #3

Appendix C. Confidential Evaluation Form - an online form for letter writers as shown below
Evaluation Form and Letter of Recommendation

Please complete the Confidential Evaluation Form below and upload a hand-signed letter of recommendation on abilities and suitability.

If you are unable to upload or complete the form, you may also submit your letter via mail to:

Dr. Kathy Zanin
Biology Department, The Citadel
171 Moultrie Street
Charleston, SC 29409

Your Name: (*)

Email address: (*)

Department or Agency: (*)

Work Habits (*)

Outstanding Good Satisfactory Fair Poor No chance to observe

Personality (*)

Outstanding Good Satisfactory Fair Poor No chance to observe

Personal Appearance (*)

Outstanding Good Satisfactory Fair Poor No chance to observe

Intellectual Independence (*)

Outstanding Good Satisfactory

Appendix D. Confidential Summary Form