

POSTGRADUATE MEDICAL EDUCATION
Postgraduate Appeals Committee (SPAC)

TERMS OF REFERENCE

Date approved PGME Committee: November 8, 2023
Scheduled review: 2026

PREAMBLE

The Schulich Postgraduate Appeals Committee (SPAC) is a committee constituted by the Associate Dean PGME that has oversight over hearing appeals as provided for in the Resident Assessment and Appeals Policy, Area of Focused Competence Assessment and Appeal Policy or Clinical Fellowship Policy.

POLICY REFERENCES

[Resident Assessment and Appeal Policy](#)

[Area of Focused Competence Assessment and Appeal Policy](#)

[Clinical Fellowship Probation Suspension and Termination Policy](#)

GOVERNANCE

The SPAC reports to the Associate Dean, PGME.

RESPONSIBILITIES

Specific responsibilities of the members of the Appeal Committee include but are not limited to:

- Making impartial and timely decisions on matters before the committee;
- Attending meetings when called by the Chair; and
- Providing advice on how to improve the Resident Assessment and Appeals Policy.

MEMBERSHIP

The Appeal Committee will consist of:

- Three (3) members appointed by the Associated Dean, Postgraduate Medical Education, who are familiar with postgraduate medical education (may be current or previous program directors);
- One (1) Chair appointed by the Associate Dean, Postgraduate Medical Education, who is familiar with postgraduate medical education (may be current or previous program director);
- One (1) resident representative (currently registered as a resident) appointed by the Associate Dean, PGME (as designated by PARO);
- Manager, PGME Office or delegate.

Appointment of Members

The faculty members should be from as many different departments and programs as possible. PGME may also appoint an additional resident as an alternate who shall serve on the Committee in the event of the unavailability of the resident member.

The Chair shall be appointed by the Associate Dean, PGME, from the 3 faculty members of the SPAC.

Term of Membership

The duration of the member

- For Chair and faculty members 5 years, renewable.
- For each resident representative 2 years, renewable.

Early Termination of Membership

- A Chair or a faculty member's membership on the committee shall immediately terminate prior to the expiry of their term if they no longer have a University appointment.
- A resident representative's membership on the committee shall immediately terminate prior to the expiry of their term if they are no longer a resident enrolled at the University.
- Membership shall be immediately terminated prior to the expiry of their term if a member dies or becomes incapacitated.

MEETINGS

Meetings will be called by the Chair on an "as-needed" basis. Where circumstances warrant, the deadlines for filing an appeal or response may be extended at the discretion of the Chair of the Committee.

QUORUM

Quorum is 75% of committee members.

CONFLICT OF INTEREST

Committee members must inform the Chair prior to considering or hearing an appeal if they have a conflict of interest or potential conflict of interest. In such cases the Chair may excuse the member and replace them with another committee member. If the Chair believes they have a conflict of interest or potential conflict of interest the Chair may delegate this role to another committee member.