

POSTGRADUATE MEDICAL EDUCATION Postgraduate Appeals Committee

TERMS OF REFERENCE

Date approved PGME Committee: December 9, 2020

Date approved ECSC: January 8, 2021

Scheduled review: 2024

POLICY REFERENCES

[Postgraduate Medical Education Resident Assessment and Appeals Policy](#) ('Appeals Policy')

MANDATE

The Schulich Postgraduate Appeals Committee will hear such appeals as provided for in the Resident Assessment and Appeals Policy.

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:

- Chair
- three (3) faculty members
- one (1) resident representative
- Manager of Postgraduate Medical Education.

Appointment of Members

The Chair of the Committee and the faculty members will be current or previous program directors and will be appointed by the Associate Dean PGME.

The resident representative will be a current resident enrolled at the School of Medicine & Dentistry and appointed by the Associate Dean PGME.

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 are an employee of the University.
- 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.

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 him/her 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.