

## APPEALS COMMITTEE

### Doctor of Medicine Program

#### 2.1.6 - TERMS OF REFERENCE

Adopted by Curriculum Committee:	October 2012
Date of Last Review:	January 2014
Date of Next Scheduled Review:	September 2017

#### FUNCTION

- The Appeals Committee exists to hear the appeals of students within the Doctor of Medicine (MD) Program in the Schulich School of Medicine & Dentistry at Western University.
- To generate and disseminate recommendations arising from appeals to the Curriculum Committee.

#### VISION & MISSION

- The mission of the Appeals Committee is to assist students in the Doctor of Medicine Program who have reason to believe that they were unfairly assigned a failing grade to obtain an impartial hearing of their case. The Appeals Committee will uphold Western University's policies related to assessment, progression, and academic integrity.

#### GOAL

The Appeals Committee will:

- Consider and decide whether individual academic appeals have established grounds for appeal according to Western University's policy on appeals, progression, or subsections of the academic calendar.
- Gather further evidence at Appeal Committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- Recommend next steps to Progression & Awards Committee (ie: uphold the grade of fail, over turn the grade of fail and request Progression & Awards Committee set remediation).

#### GOVERNANCE

- The Committee is ex-officio and will adhere to the policies of Western University.

#### ASSOCIATIONS

- This committee will work in collaboration with Progression & Awards Committee (PAC).
- The committee will report recommendations based on appeals to the Curriculum Committee.

#### MEMBERSHIP

##### VOTING

- Chair, as appointed by the Associate Dean, Undergraduate Medical Education
- Two Basic Science Representatives (3-year term) from London or Windsor, and one alternate
- Two Clinical Science Representatives (3 year term) from London or Windsor, and one alternate
- One Year 3 or 4 student from either London or Windsor\*
- One Year 1 or 2 student from either London or Windsor\*

\*Who is not in the cohort of the student in question, is in good academic standing, and is not a member of PAC.

#### NON-VOTING

- Manager, Undergraduate Medical Education or designate should the Manager be in conflict of interest
- Administrative Support assigned by the Program Registrar

#### RESPONSIBILITIES

- Follow the Western University appeals process.
- Follow the Schulich School of Medicine & Dentistry appeals process outlined at: <http://www.schulich.uwo.ca/medicine/undergraduate/policies-and-statements/files/Linked/1-3-7-Statement-on-Appeals.pdf>
- Convene within three weeks of receipt of the student Letter of Appeal (as sent to the committee Chair via the Manager, Undergraduate Medical Education).
- Review the written and/or oral submissions of the appellant, the Course Chair, and the findings of the Progression & Awards Committee.
- Review academic standards and policies of the Schulich School of Medicine & Dentistry and Western University to ensure that the appellant was treated fairly and equitably throughout the assessment process.
- Review the complete academic profile of the appellant, as well as all relevant information related to the case, in order to determine a final grade designation (fail, SRP, inc, pass).
- Provide written documentation of the committee's decision to the appellant, and the Course Chair or Clerkship Director within 2 weeks of the meeting with the appellant.
- Provide recommendations to the Curriculum Committee that arise as a result of the appeals process.
- Follow appropriate grounds for appeal to determine the reasonability of an academic decision, such that:
  - Faculty, assessment, or curricular regulations or procedures were not followed; or
  - Relevant evidence was not taken into consideration when the decision was originally reviewed by the Course Chair, Clerkship Director, and/or the Progression & Awards Committee; or
  - Evidence that was available was not adequately considered when the decision was made.

#### PROCEDURES

##### MEETINGS

- The Committee will meet *as* required, but no longer than three weeks after an appeal has been reviewed by the Progression & Awards Committee.

##### MEMBERS' RIGHTS & PRIVILEGES

- Each voting member of the committee, including the Chair, will have one vote.
- In the case of a voting tie, the Chair will cast the deciding vote, but has the discretion not to do so. It will be at the discretion of the Chair to break the tie.
- All voting members of the committee are entitled to participate fully in the meeting processes, to speak, and to vote on all actions.
- Any member who faces a conflict of interest shall declare so in advance to the committee Chair and a designate will be assigned.
- While members may be from either campus site, given the nature of appeals and out of fairness to the appellant, it is suitable that all members be prepared to meet at one site for the duration of the meeting.

##### CHAIR

- The chair shall be appointed by the Associate Dean, Undergraduate Medical Education for a 3-year term (renewable).

- The Chair shall delegate authority to an alternate committee member if unable to attend or in addressing a motion where there is a potential for conflict.
- The recording secretary and membership will be made aware of the delegation in advance.

#### TERMS OF MEMBERSHIP

- Each member who is not a student representation, *ex officio*, or appointed by another committee will be appointed by the Associate Dean, Undergraduate Medical Education for a 3-year term. Each member appointed by the Associate Dean, Undergraduate Medical Education may serve additional terms at the discretion of the co-Chairs and Associate Dean, Undergraduate Medical Education.

#### MINUTES OF THE COMMITTEE

- A brief record of the committee discussion and a record of the resolutions dealt with by the committee will be circulated one week following each meeting.
- The minutes will note meeting attendance, regrets, or absence for all members.
- All members will be asked to review and offer corrections to the minutes and the documentation to be provided to the appellant, the Course Chair or Clerkship Director, Progression & Awards Committee and the Curriculum Committee before endorsement.
- All minutes will be recorded and securely stored electronically by the Chair.

#### DOCUMENT REVIEW

- The Term of Reference will be reviewed annually.
- Changes will be communicated to the Curriculum Committee.

#### **CONFIDENTIALITY**

- All matters discussed at the Appeals Committee are confidential and members are expected to maintain the Western University rules of confidentiality.
- The official spokesperson for the committee will be the committee Chair.
- The committee Chair is responsible for advising members on the policy of confidentiality including:
  - Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
  - Confidentiality must be maintained when information is discussed at the committee in regard to individual student circumstances.