

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
APPEALS COMMITTEE
TERMS OF REFERENCE

Approved by Curriculum Committee: April 2023
Reviewed by Appeals Committee: February 2023
Next Review: April 2024

COMPOSITION OF COMMITTEE

- Chair (appointed by the Vice Dean UME; a basic scientist with Undergraduate Chair experience)
- Basic Science representation – 1 additional
- Clinical representation (either campus) - 2
- Student representation
- a year 3 or 4 student (either campus) voting
 - a year 1 or 2 student to move into voting role
- Secretary of the Appeals Committee, Associate Director, non-voting
- Recording Secretary, non -voting

RESOURCE INDIVIDUALS

(non-voting)

- Vice Dean, Undergraduate Medical Education
- Assistant Dean, Learner Experience, Undergraduate
- Associate Director, Undergraduate Medical Education

TERMS OF APPOINTMENT

1. Chair – 3 years sequentially, renewable
2. Basic Science and Clinical Science Representation – 3-year term
3. Appointments – recommended by the Curriculum Committee
4. Secretary of Appeals Committee will be responsible for circulating documentation, for the application of the rules, policies and procedures and academic regulations of the Schulich School of Medicine & Dentistry of the University of Western Ontario.
5. Appointments will be confirmed by the Vice Dean of Undergraduate. Medical Education

MEMBERS PRIVILEGES AND RIGHTS

1. All voting members of the committee are entitled to participate fully in the appeals meeting processes, to speak and to vote on all actions.

2. No member of the committee shall appoint or send a designate or proxy to act or vote on his/her behalf.
3. The appeals committee may invite other individuals as resources to provide further information
4. If there is a prolonged leave of absence, there may be a temporary replacement of that position.

MEETINGS

1. The appeals committee shall meet as required based on the call for appeals.
2. Notice of meeting accompanied by brief agenda will be mailed to each member of the committee at least 72 hours prior to the time of the meeting
3. The agenda shall be prepared by the recording secretary of the committee.
4. A quorum shall be 50% of the voting members of the committee except in the months of June, July and August when a quorum will be one third of the voting members of the committee.
5. Each voting member of the committee including the Chair shall have one vote.
6. A majority of votes is required for an appeal to stand

CONFIDENTIALITY

1. The business of the Undergraduate Medical Education Schulich School of Medicine & Dentistry Appeals Committee is highly confidential and members are expected to maintain the rule of confidentiality.
2. The Chair of the Appeals Committee will be responsible for advising the members on the following policy of confidentiality.
 - a) Prevention of unauthorized release of information from the committee is only possible through the goodwill and integrity of the individual members.
 - b) Absolute confidentiality must be maintained regarding all information presented.
 - c) The official spokesperson for the Appeals Committee within the Schulich School of Medicine & Dentistry will be the Chair of the Undergraduate Medical Education Appeals Committee.

TERMS OF REFERENCE

Hear undergraduate student appeals related to final decisions by the Competence Committee and/or the Vice Dean, Undergraduate Medical Education in the progression and advancement through courses, years and graduation in the Schulich School of Medicine & Dentistry in accordance with the Assessment and Appeals policy and the regulations of Senate of The University of Western Ontario.