

## SCHULICH POSTGRADUATE APPEALS COMMITTEE

**Terms of Reference:**

The Schulich Postgraduate Appeals Committee (SPAC) shall hear such appeals as may be provided for in the Resident Evaluation and Appeals Policy and other Policies approved by the Postgraduate Medical Education Committee.

**Composition:**

The Dean, Schulich School of Medicine & Dentistry, shall appoint a Chair and 8 members: 5 members of faculty and 3 current residents. The members of faculty must be current or past Program Directors or have experience in medical education.

**Term:**

The Chair and members will be appointed for two year terms, except that members may be appointed for shorter terms in order to fill vacated positions. The Chair and members are eligible for reappointment.

**Appeal Panels:**

An appeal will be heard by a panel of SPAC. The size and composition of the panel shall be determined by the Chair, provided that a panel always includes at least one resident and one faculty member and the Chair.

In instances where the Chair is unable to act, he or she may designate a member to act as Chair. In the event that the Chair is unable to appoint a designate, the Dean shall appoint a Chair *pro tem*.

**Voting:**

Each member of a panel, including the Chair, shall vote. There shall be no abstentions. A majority of positive votes is **required to grant an appeal**.

**Decisions of the Committee shall be filed with the PGME Office and copies shall be sent to the parties to the proceedings as well as to others with a legitimate need to know.**

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<b>Approvals:</b>	<b>PGME Committee</b>	<b>February 10, 2012</b>
	<b>Executive Committee Schulich Council</b>	<b>March 30, 2012</b>

Schulich Postgraduate Appeals Committee Terms of Reference supersedes any previous Appeals Committee terms of reference.