

Schedule D

**School of Medicine
Postgraduate Medical Education
Procedural Guidelines for Level 1 Appeals**

1. A resident appealing to the Residency Program Committee (RPC) must file the appeal in writing explaining the reasons for the appeal and the remedy sought 15 business days after the decision being appealed. The appeal should be based on procedural grounds or extenuating circumstances. Academic judgements are not subject to appeal.
2. In advance of the hearing, the resident may file with the RPC documents that are relevant to the appeal.
3. The RPC will give the individual whose decision is being appealed (the decision maker) notice of the appeal and forward any documents received from the resident to the decision maker. The decision maker will be asked to provide a response and all relevant documentation.
4. The RPC will set a date for the hearing as soon as reasonably possible. Any RPC member who is unable to be present for the entire hearing may not participate in the final decision.
5. The resident and the decision maker will be invited to appear before the RPC to make submissions. The resident may be accompanied by a representative; however it is expected that the resident will present her or his case and be prepared to respond to questions from the members of the RPC.
6. After hearing first from the resident, the RPC will ask the decision maker to make submissions in response. The resident will then be given the opportunity to reply to any new issues raised by the decision maker.
7. The members of the RPC may ask questions of the resident and the decision maker and may ask for additional information to assist in understanding all the issues.
8. After the hearing, the RPC will meet in camera and render a decision. The decision and the reasons for the decision will be delivered to the resident and the decision maker.
9. The RPC must advise the Associate Dean, Postgraduate Medical Education of the outcome of the appeal.