

## **Schedule I: Appeals Subcommittee Terms of Reference**

The Appeals Subcommittee is a group of medical educators who support the appeal process in Postgraduate Medical Education. Members of this group have agreed to participate in individual Academic Review Boards and Postgraduate Tribunals, when needed, either as Chairs or Faculty Representatives. Membership of the Appeals Subcommittee is subject to approval by the School of Medicine Academic Council (SOMAC) on recommendation of the School of Medicine Nominations and Procedures Committee. SOMAC will endeavour to ensure that the overall Membership of the Appeals Subcommittee reflects the diversity of the Postgraduate Programs. As the number of appeals varies each year, it is possible that some members will not be called upon. Members will also be eligible to participate in investigations organized through Academic Review Boards.

### **Roles and Responsibilities**

- a) To provide faculty membership for Academic Review Boards and Postgraduate Tribunals
- b) To participate in special meetings designed to educate members about the postgraduate appeals and investigations processes
- c) To participate, if selected, in all meetings and appeal proceedings related to an individual appeal or investigation.
- d) To contribute to the final report for each appeal or investigation

### **Membership**

- a) Faculty members should be experienced in the training of postgraduate medical education residents.
- b) Resident members will serve for a one-year term, renewable for one additional year, and should not be in their final year of training at Queen's as cases can sometimes span academic years. Residents who are interested in becoming members of the subcommittee should express interest to their Program Director. If the Program Director supports the resident's participation in the subcommittee, the Program Director will provide the resident's name to the Secretary.
- c) Former Deans, Vice Deans, and Associate Deans are welcome to participate in the Appeals Subcommittee and should express their interest to the Secretary.
- d) Members will be approved by SOMAC and appointed for staggered three-year terms on the recommendation of the School of Medicine Nominations and Procedures Committee.
- e) Initial appointments may be made for fewer than three years to ensure staggered appointments.
- f) Each clinical department below must nominate one (1) faculty member for this subcommittee. Those departments include:
  - a. Anesthesiology and Perioperative Medicine
  - b. Critical Care Medicine
  - c. Diagnostic Radiology
  - d. Emergency Medicine

- e. Family Medicine (including Public Health)
- f. Medicine
- g. Obstetrics and Gynecology
- h. Oncology
- i. Ophthalmology
- j. Pediatrics
- k. Pathology and Molecular Medicine
- l. Physical Medicine and Rehabilitation
- m. Psychiatry
- n. Surgery
- o. Urology

#### **Administrative Support**

The Postgraduate Medical Education Office will provide support to the subcommittee.