

School of Medicine
Postgraduate Medical Education: Level 2 Appeals
Academic Review Board: Rules of Procedure

Academic Review Board function

The Academic Review Board (ARB) is a special committee convened by the Associate Dean, Postgraduate Medical Education (PGME) to hear Level 2 appeals from a postgraduate medical student or an International Medical Graduate in the Assessment Verification Period (hereafter referred to as “residents” or “appellants”) from the decision of a Residency Program Committee (RPC) or a requirement to withdraw for academic reasons. The ARB makes a formal recommendation to the Associate Dean, Postgraduate Medical Education about whether to deny or grant the appeal with or without conditions. The ARB also conducts investigations under item 12.2.

Academic Review Board Membership

Membership of the ARB, including the designation of chair status is recommended by the Associate Dean, Postgraduate Medical Education and approved by the Vice-Dean Education on a case-by-case basis. All proposed members must be from outside the residency program of the appellant.

The ARB will normally consist of no less than three members including:

- A Designated Chair
- One faculty member
- One resident

Note: This number may be expanded at the discretion of the Associate Dean, PGME in consultation with the Vice-Dean Education should circumstances warrant.

Administrative support (secretarial) will be provided by the Postgraduate Medical Education Office.

Procedure

1. A resident appealing to the ARB 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 ARB documents that are relevant to the appeal.
3. The ARB 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 ARB will set a date for the hearing as soon as reasonably possible. Any ARB 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 ARB to make submissions. The resident may be accompanied by a representative; however it is expected that the resident will be prepared to respond to questions from members of the ARB.
6. After hearing first from the resident, the ARB 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 ARB 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 ARB will meet in camera and render a formal recommendation. The recommendation and the reasons for the recommendation will be delivered to the Associate Dean, PGME.
9. The Associate Dean, PGME will render a final decision and notify the resident and decision maker of the outcome.