Procedure for PGME Academic Appeals

Effective date: Immediately following approval from the Executive Committee of University Senate

INTRODUCTION
The Faculty of Medicine wishes to ensure that there is a fair and transparent evaluation system, including an appeal mechanism for postgraduate trainees enrolled in postgraduate training programs at the Faculty of Medicine.

POLICY
Postgraduate medical trainees registered with the Faculty of Medicine at the University of Ottawa have the right to appeal decisions of the Residency Program Committee (RPC), which are the outcome of the trainee having been judged to have had an unsatisfactory performance.

PROCEDURE
The purpose of this procedure is to outline the actions to be taken in the case of an appeal by a postgraduate trainee.

1. Where concerns have been raised regarding a trainee’s performance, the program director, or delegate, will review the concerns with the trainee. The purpose of this communication is to ensure a full assessment of the issues as well as disclosure of the evidence and rationale for the concerns.

2. The RPC will review all relevant supporting documentation prior to making a decision regarding a trainee’s unsatisfactory performance. The trainee must be provided with the opportunity to address the concerns with the RPC; this communication may be verbal or written.
3. A decision regarding rotation failure is open to an appeal as part of the evidence upon which decisions for extra educational activities, extension of training, remediation, probation, suspension or dismissal have been made. A decision regarding rotation failure for which the consequences are limited to repeat of rotation and/or reduced time available for electives is not eligible for appeal.

4. A trainee has the right to appeal an RPC decision regarding extra educational activities, extension of training, remediation, probation, suspension or dismissal as ratified by the Vice-Dean, Postgraduate Medical Education (PGME), or delegate, to the Faculty Council Appeals Committee. To do so, the postgraduate trainee should consult the Faculty Council Appeals Committee procedures concerning the preparation and submission of such an appeal and the applicable deadlines.

5. A trainee may appeal the decision of the Faculty of Medicine Faculty Council Appeals Committee to the University’s Senate Appeals Committee. To do this, the student or trainee should consult the Office of the Vice-Rector Governance concerning the preparation and submission of such an appeal and the applicable deadlines.

6. While a trainee may appeal an RPC decision regarding extra educational activities, extension of training, remediation or probation, as ratified by the Vice-Dean, PGME, or delegate, to the Faculty Council Appeals Committee, the appellant is required to undertake the planned activities, period of extension, remediation or probation plan pending the results of the appeal. Failure to do so will result in the appellant being placed on leave from training for the duration of the appeal process. If the appeal is upheld for the trainee, the period of training will receive credit to the extent possible.

7. While a trainee may appeal an RPC decision regarding suspension or dismissal, as ratified by the Vice-Dean, PGME, or delegate, to the Faculty Council Appeals Committee, the appellant will remain on leave from training pending the results of the Appeal.

REVIEW
This Policy will be reviewed one year after adoption and every three years subsequently

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<th>Committee</th>
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<tr>
<td>Postgraduate Education Committee</td>
<td>March 28, 2012</td>
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<tr>
<td>Faculty Advisory Board</td>
<td>April 24, 2012</td>
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<td>Leadership Team</td>
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<tr>
<td>Executive Committee of the Senate</td>
<td>October 15, 2012 (12:M05:20)</td>
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<td>Revision: Postgraduate Medical Education Committee</td>
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Procedure for an Appeal to the Senate Appeals Committee

1. Prior to appealing to the Senate Appeals Committee, the student must have submitted an appeal to and received a formal decision from the academic unit concerned. If not satisfied with that decision, the student may submit an appeal to the above-mentioned Senate Committee within 10 working days from the date he or she received the decision. To appeal to the Senate Appeals Committee, you must send a letter to the University Secretariat detailing the circumstances, the basis for appeal, i.e. the reasons why the academic unit's decision should be reversed or modified, and the solution sought. You should attach to that letter any relevant documents (letters, medical certificates, etc.). As a rule, it is not useful to provide the Committee with copies of assignments or exams as the Committee itself will not review them.

2. Please ensure that a complete file is submitted to the Senate Appeals Committee.

3. IMPORTANT: Under NO circumstances will the Committee itself change a mark in any way or make a decision on the content of a student's answer to an exam question or of any other type of academic work.

4. Make sure to include your contact information (student number, mailing address, telephone number, e-mail address) so that you may be contacted.

5. As soon as your appeal is received, a copy of all the documentation provided will be sent to the faculty concerned. The faculty must provide its comments within 15 working days from the date the documents are sent.

6. Once the faculty's comments are received by the University Secretariat, they will be sent to you. You must provide your reply within 15 working days, unless otherwise indicated. It is your responsibility to respond within those 15 working days, after which the Committee will proceed with the appeal.

7. When you provide your response to the faculty's comments, or an indication that you will not be making further comments, remember to specify whether you wish to address the Committee in person when your case will be heard.

8. Next, your case will be put on the agenda of a Senate Appeals Committee meeting. The Committee usually meets every second Friday morning. You will be contacted to set a date and time for the hearing of your appeal.

9. Should you decide to address the Committee, please note that you need not attend the hearing alone but may choose to be accompanied by a person of your choice. Please also note that Committee members will already be aware of the full contents of your file, although you may be asked by Committee members to clarify certain aspects of your case. Do not wait until the hearing to draw the Committee's attention to relevant
information; all such information must be identified or included in your original appeal letter to the committee or in the supporting documentation attached to that letter.

10. In general, the Committee will reach a decision the day of the hearing. However, it may sometimes request further information, for example from the faculty, before making its decision. In such cases, the decision is deferred to a next meeting. The decision will be sent to you by e-mail during the week following the meeting, with copy to the faculty.

11. The Committee's decision is final and cannot be further appealed.

12. Should you decide to withdraw your appeal, you must advise the University Secretariat in writing, otherwise the process will follow its course and the Committee will make a decision on your appeal.

13. The University Secretariat is in charge of files to be submitted to the Senate Appeals Committee. Please send your appeal in an electronic format to uosec.appels@uottawa.ca. Alternatively, you may submit a hard copy to:
   University Secretariat
   Office of the Vice-President, Governance
   Tabaret Hall
   550 Cumberland Street, Room 206
   Ottawa, Ontario K1N 6N5
   Tel.: (613) 562-5736
   Fax: (613) 562-5103
   Revised on February 22, 2013