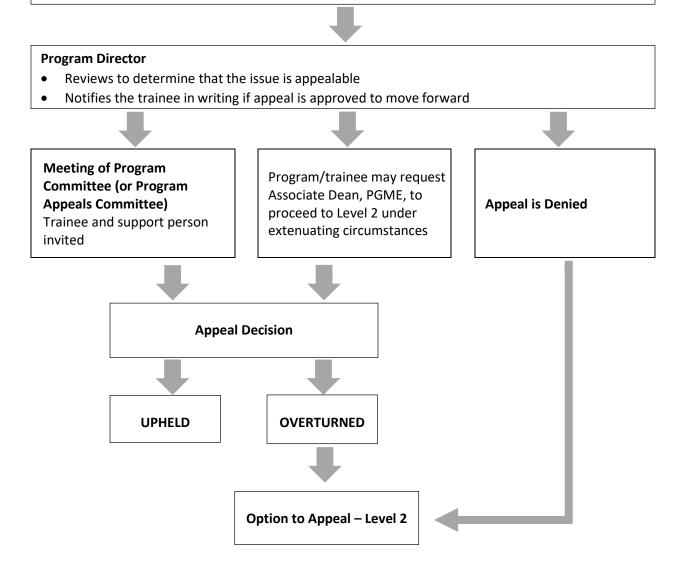
# Level 1: Appeals Program Process Flow

Each program will have a level 1 appeals process in place that complies with the principles below.

#### Trainee

- Submits appeal in writing outlining reasons for the appeal
- Written appeal submitted within **10 business days** after having received the written assessment decision



## Level 2: Appeals Review Board (ARB) Process Flow

#### Trainee

- Submits appeal in writing outlining reasons for the appeal
- Written appeal submitted within 10 business days after receiving the written decision from Level 1

#### Associate Dean, PGME

- Reviews to determine that the issue is appealable
- Notifies the trainee in writing if appeal is approved to move forward

#### **Appeals Review Board (ARB) PGME Office**

- Convenes meeting of ARB within **15 business days**
- Trainee and support person invited along with other appropriate persons
- Gather and distribute documentation

## Appeal is Denied

Associate Dean's decision is final

ARB provides a written report to the Associate Dean, PGME, Trainee, and Program within **5 business days** following the appeals hearing

#### Decision of the Associate Dean, PGME

- Within **5 business days** following receipt of recommendations, they will decide to:
  - Accept recommendations
  - o Alternative course of action
- Trainee and the Program will be notified in writing

# Level 3: Faculty of Health Sciences (FHS) Postgraduate Appeals Panel Process Flow

## Trainee

- Submits appeal in writing to the Vice Dean, Education outlining reasons for the appeal
- Written appeal submitted within **10 business days** after receiving the written decision from Level 2

## Vice Dean, Education

- Reviews to determine that the issue is appealable within **10 business days**
- Notifies the Trainee in writing
- If the appeal is approved to move forward
- FHS Postgraduate Panel convened within 20 business days
- Gather and distribute documentation

## **Appeal is Denied** Vice Dean's decision is final

## Decision of the FHS Postgraduate Appeals Panel

- Trainee, program director and Associate Dean, PGME, will be notified in writing within 10 business days after Panel Hearing
- Decision of the FHS Postgraduate Appeals Panel is final