MEMORIAL UNIVERSITY
Faculty of Medicine

Appeals Committee
Terms of Reference

Preamble

A decision of the Student Promotions Committee or the Postgraduate Medical Education (PGME) Committee may be appealed in writing to the Dean of Medicine. A single Appeals Committee serves learners from the undergraduate and postgraduate medical education programs in the Faculty of Medicine (FoM).

As indicated in the University Regulations – Appeal of Decisions, the principles of natural justice shall be applied to the appeals processes and decisions. No person shall sit in judgment on an appeal if that person has been previously involved in a decision-making process related to the matter under appeal or if that person has any conflict of interest, bias or reasonable apprehension of bias.

Membership

Voting members:

- Vice Dean, Medical Education (or delegate)
- One (1) full-time faculty member elected from within the Clinical Chairs
- One (1) full-time faculty member elected from each of the following: BioMedical Sciences, Clinical Disciplines, and Population Health and Applied Health Sciences
- One (1) Phase 3 or Phase 4 medical student elected by the Medical Student's Society
- One (1) resident elected by the Professional Association of Residents of Newfoundland and Labrador (PARNL)
- Registrar (or delegate)

Operations

- The Committee is chaired by the Vice Dean, Medical Education (or delegate).
- The Chair may vote only to make or break a tie.
- Faculty members will hold a three (3) year term.
- Learners will hold one (1) year term.
- Quorum for general committee meetings is 50% plus one (1) member.

- Quorum for an appeal hearing is seven (7) members. If a member cannot attend an appeal hearing, they must find a replacement from within the appropriate constituency (approval by the chair).
    - The student representative from Phase 3 or Phase 4 can only attend appeal hearings regarding decisions made by the Student Promotions Committee. The PARNL representative can only attend appeal hearings regarding decisions made by the PGME committee.
- The Committee operates in accordance with University Regulations and related policies for undergraduate and postgraduate medical education.
- All committee members are required to sign a confidentiality agreement which will be kept in the Dean's Office.
- The Committee will review the Terms of Reference on a yearly basis.

Responsibilities

- In the case of Undergraduate Learners, follow the Student Promotions Appeal Procedure.
- In the case of Postgraduate Learners, follow the policy and the procedures in the section on Appeals in the PGME Assessment, Promotion, Dismissal and Appeal Policy.
- Communicate the decision of the Appeals Committee, in writing, to the appellant and all other appropriate personnel.

Approved by Faculty Council: November 17, 2026