

Process for Appealing an In-Training Evaluation Report (ITER) or an In-Training Assessment Report (ITAR)

Residents in a Temerty Faculty of Medicine residency training program may make a formal appeal of an ITER or ITAR within their residency training program.

To make a formal appeal, a resident must:

1. Notify the Program Director (or delegate) of the intention to appeal the ITER/ITAR, including the rotation name and dates of the ITER/ITAR, in writing via email.
2. Upon receipt of the intention to appeal, the Program Director (or delegate) will provide the resident with a deadline of ten business days to prepare their appeal statement.
3. On or before the deadline, the resident must submit their appeal statement in writing via email to the Program Director (or delegate).
4. Upon receipt of the resident appeal statement, the Program will provide a written response to the appeal within ten business days.
5. The Program Director (or delegate) will schedule a meeting between the resident, a representative of the committee that completed the ITER/ITAR, the Program Director (or delegate) and an independent advisor. The independent advisor is a former Program Director from a different program, who has not previously been involved with evaluating the resident. The purpose of this meeting is to discuss the evaluation in question and clarify the resident's perspectives.
6. After the meeting per above, the resident's appeal statement and the Program's response is provided to the department Clinical Chair. The Program Director (or delegate) and the independent advisor will then meet with the department Clinical Chair to discuss the ITER/ITAR, the appeal statement, and the program's response.
7. The department Clinical Chair will review all of the information and decide whether the evaluation should stand, or whether it should be modified.
8. There is no further level of appeal beyond the decision of the Clinical Chair.