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

Clinical Fellow's in a Temerty Faculty of Medicine Clinical Fellowship training program may make a formal appeal of an ITER or ITAR within their Clinical Fellowship training program.

To make a formal appeal, a Clinical Fellow must:

1. Notify the Fellowship 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 Fellowship Director (or delegate) will provide the Clinical Fellow with a deadline of <u>two weeks</u> to prepare their appeal statement.

3. On or before the deadline, the Clinical Fellow must submit their appeal statement in writing via email to the Fellowship Director (or delegate).

4. Upon receipt of the Clinical Fellow's appeal statement, the Program will provide a written response to the appeal within <u>two weeks</u>.

5. The Fellowship Director (or delegate) will schedule a meeting between the resident, a representative of the committee that completed the ITER/ITAR, the Fellowship Director (or delegate) and an independent advisor. The independent advisor is a former Fellowship Director from a different program, who has not previously been involved with evaluating the learner. The purpose of this meeting is to discuss the evaluation in question and clarify the Clinical Fellow's perspectives.

6. After the meeting per above, the Clinical Fellow's appeal statement and the Program's response is provided to the department Clinical Chair. The Fellowship 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.