Rady Faculty of Health Sciences | University of Manitoba

Max Rady College of Medicine
Department of Family Medicine
Master of Physician Assistant Studies
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba, R3E 3P5

Master of Physician Assistant Studies
Appeals Subcommittee
Terms of Reference

1. PURPOSE

To hear appeals regarding academic grades or rotation evaluations respecting Master of Physician Assistant Studies (MPAS) learners.

2. REPORTING STRUCTURE

2.1 The Master of Physician Assistant Studies Appeals Subcommittee is an ad hoc committee, convened to meet and decide an appeal within 20 business days of receipt of an appeal, at the direction of the Program Director, MPAS, and reports to the MPAS Program Committee.

3. CHAIRPERSON AND MEMBERSHIP

3.1 The Chair of the Subcommittee shall be appointed by the Program Director, MPAS, and shall be a Faculty member outside of the MPAS.

3.2 The membership of the subcommittee shall consist of:

- The Chair.
- One MPAS Year 1 Course Coordinator, not associated with the appeal.
- One MPAS Rotation Coordinator, not associated with the appeal.
- One Faculty member, MPAS, not associated with the appeal.
- One MPAS student representative, in a year of study different that the program year associated with the appeal.
- Other members as recommended by the Chair, including the Associate Dean, Students (non-voting).

3.3 The Faculty strives to achieve diverse membership on its committees in accordance with the Faculty of Medicine Diversity Policy, and this should therefore be considered when appointing Subcommittee members that are not ex-officio members.

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4. FUNCTIONS OF COMMITTEE

4.1 The Subcommittee is responsible to consider specific appeals by learners that have followed the required steps respecting a MPAS appeal, which includes without limitation:

- Providing notification to the appellant and other parties affected by the appeal, of the date and time of the Subcommittee meeting, and their right to appear at the meeting, and attach a copy of the appeal.
- Assessing each appeal in accordance with the appeal provisions of the MPAS.
- Deciding the appeal and notifying the appellant, the relevant Court Coordinator/Clinical Preceptor/Rotation Coordinator/Clinical Coordinator (as appropriate), the Department Head, and the Program Director, MPAS of the appeal decision within 20 business days of being convened, which is then reported to the MPAS Program Committee through the Program Director, MPAS; and
- Providing fair, balanced, careful and objective consideration respecting its decisions regarding the merit of an appeal.

4.2 Committee members, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the Department of Family Medicine, the Rady Faculty of Health Sciences and the Faculty of Graduate Studies, take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict. Subcommittee members are required to comply with the conflict of interest and confidentiality requirements of the MPAS.

5. TERM OF OFFICE

The term of office of each member shall be for the term required to decide an appeal.

6. QUORUM

All members of the Subcommittee must be present to constitute a quorum. Decisions respecting the appeal shall be decided by a majority vote.

7. NUMBER OF MEETINGS

The Subcommittee shall meet as convened and directed by the Program Director, MPAS.

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8. **NOTICE OF MEETINGS**

The agenda shall be prepared and distributed to the members of the Subcommittee at least 48 hours prior to the meeting.

9. **DATES OF APPROVAL, REVIEW AND REVISION**

Original Approved: December 22, 2010 (Dean's Council)
February 15, 2011 (Faculty Executive Council)

Revised/Approved: October 9, 2012 (Dean's Council)
December 11, 2012 (Faculty Executive Council)

Department of Family Medicine:
Last Approved Date: July 2, 2026 (MPAS Program Committee)
July 15, 2026 (Executive Management Committee)
Review Date: 5 years from the last approved date.

Committee Contact: Program Coordinator, Master of Physician Assistant Studies.