Position Description
Chair, Student Appeals Committee, UGME

Reports to: The Associate Dean of Academic Affairs

Appointed by: The Associate Dean of Academic Affairs

Performance Review: Annual review conducted by the Associate Dean of Academic Affairs

Responsibilities:

The Chair is responsible for the UGME student academic appeals.

The Chair may liaise with various stakeholders during an appeal within the UGME program, the Max Rady College of Medicine, the Rady Faculty of Health Sciences, or the University of Manitoba. Following a UGME student appeal process, a student may appeal to the College-level Academic Appeals Committee, and a final appeal can be made to the UM's Senate Appeals Committee.

Other duties include:

- Direct the Appeal Committee processes during an appeal event.
- Recruit and advise appeal committee members, as required.
- Liaising with students about related appeal concerns and reporting as required.
- Communicating with the appropriate UGME program administrator regarding scheduling, documentation and general correspondence regarding the student appeal process.
- Assisting the Director of Remediation as required.
- Complying with all UGME program policies and procedures.
- Abiding by the guidelines for professionalism and conduct in teacher/learner relationships.
- Participating as a voting/non-voting member of assigned UGME committees.

Qualifications:

- PhD or Medical Doctor (MD), CFFP (College of Family Physicians of Canada) or RCPSC (Royal College of Physicians and Surgeons of Canada).
- Holds a valid MD license in the Province of Manitoba.
- Faculty appointment in the Rady Faculty of Health Sciences.
- Previous academic experience is an asset, encompassing professional and financial skills along with a dedication to achieving quality outcomes in academic activities.

Personal Qualities:

- The incumbent is expected to:
- Nurture a safe and respectful workplace.
- Promote teamwork, collaboration and partnership with all constituents.
- Abide by the UM's guidelines concerning professionalism and conduct.
- Always communicates professionally and respectfully, recognizing each person's contributions.