



## APPEALS REVIEW COMMITTEE

### Overview

The Department of Anesthesiology & Pain Medicine has established a formal appeals review committee to address any concerns that teachers may have about their evaluations from the Learner Assessment of Clinical Teachers (LACT) Report. The Director of Evaluation Appeals manages the process. The review committee’s goal is to utilize guiding principles to review teachers’ appeals of their annual teaching evaluations and to either deny or approve the removal of the evaluation(s) in question.

### Composition

- **Director of Evaluation Appeals**
- **Faculty Appointed Member**
- **Senior Anesthesia Resident**
- **Junior Anesthesia Resident**

These guidelines outline the formal procedure for initiating and conducting an appeal.

### Initiating an Appeal

#### 1. Submission of an Appeal Request:

- Teachers must submit a formal, written appeal request through the online portal by the specified deadline. The link to the online portal can be found on the department website at: <https://anesthesia.utoronto.ca/teaching-evaluation-scores>.
- The request must be accompanied by a rationale and endorsed by the anesthesiologist-in-chief from their respective hospital site.

#### 2. Appeal Timeline:

- Appeals are applicable to the assessment report preceding the current academic year.
- For example, if the 2022-23 assessment reports are released, appeals can be submitted for the February 2024 meeting.

#### 1. Meeting Schedule

Submission Date	Meeting Date
Annually, in December	Annually, in February / March of the year following the receipt of the teaching evaluation.

### Appeals Process and Reporting

#### 1. Submission Compilation:

- The Department Academic Coordinator compiles appeal requests for review by the Appeals Review Committee.

## **2. Outcome Reporting:**

- The results of the appeals review are reported to the Vice-Chair of Education and the Department Chair.

## **2. Appeal Resolution:**

- Upheld appeals result in the suspension of challenged evaluations within the LACT system (POWER and/ELANTRA).
- Corrections to affected teachers' summary reports are made within eight weeks of the committee's ruling.

## **3. Communication of Results:**

- Appellants are promptly informed of the appeal outcome.
- If the appeal is unsuccessful, a notice is included in the teacher's faculty file.

## **4. Further Action for Consistent Poor Performance:**

- Cases showing consistent allegations of significantly poor performance are referred to the Vice Chair of Education.

## **5. Finality of Outcomes:**

- All outcomes are considered final and reported to appellants as either supported or denied.
- The respective anesthesiologist-in-chief is copied on the reports.

## **Standards & Guiding Principles:**

### **1. Adjudication Standards:**

- Face validity is considered, including the presentation of refuting evidence, undue influence, and transposition of scale ratings.

### **2. Additional Considerations:**

- Factors such as retribution by a trainee, substantiation of ratings in narrative form, and the reasonableness of contact between teacher and trainee are considered.

### **3. Balanced Resolution:**

- When arguments for and against upholding an appeal are balanced, the resolution favors the appellant.

These guidelines ensure a fair and transparent process for addressing teacher concerns related to their evaluations, promoting accountability and continuous improvement in the educational environment.

## **Decision making:**

Decisions will be made by consensus. It is desirable that decisions are acceptable to all members; therefore, discussion should continue until a consensus is reached.