



Terms of Reference:	Name of Committee:
5	Appeals Resource Group

Mandate

The Appeals Resource Group assists the Credential and Assessment Services Manager in administration of the Appeal policies for credentialing and assessment candidates.

Appeals Panels

The Appeals Resource Group may meet in panels to consider appeals. The Appeals Panel and the Chair of the Panel are appointed by the Chair of the Appeals Resource Group and is composed of at least three (3) subject matter experts from the Appeals Resource Group. All Appeals Resource Group members shall be eligible to sit as a member of the Panel unless a real or perceived Conflict of Interest exists.

Roles and Responsibilities

The CAS Manager, or designate provides the following administrative support to coordinate Panel activities:

1. Provide and review appeal documentation with Appeals Panel members;
2. Listen and record Appeals Panel members' discussion and opinions about the appeal;
3. Confirm Appeals Panel's decision, need for more information and/or legal counsel review;
4. Summarize next steps and related timelines for Appeals Panel members' review of the decision letter;
5. Draft a decision letter based on direction from the Appeals Panel;
6. Communicate decision from the Appeals Panel Chair to the appellant.

The Appeals Panel is responsible for:

1. Review appeal file information;
2. Participate in teleconference(s) as scheduled to discuss the information provided;
3. Determine if further information or legal counsel review is needed before reaching a decision;
4. Make a decision on the appeal issues and the Chair of the Appeals Panel will sign the final decision letter.

Membership

The Appeals Resource Group is composed of at least six (6) subject matter experts such as those registered to practice (i.e. RDTs and TPADs) and educators with a mix of backgrounds and expertise (i.e. credentialing, assessments, Canadian and internationally educated). Appeals Resource Group members shall not be a member of the Credentialing and Assessment Committee (CAS), Credentialing Committee, Assessment Committee, or CADTR Board.

Recruitment and Term of Office

Committee members shall be recruited by the Nominations and Finance Committee based on the 'Membership' section. The CAS Committee will appoint all Committee members based on the recommendations of the Nominations and Finance Committee.

Due to the specialized nature of the work done, appointments to the Appeals Resource Group are made for an undefined term. The term for an Appeal Panel member lasts for the duration of an appeal case.

The Chair of the Committee is appointed by the Committee members on consensus. The Chair of the Appeals Resource Group appoints the Panel and the Panel appoints the Panel Chair on consensus.

Frequency of Meetings

The Panel shall meet on an as-needed basis.

Reporting

The Panel reports to the CAS Committee.

Evaluation

The Committee terms of reference can be reviewed and amended where necessary. Any amendments to the terms must be approved by the CADTR Board.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Canada in the public interest. All Committee Members shall adhere to a confidentiality agreement with CADTR.

Quorum

A minimum number of three (3) Panel members are required for decision-making purposes.