



FACULTY POSTGRADUATE PROMOTIONS COMMITTEE (FPPC)

Mandate

The Faculty Postgraduate Promotions Committee (FPPC) is a decision-making body, mandated by the Associate Dean, Postgraduate Medical Education to interpret and apply the program's [Assessment and Promotion Regulations](#), duly established by the Postgraduate office and the Deanery. This is a standing committee which reports to the Associate Dean for Postgraduate Medical Education (PGME).

The mandate of the FPPC is to review all the remediation, probation and dismissal files in PGME. One of the primary roles of this Committee is to monitor the assessment and promotion process, and to ensure that that McGill's policies and procedures for assessment and promotion are applied in an equitable and transparent manner to all residents and AFC trainees.

The Committee can review the entire record of any trainee:

- I. who is in academic or non-academic difficulty, including professionalism issues.
- II. who has been engaged in unprofessional, unethical, inappropriate or criminal behaviour.

The FPPC can require the withdrawal of a trainee from a training program for academic or non-academic reasons. The Associate Dean can make and approve remediation and probation decisions as well as suspend trainees, pending ratification by the FPPC. The Committee must review and approve any decision taken by a Program Promotions Committee/Competence Committee or by the Associate Dean which requires the withdrawal of a trainee from a training program, for academic or non-academic reasons.

Roles and Responsibilities

The roles and responsibilities of the FPPC include the following:

1. Responsible for the overall processes of assessment and promotion in PGME.
2. Responsible for adapting McGill's assessment and promotion policies on an ongoing basis to ensure they remain up to date and reflect the educational mission of McGill University.
3. Review and approve remediation, probation and dismissal decisions.

4. Provide advice and feedback to the Associate Dean on a wide variety of issues brought to its attention by the Associate Dean and other members of the Committee.
5. Review the files of trainees in academic difficulty and on probation, as requested by the Associate Dean PGME or as established by the Assessment and Promotion Regulations
6. Review the files of trainees with professionalism conduct concerns, as requested by the Associate Dean PGME or as established by the Assessment and Promotion Regulations

Membership

Ex officio non-voting member:

- I. Associate Dean Postgraduate Medical Education
- II. Academic Lead in Assessment
- III. Academic Lead in Curriculum design & alignment
- IV. Secretary

Voting members:

- I. One (1) Resident representative assigned by the Association of Residents of McGill (ARM); may appoint a delegate to represent her/him, with the approval of the Chair and ARM president.
- II. At least five (5) faculty members with experience in resident's education and evaluation process, appointed by the Chair of the Committee.
- III. FPPC Chair appointed by the Associate Dean for Postgraduate Medical Education.

All members will sign confidentiality agreements as a reflection of their commitment to maintain strict confidentiality.

Term of Office

Committee membership terms are for 3 years: expected renewal each year and mutual re-evaluation of committee membership every 3 years. Except for the resident member that can be yearly assigned by the ARM.

Conduct of Meetings

Meeting Frequency and Functioning

10 meetings per year. Additional meetings will be called on an ad-hoc basis for urgent issues that may arise.

Time: 4:30 to 6:00 pm

Location: GLEN – teleconference always available, or by videoconference

Frequency: Every 1-2 months during academic year

Administrative Support: Minutes will be taken and distributed to the committee chair and to membership for review and approval.

Final approved minutes will be submitted to ADPGME.

Voting Procedure

The Chair will aim to build consensus; however, final decisions will be made by voting. The Chair may propose or second a motion but will not vote, except when necessary to break a tie. Decisions will require a simple majority (50%+1) of voting members present, either in person or by teleconference/videoconference.

An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

Quorum

To attain quorum, the Committee must be represented by at least four (4) voting members.

In case of a perceived conflict of interest, the Chair will recuse him/herself and delegate the role of Chair to a voting member of the Committee. Other members with a perceived conflict of interest will recuse themselves for the discussion and decision.

History

Approved by:

FPPC on March 16th, 2020

Committee on Medical Education Governance (C-MEG) on April 29th, 2020

Reviewed by:

FPPC on March 23rd, 2022