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Latest Revision		
May 17, 2030		

The Appeal Committee (AC) is a subcommittee of ***the Programs Administration Committee*** and its duty is to supervise appeal processes for resident evaluation results, remediation, probation and dismissal of residents to ensure fairness and a transparent environment.

Composition of the Internal Review Committee (SC)

1. The Chair of the AC shall be appointed from its membership and serve a 3-year term (renewable)
2. Program Directors (5 Randomly selected)
3. Clinical Teaching faculty (3)
4. One residents which is annually appointed

Meetings

- The committee will hold a meeting twice a year or as requested by the chairman of the committee
- Second week of June and the Second week of March of each academic year, site: Faculty Meeting Room at KFHU, Alkhobar

Documentation

- Agenda & any relevant documentation will be pre-circulated to SC members, prior to each meeting at least one month before the scheduled meeting
- Minutes of the meeting will be taken by a committee member appointed by the committee and the signed original will be kept by the office of Vice Dean for Higher Studies & Scientific Research
- Minutes will be distributed to all committee members
- Copy of the minutes may be sent to the Dean's office

Accountability

- The committee will report to the ***Programs Administration Committee***.



Institutional- Terms of Reference
APPEAL COMMITTEE

Purpose

The purpose of the Appeal Committee is to deal with resident appeals against a variety of decisions, primarily relating to assessment results, remediation, probation and dismissal etc. to ensure an environment of fairness and transparency.

Process

Refer to the Appeal Policy for the process.

Approval Authority: Programs Administration Committee

Date of Approval - May 18, 2025
Imam Abdulrahman Bin Faisal University