



Appeals Committee Volunteer Role Description

Committee Description

Candidates, Diplomates and/or PDs / RTPs who have received a negative decision from their specialty's residency training (RTC), credentials (CC), form review (FRC) or maintenance of credentials (MOC) committee may submit an appeal of that decision to the applicable ACVIM Appeals Committee (Appeals Committee).

The Appeals Committee's sole charge in reviewing the appeal is to determine whether the applicable committee and/or organization followed proper administrative policies, procedures and standards in rendering the certification or RTP-related decision(s), and whether the relevant committee's and/or organization's decision was based on established and approved ACVIM standard operating policies and procedures, requirements, and standards as established in the applicable Certification Manual (CM) and/or Specialty Manual (SM) or General Information Guide (GIG). The Appeals Committee decides if the committee acted erroneously through one or more of the following:

1. Disregard of established criteria for certification.
2. Failure to follow stated ACVIM policies and procedures in reviewing the Candidate's credentials.
3. Failing to follow ACVIM policies and procedures established for the registration, preparation, administration and grading of ACVIM General or Specialty Examinations.
4. Failure to consider evidence and/or documentation presented by the appellant that would have supported a positive decision by the relevant committee.
5. Disregard of established criteria for the initial approval, annual re-approval and evaluation of RTPs.

The Appeals Committee may not arbitrarily overrule a committee's decision such as changing the pass-point on an examination or through other actions outside their remit.

Committee Member Responsibilities

Committee members are responsible for reviewing all formal appeals and rendering their decisions by way of a committee vote. All decisions must be made within 30 days after the appeal submission deadline.

Time Commitment, Term Length, and Term Dates

Time Commitment: Up to 10 hours/year, with busier clusters around the deadlines for appeals 30 days after posting of exam results, although an appeal could be received at any time throughout the year.

Term Length: 3 years*

**In most cases, the most senior member of the committee will also serve as Chair for the final year of their term.*

Term Dates: July 1 – June 30

Committee Meeting Schedule

The committee meets by video call on an as-needed basis. The deadline for reviewing appeals is mandated by the American Board of Veterinary Specialties (ABVS) (as published on the ACVIM website). Participation in the scheduled conference calls is extremely important and every effort should be made to attend.

Recommended Prior Experience

It is recommended that committee members have prior knowledge and experience working in a certification related committee and are expected to be familiar with the current CM.

How Committee Members are Appointed

The committee is comprised of one representative from each specialty. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Committee Chair based on recommendations from the Certification Council Specialty Representatives.

Benefits

Networking, leadership skills, a greater knowledge of the certification and appeals processes.