



UNIVERSITY OF
CALGARY

CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)

CO-CHAIR, REAPPRAISSAL SUBCOMMITTEE STUDENT EVALUATION COMMITTEE (SEC) UNDERGRADUATE MEDICAL EDUCATION (UME)

Current Closing Date: **March 31, 2025**

Job Summary:

The Undergraduate Medical Education Program at the Cumming School of Medicine (CSM) invites applications for the position of UME Reappraisal Subcommittee Co-Chair, SEC. This position is for a two (3) year term, subject to a satisfactory review. The anticipated start date is immediate or a date to be mutually agreed.

The incumbent will report to the Associate Dean, Undergraduate Medical Education, with accountabilities to the Assistant Dean, Evaluation & Research. This position will be expected to collaborate with the Course Leaders, preceptors/evaluators and the Undergraduate Medical Education Office in investigating and reviewing documentation for reappraisals and leading committee meetings.

For a more detailed job description, please see posted statement of work/job profile.

Qualifications: Education, Training and Experience

- Candidates should have an MD
- Experience in medical education and evaluations
- Knowledge and experience with the Cumming School of Medicine, UME Program
- Previous experience with reappraisals or appeals would be an asset

Contact

A letter of application, accompanied by a detailed curriculum vitae and names of three referees should be directed to:

Dr. Amy Bromley
Associate Dean, Undergraduate Medical Education
Cumming School of Medicine

Application can be sent via email to: ume.manager@ucalgary.ca

We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.



**CO-CHAIR – REAPPRAISSAL SUBCOMMITTEE
STUDENT EVALUATION COMMITTEE, UNDERGRADUATE MEDICAL EDUCATION**

APPOINTED BY:

Associate Dean, Undergraduate Medical Education (UME) Program

TERM FOR:

Three years, renewable. This appointment may be terminated for any reason by either party up thirty (30) days written notice.

REPORTS & ACCOUNTABLE TO:

Reports to the Associate Dean (UME) with accountabilities to the Assistant Dean, Evaluations and Research (UME)

TIME COMMITMENT:

0.05 FTE

A. RESPONSIBILITIES

1. Receives reappraisal requests from the Chair, UME Student Evaluation Committee (SEC).
2. Gathers information from the student seeking reappraisal and/or relevant evaluators, if necessary.
3. Reviews all relevant documentation related to the reappraisal request for Graded Term Work or an Academic Assessment.
4. Invites two (2) additional members of the UME Student Evaluation Committee (SEC) to participate in a reappraisal committee meeting.
5. Leads reappraisal committee meeting.
6. Voting member of the UME Reappraisal Subcommittee.
7. Communicates decisions of the UME Reappraisal Subcommittee, via formal letter, to the Associate Dean, UME.



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B. PROCEDURES

Detailed information about the reappraisal process can be found online at:

[Reappraisal of Graded Term Work and Academic Assessments Policy](#)

***Approved by Associate Dean, UME: December 2021
Reviewed: March 10, 2025***