



2018

**Academic Unit of
Application (AUoA)**

**AFP Recruitment
Appeals Process**



**AUoA Appeals
September 2017**

ACADEMIC UNIT OF APPLICATION (AUoA) AFP RECRUITMENT APPEALS PROCESS

1. Introduction

If you wish to register an appeal regarding the outcome of the Academic Foundation Programme recruitment process for 2018, you should follow the process below.

2. Principles underlying the appeals policy

The principles underlying the appeals policy are as follows:

- a. You cannot make an appeal simply because you disagree with the principles of the AUoA recruitment process or the judgements or outcomes that have been made by the application scorers/interview panels. You may request a review by the AUoA where **processes or procedures** have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
- b. You can appeal against the outcome of the application process only on the following grounds:
 - i. that the AUoA application scoring/interview processes were not applied with appropriate diligence or due care;
 - ii. that there is evidence of prejudice, bias or conflict of interest in the handling of your application.
- c. The appeals procedure will be fair and transparent and the final decision will be made in accordance with relevant employment legislation and statutory procedures.
- d. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.
- e. The AUoA will appoint an independent panel which will consider your appeal. This panel will consist of a minimum of three people and will include an appropriate representative from a medical school and from a foundation school. At least one member of the panel will be a clinician.

3. How to register an appeal

- a. If you wish to register an appeal you must complete **Form AUoA1** (Appeal against the AUoA academic recruitment process) and submit it by email to foundation.nw@hee.nhs.uk and include "Appeal" in the subject line of the e-mail between **15 February 2018 and 12:00 on 22 February 2018**. Appeals will not be accepted at any other time.
- b. You should include on your appeal form a full statement of the grounds for your appeal. You should set out the reasons why you believe that:
 - i. the AUoA application scoring/interview processes were not applied with appropriate diligence or due care; or

- ii. there is evidence of prejudice, bias or conflict of interest in the handling of your application
- c. You will receive an email within three working days to acknowledge that your appeal has been received.
- d. The independent appeals panel will make their decision based on any investigations they consider reasonable, having regard to your statement within the appeal and any supporting evidence provided by you. Applicants will not be expected to attend the panel. The AUoA will contact you with the panel's decision within seven working days of the published deadline for receipt of appeals (i.e. by 17:00 on 2 March 2018).
- e. If your appeal is successful, the AUoA will agree a resolution.
- f. If your appeal is unsuccessful, you are not able to further appeal within this process as the decision of the appeals panel is final.
- g. If you wish to withdraw your appeal, you must write to the AUoA at the email address above.

4. Appeals Timeline

Appeals submission window	Between 15 February 2018 and 12:00 on 22 February 2018
Appeals panels held	Between 12:00 on 22 February 2018 and 17:00 on 01 March 2018
Appeals outcomes released to Applicants	By 17:00 on 02 March 2018
AUoAs update Oriel with outcome of appeal (if applicable)	By 17:00 on 02 March 2018

ACADEMIC FOUNDATION PROGRAMME RECRUITMENT
Programmes Commencing August 2018

Form AUoA1

APPEAL AGAINST THE AUoA ACADEMIC RECRUITMENT PROCESS

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APPLICANT DETAILS			
Surname:	<input type="text"/>	First name:	<input type="text"/>
Current address: <i>for correspondence</i>	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone number:	<input type="text"/>		
Email:	<input type="text"/>		

CRITERIA FOR APPEALS
Please tick below the criterion which you feel is relevant to your appeal. You may wish to tick one or more of these boxes.
<input type="checkbox"/> that the AUoA application scoring/interview processes were not applied with appropriate diligence or due care;
<input type="checkbox"/> there is evidence of prejudice, bias or conflict of interest during the handling of my application

DECLARATION	
I confirm that: <ul style="list-style-type: none">○ The information in this appeal is correct and truthful○ I have read and understood the AUoA academic recruitment appeals process○ I have stated my grounds for appeal, which I wish the appeals panel to consider○ I give my permission for information in this application to be used in anonymised form for review and evaluation of the process	
I hereby formally submit my appeal against the outcome of my application to the AUoA Academic Foundation Programme 2018.	
Name:	<input type="text"/>
Date:	<input type="text"/>

APPLICANT'S EXPLANATION OF GROUNDS FOR APPEAL

Please explain succinctly the grounds for your appeal. Please limit this information to one side of A4 paper (please note that applicants who need to use a large print font due to a disability may submit additional pages).

