

	CREATION DATE October 31, 2024	DATE REVISED July 1, 2026
	POLICY AREA / CATEGORY Governance and Review Processes	DATE APPROVED / EFFECTIVE DATE
POLICY TITLE 8: FSSH Appeals Policy	VERSION v.1	DATE REVIEWED July 1, 2026

SUMMARY & PURPOSE:

The purpose of this policy is to provide a structured and transparent process for handling appeals related to the application for the Fellow of the Society for Simulation in Healthcare (FSSH) outcomes. This process ensures fairness and consistency while protecting the integrity of the review procedures.

DEFINITIONS:

- **Board of Governance (BoG):** The governing body responsible for reviewing the slate of FSSH applicants.
- **FSSH:** Fellow of the Society for Simulation in Healthcare.
- **Appeals Committee** – Qualified members of the Society for Simulation in Healthcare Academy (SSHA) appointed by the BoG Chair and Co-Chair tasked with reviewing formal requests to overturn a prior decision or ruling.
- **Appeal:** A formal request by an applicant to the BoG to reevaluate and potentially overturn a decision.

SCOPE/APPLICABILITY:

This policy applies to all applicants who have submitted their SSHA applications and were denied membership.

POLICY

1. STANDING RULES:

- 1.1 Request for Appeal: All requests for appeal must be submitted in writing within 15 days of receiving the formal decision letter. The request must be sent to the SSH Staff member who serves as the Staff Liaison to the SSHA.
- 1.2 Appeals Committee: The BoG Chairs shall recruit Fellows eligible to serve on the Appeals Committee prior to the application deadline. When an appeal is received, the Chairs will conduct an initial review of the appeal and appoint a minimum of three (3) eligible Fellows from those recruited to review the case and recommend an outcome. This committee must complete its review within fifteen (15) days of receiving the formal request for appeal. To ensure an impartial review, all appointed committee members must be trained reviewers and must meet the following criteria:
 - 1.2.1 Cannot be currently serving on the BoG
 - 1.2.2 Cannot have participated in the original review of, provided formal mentorship to, or authored a letter of support on behalf of the applicant
 - 1.2.3 Must never have previously reviewed the applicant for admission into the FSSHA
 - 1.2.4 Must have no conflicts of interest (COIs) with the applicant, as defined in the FSSHA Application Review Policy
- 1.3 Timelines: In the interest of maintaining program integrity during unforeseen or disruptive events, the BoG retains ultimate authority over timelines. Should circumstances necessitate a delay or adjustments to the appeals process, a timeline modification may be enacted upon a two-thirds (2/3) affirmative vote of the BoG.
- 1.4 Confidentiality: The Appeals Committee must maintain strict confidentiality regarding all applicant materials, scores, and committee deliberations, and may not retain application data after the appeals process concludes.

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2. APPEALS PROCESS:

- 2.1 Notification: The applicant must provide a clear statement summarizing the evidence and rationale for appeal. No new evidence can be introduced during the appeal.
- 2.2 Review: The appeal will be reviewed by the Appeals Committee, who will ensure the process aligns with established procedures.
 - 2.2.1 The Appeals Committee will initiate the review by performing an independent, secondary review of the applicant using the established evaluation rubric. The Appeals Committee will notify the SSH Staff Liaison when this review is complete.
 - 2.2.2 After the secondary review is complete, the SSH Staff Liaison will provide the Appeals Committee with access to the applicant's complete application packet, original decision, ratings, and all notes from reviewers.
 - 2.2.3 The Appeals Committee will meet virtually to discuss and vote on an outcome.
- 2.3 Decision: The Appeals Committee will submit a letter of recommendation to the Chairs with supporting documentation. The Chairs will call a meeting of the BoG to discuss the Appeals Committee's recommendation.
 - 2.3.1 The decision will be affirmed by the BoG.
 - 2.3.2 The applicant will be notified of the outcome in writing by the SSH Staff member serving as the Staff Liaison to the SSHA.

PROCEDURES TO ENSURE COMPLIANCE:

The Board of Governance must ensure compliance with this policy at all times. All records are held confidential by all concerned. Records of reviews and decisions must be maintained for reference and audit purposes and managed by SSH Staff.

SUPPORTING/REFERENCE DOCUMENTATION:

- SSH Bylaws Article X, Section 3 (2026 version)

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- FSSH Application Review Policy
- SSH Leadership Disclosure and Conflict of Interest Policy

POSTED PUBLICLY: YES/NO