

Assessment of applications for any category of Faculty membership - Appeals Policy

1. Introduction

An appeal is a request by an applicant for a review of the outcome of a Faculty membership application e.g. an applicant did not receive the category of membership that they aimed for and the applicant wishes to challenge the assessment panel's decision.

An appeal should be submitted using the Appeals Form (see Appendix 1) to the Faculty Communications and Membership Officer at info@fci.org.uk.

Any submission must be made by the applicant personally, the Faculty will not enter into correspondence with any third parties in relation to complaints or appeals.

If the applicant would like to query the administration or conduct of the application process, rather than just the outcome of their application, they must make a complaint rather than an appeal. See our Faculty Complaints policy.

2. Receiving Feedback

If an applicant would like feedback on why they were not offered the category of membership that they aimed for, they should email info@fci.org.uk and assessment panel feedback will be provided to them. This is not the same as an appeal, however the applicant is welcome to appeal after they have received this information.

3. Reapplication

If an applicant does not achieve the membership category that they aimed for, they can complete a new application form and reapply next time a recruitment round opens.

In the meantime, the applicant is welcome to join the Faculty at the level of membership that they have been offered (e.g. Member rather than Fellow) and receive the associated benefits until the next recruitment round opens.

Before reapplying, the Faculty encourages applicants to thoroughly review their previous application, to request feedback as above, and to consult with someone who has experience of the process, such as an existing Fellow of the Faculty or a mentor. Please contact info@fci.org.uk for guidance.

4. Appeals

An appeal may be lodged where an applicant wishes to dispute the decision made by the assessment panel.

Applicants will not suffer any disadvantage or recrimination as a result of making an appeal. Appeals must be submitted using the form available in Appendix 1 of this document and must include supporting evidence. Supporting evidence should consist of information or documentation which helps to clarify how your original application fulfilled the criteria, and demonstrates the expertise and experience set out in your original application. For the sake of clarity and ease of understanding, supporting evidence should be as succinct as possible.

Supporting evidence should not include lots of new evidence that was not included in your original application. If you have gained key experience since applying, we would recommend that you reapply with this evidence before appealing.

Appeals must be received no later than 20 working days after the notification of the assessment panel's decision (the Faculty retains discretion to extend this period and appellants should contact the Faculty Communications and Membership Officer at info@fci.org.uk if personal situations require an extension).

There is no fee for making an appeal and receipt of the appeal will be acknowledged within 10 working days.

In the first instance, appeals will be considered by the Chair of the Faculty's Membership Standing Committee. Clarification of the precise nature of the appeal may be sought. The Chair of the Membership Standing Committee will decide if there is a prima facie case for an appeal. If there is no evidence of grounds for an appeal, this will be communicated to the candidate, with reasons, as soon as is reasonably possible and normally no more than six weeks after receipt of the appeal. If the Chair of the Membership Standing Committee concurs that there is prima facie case for an appeal, this will be communicated to the candidate as soon as is reasonably possible, and normally no more than six weeks after receipt of the appeal, and an Appeal Panel will be convened.

The Appeal Panel will be convened (and may operate virtually without physically meeting) as soon as is reasonably practicable. The panel will have five members who are all Fellows of the Faculty and were not involved in the original assessment and do not have any conflict of interest. One will be the Chair of the Membership Standing Committee unless they were involved in the original assessment, in which case an alternate will be identified. Appeals will be considered on the basis of submitted paper and electronic evidence only. The evidence that will be considered will be: the applicant's original application to the Faculty, the original assessment made by the application assessors, the notes of the assessment panel review meeting, and the applicants Appeals Form including any supporting evidence.

In reaching a decision on whether to uphold or dismiss an appeal, the panel will act reasonably and objectively, observing the principles of natural justice.

The Appeal Panel may either conclude that the appeal should be dismissed or that the appeal should be upheld, and the applicant should be admitted to the Faculty as the category of member for which they applied. All decisions will then be sent to the Faculty Council to check that due process has

been properly followed and, if it has, to endorse the decision reached by the Appeal Panel. The Faculty Council will not repeat the Appeal Panel's scrutiny.

The Chair of the Appeal Panel shall communicate its decision to the appellant with brief reasons, within one month of the date of the Appeal Panel meeting.

The Appeal Panel's decision shall be made on a majority basis and shall be final.

Appendix 1 – Appeals Form

Name of Appellant			
Professional Registration Number			
Address			
Email			
Nature of Appeal			
Supporting Evidence Submitted			
Signature of Appellant		Date	
Recipient at Faculty		Date	