

REVIEW COMMITTEE

Terms of Reference

Objectives:

The Review Committee is an ad-hoc committee of the Board of Directors of PEAC and has the principal objectives to:

- Review a university's request for review and reconsideration of an adverse accreditation decision for a physiotherapy education program;
- Review the evidence submitted by a university related to review and reconsideration of an adverse accreditation decision for a program; and
- Determine if the PEAC accreditation decision should be upheld or modified.

Composition and Appointment:

1. The Review Committee shall comprise three (3) members: one member who is a physiotherapist and has experience in accreditation, one member who is a physiotherapist and has experience in education, and one member who is an external expert in accreditation who will act as Chair of the Committee.
2. Members of the committee shall be appointed by the Board of Directors.
3. Review Committee members cannot simultaneously hold office on the PEAC Board of Directors; nor can they have been involved in decision-making or in Peer Review Team activities related to the accreditation decision being reviewed.
4. The Review Committee's decision shall be independent of the Board of Directors.

Term of Office:

The term of office is length of time required to complete the review process

Authority of the Review Committee:

Members of the Review Committee are charged by the Board of Directors of PEAC to:

1. Review the request submitted by the university for review and reconsideration of an accreditation decision;
2. Review the evidence submitted by the university and provided by PEAC based on the following considerations

- Errors of fact,
 - Failure of PEAC to follow its published procedures,
 - Insufficient or inappropriate evidence used by PEAC,
 - Conflict of interest.
3. Decide if the PEAC decision should be changed. The Review Committee may decide one or more of the following:
- a) The decision of non-accreditation made by PEAC should be upheld. The reasons for upholding the PEAC decision are that:
 - i. The decision of PEAC was not affected by any significant error of fact contained in the documentation or other information before PEAC in making its decision; and
 - ii. PEAC, in making its decision, conformed to its published procedures; and
 - iii. PEAC in making its decision, used sufficient and appropriate evidence consistent with its published criteria; and
 - iv. No conflict of interest was demonstrated.
 - b) The decision of non-accreditation made by PEAC should be modified. The reasons for modifying the PEAC decision could include one or more of the following:
 - i. The decision of PEAC was affected by one or more significant errors of fact contained in the documentation or other information before PEAC in making its decision;
 - ii. PEAC, in making its decision, did not conform to its published procedures;
 - iii. PEAC in making its decision, used insufficient or inappropriate evidence in light of its published criteria;
 - iv. Conflict of interest was demonstrated.
4. The decision of the Committee is final and may not be modified or rejected by PEAC.

Additional Responsibilities:

1. All materials, discussions and documents of the Committee shall be considered confidential.
2. Decisions made by the Committee shall be made in writing and submitted to PEAC within two weeks of the termination of the review and shall include a summary of the evidence and reasons for the decision.
3. Committee members must be able to act in an unbiased and impartial manner and must declare a conflict of interest if they have been directly involved in the development or delivery of the program requesting the review or in the accreditation decision-making process.

Meetings:

1. Meetings of the Review Committee shall be held as required following confirmation of a university's request for review and reconsideration of an accreditation decision.
2. Meetings shall be held by teleconference; on-site meetings may be arranged as required.

Minutes and Reports:

Minutes of all meetings shall be recorded and a copy will be maintained in the PEAC office.

Expenses:

Expenses for Committee meetings will be paid by PEAC.

Review or Reconsideration of PEAC Accreditation Decisions

Timeline for Activities

Activity	Timing	Responsibility
Notification of accreditation decision and right to request review or reconsideration of decision	Decision is effective 30 days after the date of notification	PEAC
Submit request for review or reconsideration to PEAC	Within 30 days after notification	Chief Administrative Officer of the University
Meeting of PEAC and University representatives	Upon receipt of request for review or reconsideration	PEAC & University
Confirmation of intent regarding review	14 days after meeting of PEAC and University	University
Submission of documentation to support request for review	30 days after meeting	University
Establish date for Review Committee Meeting	Meeting held within 30 days of PEAC's receipt of documentation from the University	PEAC
Submission of decision of Review Committee to PEAC	Within 14 days of the Committee meeting	Review Committee
Provision of notice to University of decision made by Review Committee	As soon as possible following receipt and review of Review Committee decision by Board of Directors of PEAC	PEAC