

ACCREDITATION COMMITTEE

Terms of Reference

Purpose

The Accreditation Committee (AC) is a standing committee of PEAC's Board of Directors. The purpose of the AC is to implement the policies and procedures of PEAC's accreditation program for entry-level physiotherapy education programs.

Composition and Appointment

1. The AC comprises nine (9) to twelve (12) individuals from the following groups or organizations:
 - i. Canadian Physiotherapy Association (1)
 - ii. Program Director/Chair from a Canadian physiotherapy academic program (1)
 - iii. Faculty members from Canadian physiotherapy academic programs (2)
 - iv. The Canadian Alliance of Physiotherapy Regulators (1)
 - v. National Association for Clinical Education in Physiotherapy (1)
 - vi. Entry-level graduate physiotherapist¹ (1)
 - vii. The public (1-2)
 - viii. The Association of Accrediting Agencies in Canada or a member of an agency conducting accreditation of professional education programs (1)
 - ix. Additional members depending on needs of the organization (2)
2. All members of the AC are appointed by the Board of Directors.
3. One member of the AC will be a Director of the Board.
4. The Succession Planning subcommittee of the AC is responsible to recruit members (see [Appendix 2](#) for recruitment process) and recommend one appointee for each vacant position.
5. The Chair and Vice-Chair will be elected by the members of the AC. The responsibilities of the Chair are outlined in [Appendix 1](#).
6. The Chair will not be an officer of the Board of Directors.
7. The Executive Director is also an ex-officio, non-voting member of the AC.
8. The AC is accountable to the Board of Directors.

Term of Office

The term of office for the members of AC is three years, renewable twice for a total of nine years. The term of office for the Chair and Vice-Chair is one year, renewable.

¹ An entry-level graduate is one who is within three years of graduation at the time of appointment, and may serve only one three-year term.

Responsibilities

The AC's responsibilities are focused in three areas pertaining to the accreditation of physiotherapy education programs:

- implement the accreditation process in accordance with established accreditation policies and procedures
- review and make recommendations for substantive revisions to accreditation standards and criteria as directed by the Board of Directors
- review and make recommendations for substantive revisions policies and procedures related to the accreditation of physiotherapy education programs for the purposes of ongoing quality assurance
- review accreditation reports and award accreditation status to physiotherapy education programs
- provide information and, when appropriate, options and implications, to the Board of Directors on matters relating to physiotherapy education and accreditation

Meetings

1. The AC members will meet twice annually face to face in a mutually agreed upon location and by teleconference as needed.
2. PEAC staff will assist in scheduling of the meetings.

Quorum

Quorum at AC meetings is a simple majority of members. At all meetings, every motion will be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion is lost.

Minutes

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

Expenses

Expenses of AC members for any meetings will be paid by PEAC in accordance with established policies and procedures.

Appendix 1

Accreditation Committee Chair Responsibilities

As above, the term of office for the Chair is one year, renewable. The Chair is responsible to:

- provide leadership to the AC to ensure committee responsibilities outlined in the terms of reference are met
- ensure that members follow PEAC's Code of Conduct and confidentiality policies
- work with PEAC staff to set the agenda for each meeting and ensure accurate meeting minutes are recorded
- notify education programs of their accreditation status following review of accreditation-related documentation
- chair AC meetings, or arrange for a designate (such as the Vice-Chair)
- work with PEAC staff to review the proposed annual budget prior to approval by the Finance Committee and Board of Directors of PEAC
- provide a report summarizing the activities of the AC to the Board at least twice annually and as requested
- The Vice-Chair is responsible for any or all of the above duties in the absence of, or at the request of, the Chair.

Appendix 2

Succession Planning subcommittee

Recruitment procedures

1. The Succession Planning subcommittee will recommend appointees to the vacant AC positions, for both new members and when a member renews for a second or third term of office.
2. When any member's term of office ends, the Succession Planning subcommittee will review the needs of the AC and determine whether the member should be approached to renew for another term.
3. When the term of office of a member from categories (vi)-(ix) above ends and the Succession Planning subcommittee has determined that the member should be approached to renew for another term, the Succession Planning subcommittee Chair will contact the member to seek their interest.
4. When a term of office of a member from categories (i)-(v) above ends, and the Succession Planning subcommittee has determined that the member should be approached to renew for another term:
 - a. The Succession Planning subcommittee will first approach the nominating organization to confirm that the current member should be approached to renew for another term.
 - b. If confirmation is received, the Succession Planning subcommittee Chair will contact the member to seek their interest in renewal.
 - c. If the member chooses to renew for another term, the Succession Planning subcommittee will recommend to the Board that the member be re-appointed.
5. When the Succession Planning subcommittee determines:
 - that the member should not be approached to renew for another term OR
 - a member has served the maximum number of terms OR
 - a member has chosen not to renew for another term OR
 - a nominating organization has chosen not to confirm the current member for another term:
 - a. The Succession Planning subcommittee Chair will approach the member and inform them of the decision.
 - b. For members in categories (i)-(v) above, the Succession Planning subcommittee will request two to three applications from the nominating organization and provide the nominating organization with the criteria being sought (eligibility, skills, geography, gender, language, etc.)
 - c. For members in categories (vi)-(ix) above, the Succession Planning subcommittee will initiate a broad recruitment call to seek applications, and will include the criteria being sought (eligibility, skills, geography, gender, language, etc.)

6. The Succession Planning subcommittee will review the applications received and recommend the candidate deemed to be the best fit for each vacant position to the Board for appointment as an AC member.
7. The Board of Directors will review the recommendation(s) and appoint the new member(s) at its next Board meeting.