



School of Rehabilitation Science
Faculty Council Bylaws

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**University of Saskatchewan
School of Rehabilitation Science
Faculty Council Bylaws**

PART ONE

1. CONSTITUTIONAL POWERS AND DUTIES OF SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL

The School of Rehabilitation Science Council is subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council. For academic affairs related to graduate programs the School also works under rules and procedures of the College of Graduate and Post-doctoral Studies. The duties and responsibilities of Standing Committees of the School are described in Part Two. (Note: Reference to “council” in this document will be “School of Rehabilitation Science Faculty Council” unless otherwise defined.)

1.1 The following duties are delegated by University Council to the School of Rehabilitation Science Faculty Council:

- 1.1.1 To make recommendations to the University Council and/or other relevant University academic unit concerning the requirements for admission to programs offered by the School;
- 1.1.2 To establish and report to the University Council and/or relevant University academic unit on the number of students who may be admitted to the School or a program of study and to report to the University Council or relevant University academic unit on the number of students admitted each year;
- 1.1.3 To make recommendations to the University Council and/or relevant academic unit concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- 1.1.4 To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- 1.1.5 Subject to the University Council’s examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the School;
- 1.1.6 To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the School of Rehabilitation Science Faculty Council and/or the College of Graduate and Post-doctoral Studies and to hear appeals of such decisions;
- 1.1.7 To approve candidates for degrees, diplomas and certificates;
- 1.1.8 To approve candidates for scholarships, prizes, and other awards and honours;
- 1.1.9 To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council’s regulations governing academic misconduct;

- 1.1.10 To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.
- 1.2 The Chair or the Secretary of the Faculty Council of the School shall transmit to the University Council and/or relevant academic unit for consideration and review all matters which belong to the care of the School Faculty Council or which from their nature concern more than one college or school.
- 1.3. A record of all proceedings will be kept on file in the General office and shall be open to any member of the Faculty Council. A copy of the proceedings shall, upon request, be furnished by its Secretary to the Chair of the University Council and/or to the President of the University. Any information deemed to be confidential in nature (i.e. student health or personal issues) shall be handled and stored in a secure manner. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

2. PROCEDURAL BYLAWS OF SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL

2.1 Quorum for Meetings

- 2.1.1 The quorum for regular and special meetings will be 35%.
- 2.1.2 In the event that a properly constituted meeting fails for lack of a quorum, the meeting shall be rescheduled for the same time one week hence. At that meeting, the quorum shall be the number of members attending.
- 2.1.2 Individuals who are on approved leave and/or sabbatical may be absent from council meetings during the year and will not be considered in determining quorum.

2.2 Appointment and Duties of the Chairperson

- 2.2.1 The Associate Dean (or designate) will be the chairperson of School of Rehabilitation Science Faculty Council.
- 2.2.2 The Chairperson will preside over all meetings of Council. The Chairperson's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
- 2.2.3 The Chairperson will prepare a draft agenda for each meeting of Council and will present it for approval at the meeting.
- 2.2.4 The Chairperson will not vote on a motion before Council except when there is an equal number of voting members supporting and opposing the motion.
- 2.2.5 The Chairperson will be the spokesperson for the Council in communications with the Dean, the Board, the Senate, the General Academic Assembly and the public. In this respect, the role of the Chairperson is to explain the activities and to communicate the policies of Council.

2.3 Council Membership

- 2.3.1 The membership of the School of Rehabilitation Science Faculty Council is defined in the University Bylaws
- 2.3.2 University Bylaws defines all ex-officio members (non-School of Rehabilitation Science members).
- 2.3.3 The composition of the School of Rehabilitation Science Faculty Council includes:
- a. Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers holding appointments in the School of Rehabilitation Science;
 - b. The Director Physical Therapy, the School of Rehabilitation Science;
 - c. The Associate Dean of Physical Therapy and Rehabilitation Sciences, as Chair;
 - d. Clinical Specialists in the School of Rehabilitation Science;
 - e. The Director of Continuing Physical Therapy Education;
 - f. No more than six members of the faculty of the School of Rehabilitation Science, holding a clinical faculty appointment at the rank of Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor shall be voting members of the School of Rehabilitation Science Faculty Council of Physical Therapy;
 - g. No more than eight Master of Physical Therapy student members;
 - h. No more than a total of two people who can be either Master of Science students, Ph.D. students or postdoctoral fellows;
 - i. Head of the Health Science Library or designate.
- 2.3.5 The following persons are entitled to attend and participate in meetings of the School of Rehabilitation Science Faculty Council but, unless they are members of the School of Rehabilitation Science Faculty Council, are not entitled to vote: Professor Emeriti, Clinical Faculty who are not represented in (f.), Adjunct Faculty, Professional Affiliates, Associate Members, Representative of the Saskatchewan College of Physical Therapists (SCPT), Representative of the Saskatchewan Physiotherapy Association (SPA), Representative of the Saskatchewan Society of Occupational Therapists (SSOT), Representative of the Saskatchewan Association of Speech Language Pathologists and Audiologists (SASLPA).
- 2.3.6 Annual elections for Council will be completed by July 1.
- 2.3.7 Term of office for Council membership begins July 1 of the year of the member's election or appointment.
- 2.3.8 Terms of student members (including MSc/PhD and post-doctoral) will be one year, normally commencing in the fall. MPT students will be appointed by the Physical Therapy Students Society (PTSS). Graduate and Post-doctoral students will be normally be appointed through relevant graduate student or post-doctoral organizations/groups.
- 2.3.9 All clinical faculty will be sent an email by June asking for self-nomination. Deadline to apply June 15.

- If only six individuals apply they will be acclaimed to a three year term.
- In the event that insufficient nominations are received to fill the vacant positions a second call will be sent out. If following a second call for nominations, there are still vacant positions, the Associate Dean will be asked to ensure that the position is filled. The Secretary will run the election in the event that more than one nominee comes forward for a position from that process.
- In the event that two or more nominees with the most votes receive the same number of votes, the Secretary will select the elected member from among those nominees by lot. Candidates on the voting list who receive the greatest number of votes are elected to Council effective July 1.
- Should candidates so elected decline or otherwise be unable to accept a position on Council, such positions shall continue to be filled by those unelected candidates that received the greatest number of votes. Any vacancy that occurs within 27 months of that member being elected shall be filled using the election process defined above. A vacancy arising after that time shall be filled at the next annual election.

2.3.10 A vacancy occurs on Council when:

- A member resigns from Council, ceases to be an employee of the University, or is no longer a student or clinical faculty member in the School.
- A member is unavailable to attend meetings of Council for a period of greater than one year during his or her term.

2.4 Council Meetings

- 2.4.1 Council meetings will be open except when Council decides to have them closed.
- 2.4.2 Council will meet a minimum of two times per year.
- 2.4.3 Attendees at Council meetings are expected to refrain from unauthorized audio or video recording of the proceedings and to respect the rulings of the Chairperson.
- 2.4.4 Special meetings of Council can be called by the Chairperson or by petition of 20% of the members of Council.
- 2.4.5 A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered.
- 2.4.6 Normally a motion will be preceded by a notice of motion presented in writing to the members of Council not less than ten days prior to the date of the

meeting at which the motion is to be considered. This bylaw only applies to a motion dealing with a substantive matter which requires consideration by members of Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chairperson.

- 2.4.7 The requirement of bylaw (2.4.6) may be suspended upon vote of two-thirds of the members present and voting at a meeting.
- 2.4.8 A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.
- 2.4.9 In the event that an emergency situation as declared by the Chair of Council is unable to meet or attain quorum, Council may decide urgent matters by alternative means.
- 2.4.10 The meetings of the Council and of committees of Council will be conducted in accordance with the rules of order contained in *Procedures for Meetings and Organizations, Third Edition by Kerr and King*.
- 2.4.11 Unless the Council decides otherwise, the Secretary of Council meetings shall be the School of PT Program Administrator or designate.

3. THE COMMITTEES OF SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL

3.1 Creation and Composition of School of Rehabilitation Science Faculty Council Committees

- 3.1.1 The School of Rehabilitation Science Faculty Council has the statutory power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of School of Rehabilitation Science Faculty Council members. The only statutory restriction on the committee structure is prescribed by section 61(2) of the *University Act* which requires that a committee established to discipline students or hear appeals with respect to student discipline must contain members of School of Rehabilitation Science Faculty Council who are students.
- 3.1.2 The committees specified in Part Two of the School of Rehabilitation Science Bylaws are created as standing committees. The Program Planning and Priorities committee will ensure that memberships for all standing committees are reviewed and confirmed as described in committee terms of reference.
- 3.1.3 Resource personnel and staff providing administrative support are non-voting members of the committees and are not counted when determining the quorum of a committee meeting.
- 3.1.4 Terms of office for School of Rehabilitation Science Faculty Council committee members will normally begin July 1 except for student committee members whose terms of office will begin in the fall (or as defined by the student organization/group responsible for appointing these members, as defined previously).

3.2 Committee Responsibilities

- 3.2.1 The responsibilities of the School of Rehabilitation Science Standing Committees are set out in Part Two of this document.
- 3.2.2 All standing committees will meet and report to the School of Rehabilitation Science Faculty Council at least once each academic year.
- 3.2.3 Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.
- 3.2.4 The quorum for standing committee meetings is a majority of the voting members.
- 3.2.5 Unless a motion of the School of Rehabilitation Science Faculty Council specifically provides otherwise, all recommendations of committees will be brought to Council for approval or change. Generally, committee recommendations are presented to Council in the form of reports.
- 3.2.6 The School of Rehabilitation Science Faculty Council has statutory power to make recommendations to the Dean and/or Associate Dean respecting matters that the Council considers to be in the interests of the School. A matter may be referred to a School of Rehabilitation Science Faculty Council standing committee by the School of Rehabilitation Science Faculty Council to develop recommendations to be further discussed by the School of Rehabilitation Science Faculty Council.
- 3.2.7 The constitutional structure of the University provides for shared jurisdiction over matters. Consequently, it may be necessary for the Associate Dean, acting as the senior administrator of the School, to seek the advice or assistance of a School of Rehabilitation Science Faculty Council standing committee with respect to a particular matter. The advice and assistance will not contradict or conflict with policies of Council.
- 3.2.8 The standing committee that provides advice and assistance pursuant to clause 3.2.7 will report to Council the general nature of the advice.

4. **CONFLICT OF INTEREST**

4.1 School of Rehabilitation Science Faculty Council Proceedings

- 4.1.1 It is necessary to distinguish between the roles of the “representative” members of the Council, on the one hand, and the “at large” and *ex officio* members, on the other, with respect to their obligations to bring pertinent information to the Council or to committees of the Council and to report back to their constituents. However, there is no distinction with respect to the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of the Council. Members of the Council and members of committees of the Council will have as their principal concern the welfare of the School and

the University community. They will exercise independent judgment and may not act as agents of any person or organization.

- 4.1.2 There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before the Council. However, a Council member who has a conflict of interest with respect to a matter that comes before the Council will disclose the conflict when speaking on the matter in Council proceedings.

4.2 Committees of School of Rehabilitation Science Faculty Council

- 4.2.1 A member of a committee of the Council will conduct herself or himself so as to avoid conflict of interest or the appearance of conflict of interest.
- 4.2.2 A member of a committee will disclose and identify a conflict of interest or perceived conflict of interest affecting that member.
- 4.2.3 A member of a committee will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
- 4.2.4 The chairperson or a member of a committee will be entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- 4.2.5 The chairperson or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee.
- 4.2.6 If a request referred to in paragraph 4.2.5 to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

4.3 Conflict of Interest Defined

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

- 4.3.1 The decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision would, or would be likely to have, on the member or a person closely related or closely associated with the member; or
- 4.3.2 As a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter.

PART TWO

1. SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL STANDING COMMITTEES (Appendix 1)

Standing Committee Terms of Reference are defined in Appendix 1. School of Rehabilitation Science standing committees are responsible for directing the work, complying with School and University policies and procedures, and making relevant recommendations to the School of Rehabilitation Science Faculty Council or other appropriate units on campus as defined within the committee terms of reference. These committees will conduct themselves as defined in Part One Section 4. Objectives, Composition, Appointment/Term of Office, Duties, and Procedures for each committee are defined in committee terms of reference. General procedures to be followed by all committees include:

- 1.1 Each Standing Committee regularly reviews and recommends changes related to Terms of Reference. Any substantial changes are forwarded to the Program Planning and Resource Advisory Committee to review and submit for approval to the School of Rehabilitation Science Faculty Council. The date approved will appear on the document and replace the previous version.
- 1.2 Membership of the Standing Committees are reviewed by the Chair of the Committee, in consultation with Associate Dean and/or Director. Updated membership lists for each committee are forwarded to the Program Planning and Resource Advisory Committee. Annually the Program Planning and Resource Advisory Committee forwards details of committee membership to the School of Rehabilitation Science Faculty Council for information.
- 1.3 As defined in Section 5 of Part 1 Bylaws, a recommendation to the School of Rehabilitation Science Faculty Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered. This bylaw applies only to a motion dealing with a substantive matter which requires consideration by members of the School of Rehabilitation Science Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chair of the School of Rehabilitation Science Faculty Council in consultation with the Committee Chair.
- 1.4 In some cases another university academic unit (such as College of Graduate and Post-doctoral Studies) may have jurisdiction and final approval over certain standing committee activities. In these cases the standing committee will ensure that the School of Rehabilitation Science Faculty Council is appropriately updated on activities and outcomes.

APPENDIX 1

SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL STANDING COMMITTEES

TERMS OF REFERENCE

**University of Saskatchewan
School of Rehabilitation Science**

**Awards Committee
Terms of Reference**

Objectives:

1. To select students, who have fulfilled the necessary requirements, for the University of Saskatchewan Physical Therapy Awards and Bursaries.
2. To review the Awards Program.
3. To work with the University and community to establish new awards or bursaries.

Composition:

Administrative Coordinator (Chair) (ex officio)
One full-time faculty member
One clinical faculty member
Academic Coordinator Clinical Education (ex officio)
Clerical Assistant (ex officio) (non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Bylaws.
2. The Chair will be the Administrative Coordinator or otherwise appointed by the Director

Duties:

1. To review clinical and academic standings of all University of Saskatchewan physical therapy students for the purposes of determining which students are eligible for School of Rehabilitation Science awards and bursaries.
2. Based on the terms of reference of each Physical Therapy award, identify those students who have achieved the required criteria.
3. Based on the terms of reference of each Physical Therapy bursary and the evaluation of financial need, as determined by the School of Rehabilitation Science Policy on Financial Need Assessment for Awards, identify those students who have achieved the required criteria.
4. Report to the School of Rehabilitation Science Faculty Council the names of award and bursary recipients.

5. Work with the Associate Dean and the Director of the School to develop new awards and bursaries to meet current and future needs.
6. Assist in the development of new awards and bursaries and/or revision of established awards in consultation with the Associate Dean, Director, University Development office designate and others as required

Meetings:

The Committee shall meet twice a year and otherwise as required.

Quorum

As per 3.2.4 in the School of Rehabilitation Science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice a year.

**University of Saskatchewan
School of Rehabilitation Science**

**Clinical Education Advisory Committee
Terms of Reference**

Objectives:

1. To provide a formal communication link between the School and the clinical facilities which participate in the clinical education component of the Master of Physical Therapy program.
2. To make recommendations to the appropriate School committees and School of Rehabilitation Science Faculty Council regarding the clinical education component of the program.

Composition:

Academic Coordinator Clinical Education (Chair) (ex-officio)
Assistant Academic Coordinators Clinical Education (ex officio)
Physical therapy directors/managers or designates of clinical facilities in the province of Saskatchewan who represent the different facilities/programs participating in the clinical education component of the program (ex officio)
Two student members appointed by the Physical Therapy Students Society (appointed by PTSS)

Appointment/Term of Office:

1. Members of the Committee hold their membership by virtue of their position except for student members who will be appointed by PTSS.
2. The Chair will be the Academic Coordinator Clinical Education.
3. Student members can be reappointed for successive one year terms.

Duties:

1. To facilitate communication between clinical facilities and the School on matters pertaining to the clinical education component of the program.
2. To assist in the development, implementation, monitoring and evaluation of the clinical education component of the program.
3. To identify needs and issues, and develop strategies to address them, related to the clinical education component of the program.

4. To provide input to policy and planning activities of the clinical education program/courses.

Meetings:

A minimum of two meetings will be held per year.

Quorum:

A quorum consists of the presence of either the Academic Coordinator Clinical Education or one of the Assistant Academic Coordinators Clinical Education (Regina or Saskatoon) and five representatives from the clinical facilities.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice per year.

**University of Saskatchewan
School of Rehabilitation Science**

**Continuing Physical Therapy Education Advisory Committee
Terms of Reference**

Objectives:

1. To provide a formal communication link between the School and the clinical community related to continuing education
2. To identify opportunities for advancement of continuing physical therapy education

Composition:

CPTe Director (Chair) (ex-officio)
One Academic Coordinator Clinical Education (ex officio)
One faculty member
Saskatchewan Physiotherapy Association representative (to be determined by SPA)
Saskatchewan College of Physical Therapists (to be determined by SCPT)
Up to three clinicians involved in clinical education programming across the province (to be determined by ACCE in discussion with CPTe Director)
Occupational Therapy representative
Speech Language Pathology/Audiology representative
CPTe Coordinator (ex-officio; non-voting)

Appointment/Term of Office:

1. Members of the Committee hold their membership by virtue of their position or as indicated above
2. The Chair will be the Director of CPTe
3. Members will be appointed for 2 year terms and can be reappointed for successive terms.

Duties:

1. To facilitate communication between the clinical community and the School on matters pertaining to continuing education.

2. To assist in needs assessment for the physical therapy and rehabilitation practice communities related to ongoing practice development and evidence based practice
3. To provide input to planning and programming activities of the continuing education unit in the School

Meetings:

A minimum of two meetings will be held per year.

Quorum:

A quorum consists of 50% of the members in attendance.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the School of PT General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice per year.

**University of Saskatchewan
School of Rehabilitation Science**

**MPT Academic Affairs Committee
Terms of Reference**

Objectives:

1. To monitor issues related to student performance throughout their academic program and apply School of Rehabilitation Science, College of Graduate and Postdoctoral Studies and University Council academic policies as appropriate.
2. To regularly review academic policies and procedures and make minor changes as appropriate.
3. To make recommendations to the School of Rehabilitation Science Faculty Council on major changes to academic policies and procedures.
4. To appraise academic concerns and make recommendations to appropriate individuals, standing committees or Faculty Council.

Composition:

Director (Chair) (ex officio)
Four full-time faculty members
Academic Coordinator Clinical Education or Assistant Academic Coordinator Clinical Education (ex officio)
Clinical Specialist Administrative Coordinator (ex officio)
Up to two student representatives (appointed by PTSS)
Academic Program Assistant (ex officio) (non-voting)
Other individuals as appointed by Faculty Council

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Bylaws.
2. The Director will act as Chair.

Duties:

1. To review academic matters brought forward by committees of the School, faculty supervisors, and members of faculty or students and determine appropriate actions.
2. To apply academic policies and procedures as required.

3. To monitor and make minor changes to academic policies and to forward recommendations on major changes in academic policies to School of Rehabilitation Science Faculty Council.
4. To make recommendations to the Director concerning the School's academic needs related to appointments of sessional, clinical and associate faculty positions.

Note:

- a. Student members will be full voting members in attendance for the regular meeting sessions. Students will not attend and will not be voting members for in-camera sessions.
- b. Definition and interpretation of *minor* and *major* changes will be consistent with those described in the current University of Saskatchewan Bylaws and Regulations.

Meetings:

Meetings shall normally be held a minimum of three times per year.

Quorum:

As per 3.2.4 in the School of Rehabilitation Science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. student health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Council. The Director shall provide a report to School of Rehabilitation Science Faculty Council and College of Graduate and Postdoctoral Studies as appropriate.

**University of Saskatchewan
School of Rehabilitation Science**

**MPT Admissions Committee
Terms of Reference**

Objectives:

1. To formulate and review admission policies and procedures.
2. To determine applicant admission scores and to forward a list of selected applicants for admission and necessary documentation to the College of Graduate and Postdoctoral Studies for approval.

Composition:

Two full-time faculty members.
One full-time or clinical faculty member
Aboriginal Coordinator, College of Medicine
One student in the first year of MPT
One student in the second year of MPT
Academic Program Assistant (ex officio) (non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Bylaws. Student members will be appointed by PTSS for a two year term (one student appointed in the first year of the program each year so that there is always one first year and one second year student on the committee).
2. Student members will be full voting members in attendance for the regular meeting sessions. Students will not attend and will not be voting members for in-camera sessions that involve discussion of individual applicants or the selection of applicants.

Duties:

1. To oversee the admissions process.
2. To review admission requirements and forward recommendations for changes to admission requirements and/or processes to School of Rehabilitation Science Faculty Council for approval.
3. To ensure documentation associated with the admissions process is current and accurate.

4. To confer, as appropriate, with College of Graduate and Postdoctoral Studies and School of Rehabilitation Science committees regarding admission issues.
5. To evaluate applicants' academic records.
6. To review special case access programs and make recommendations to School of Rehabilitation Science Faculty Council regarding School of Rehabilitation Science policies for these programs.

Meetings:

The Committee shall meet a minimum of three times per year or as required.

Quorum:

As per 3.2.4 in the School of Rehabilitation Science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice a year.

**University of Saskatchewan
School of Rehabilitation Science**

**MPT Executive Curriculum Committee
Terms of Reference**

Objectives:

1. To monitor curriculum activities.
2. To approve minor curricula changes.
3. To provide ongoing direction and support to curriculum development and implementation.

Composition:

Two full-time faculty members

Academic Coordinator Clinical Education or Assistant Academic Coordinator Clinical Education (ex officio)

Clinical Specialist - Administrative Coordinator (ex officio)

Two student members – first and second year representatives (to be appointed by PTSS)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Bylaws.
2. The Chair will normally be a full-time faculty member appointed by the Director.

Duties:

1. To provide information to the MPT Curriculum Content Advisory Committee and seek input on curriculum development.
2. To oversee ongoing curriculum development and curriculum evaluation.
3. To participate in core curriculum development at a national level.
4. To liaise with other committees in the University regarding curriculum issues including advancement of interprofessional curricula.
5. To receive reports from the Curriculum sub-committees and act on recommendations as required.
6. To provide curriculum information for various activities including accreditation and program planning.

7. To monitor and approve changes in course objectives and approve minor changes in curricula.
8. To make recommendations related to major changes in curriculum and forward to appropriate University, College of Graduate and Postdoctoral Studies, and School committees for approval.
9. To regularly review and approve membership of curriculum sub-committees and Advisory Committee.

Meetings:

The MPT Executive Curriculum Committee shall meet at least twice a year and otherwise as needed.

Quorum:

As per 3.2.4 in the School of Rehabilitation Science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall report to School of Rehabilitation Science Faculty Council twice per year.

**University of Saskatchewan
School of Rehabilitation Science**

**Program Planning and Resource Advisory Committee
Terms of Reference**

Objectives:

1. To advise the Dean, Associate Dean and/or Director of the School of Rehabilitation Science on issues related to:
 - 1.1 Communication, fund development, public engagement and student recruitment activities
 - 1.2 Resource requirements for development of new/revised academic programming.
 - 1.3 Resource allocation for special funds
 - 1.4 Planning and evaluation including accreditation and program review.

Composition:

Associate Dean (Chair) (ex officio)
Director (ex officio)
One full-time faculty member
Clinical Specialist (ex officio)
Executive Assistant (ex officio) (non-voting)

Appointment/Term of Office:

As per 3.1.4 in the School of Rehabilitation Science Bylaws.

Duties

1. To work with School committees in developing recommendations for School of Rehabilitation Science Faculty Council related to program planning and priorities.
2. To assist in determining priorities for funding of capital equipment, educational resources and allocation of special funds.
4. To direct activities related to accreditation and program reviews.
5. To assist in the development of internal and external program reports/documents.

6. To provide input to national and international academic and professional activities relevant to the mission of the School.
7. To ensure program outcome measures/tools are reviewed regularly and integrated into program planning as appropriate.
8. To provide direction/input to advance new initiatives in the School of PT and monitor outcomes of special/new initiatives such as education equity.
9. To provide direction/input to enhance activities related to communication, fund development, and recruitment of students in the School.
10. To annually review the School of Rehabilitation Science Bylaws and forward recommendations for revision to School of Rehabilitation Science Faculty Council.

Meetings:

The Program Planning and Resource Advisory Committee will meet as required.

Quorum:

As per 3.2.4 in the School of Rehabilitation Science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice per year.

**University of Saskatchewan
School of Rehabilitation Science**

**Research Committee
Terms of Reference**

Objectives:

1. Serve in the best interest of the School of Rehabilitation Science and the College of Medicine
2. Advocate for research of relevance to rehabilitation science
3. Showcase and share research accomplishments of the School

Composition:

Associate Dean of the School of Rehabilitation Science or Director Physical Therapy (Chair) (ex officio)
Three full-time faculty members
One Physical Therapy clinical faculty member
One Speech Language Pathology representative
One Occupational Therapy representative
One student from the Health Science Graduate Program
Research Facilitator (ex officio) (non-voting)
Research Coordinator (ex officio) (non-voting)

Appointment/Term of Office:

7. As per 3.1.4 in the School of Rehabilitation Science Bylaws

Duties:

1. To lead development of policies and promote strategies that facilitate and advance faculty and student research.
2. To facilitate networks and/or clusters of researchers to explore and advance research priority areas established provincially, nationally and by the School, College of Medicine and/or University of Saskatchewan.
3. To engage with rehabilitation clinicians and align research interests, where possible.
4. To recommend strategies and mechanisms to disseminate research-related information.
5. To identify and participate in opportunities, in collaboration with CPTe and others in the university and rehabilitation professions, to support translation of research to clinicians and to the broader community.
6. To support mechanisms for internal review of grant applications prepared by School faculty.
7. To assist in the development of internal and external research reports and documents.
8. To facilitate strategies for advancing graduate programming within the School, excluding MPT

Meetings:

The Committee shall meet a minimum of every two (2) months and otherwise as required.

Quorum

As per 3.2.4 in the School of Rehabilitation science Bylaws.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to the School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice a year.