



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 Postdoctoral 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 Postdoctoral 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. All information and proceedings will be documented, securely stored, and retained in an accessible format. The storage location will be referenced in the minutes and made available to any member of the Faculty Council upon request. 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.

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 within one week. At that meeting, the quorum shall be the number of members attending.
- 2.1.3 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 Director (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 a tie.
- 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 *Council Bylaws and Regulations* define the membership of council with certain persons as having voting or non-voting membership on council.
- 2.3.2 The following persons are entitled to attend and vote in meetings of the School of Rehabilitation Science Faculty Council.
- a. Those Professors, Associate Professors, Assistant Professors,, full-time Lecturers, Instructors and Special Lecturers holding appointments in the School of Rehabilitation Science;
 - b. The Director of the School of Rehabilitation Science;
 - c. The Dean of the College of Medicine or designate;
 - d. The Dean of the College of Graduate and Postdoctoral Studies or designate;
 - e. All staff in the School of Rehabilitation Science with a clinical designation (i.e. Physical Therapist, Occupational Therapist, Speech-Language Pathologist or Audiologist);
 - f. The Academic Lead Clinical Education & Community Affairs in the School of Rehabilitation Science;
 - g. The Director of Continuing Education in Rehabilitation Science;
 - h. Manager, Academic Programs and Operations;
 - i. Chairs of Standing committees;
 - j. Two Clinical Teachers from each of the MPT, MOT and MSLP programs;
 - k. Two student representatives from each of the MPT, MOT and MSLP programs;
 - l. No more than a total of two people who can be either Master of Science students, Ph.D. students or postdoctoral fellows;
 - m. Health Sciences Liaison Librarian to the School of Rehabilitation Science or designate.
- 2.3.3 The following non-voting members are invited to attend and participate in meetings of the School of Rehabilitation Science Faculty Council. Professor Emeriti, Clinical Teachers who are not represented in (j.), Adjunct Faculty, Associate Members, School staff not represented in (e.), Representative of the Saskatchewan College of Physical Therapists (SCPT), Representative of the Saskatchewan Physiotherapy Association (SPA), Representative of the Saskatchewan College of Occupational Therapists (SCOT), Representative of the Canadian Association of Occupational Therapists-Saskatchewan Chapter (CAOT-SK), Representative of the College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK), Representative of Saskatchewan Branch of Speech-Language & Audiology Canada (to be determined by SAC-SK).
- 2.3.4 In the event that a person falls under both voting and non-voting membership, that person will be entitled to vote.
- 2.3.5 Terms of student members (including MSc/PhD and postdoctoral) will be one year, normally commencing in the fall. MPT, MOT, and MSLP students will be appointed by the relevant representative student societies.
- 2.3.6 All Clinical Teachers will be sent an email by June 1 asking for self-nomination. Deadline to apply June 15.
- If only two individuals from each program apply, they will be acclaimed (automatically appointed) to a three-year term.

- If more than two individuals from each program apply, existing faculty Council members will be asked to vote by secret ballot.
- Candidates with the most votes are elected to Council, effective July 1.
- If not enough nominations are received to fill all positions:
 - A second call for nominations will be issued.
 - If vacancies remain after the second call, the Director will ensure the positions are filled.
 - If more than one nominee comes forward for a position, the Secretary will run an election.
- If there is a tie between two or more nominees with the highest number of votes, the Secretary will randomly select one of them by lot.
- If an elected candidate declines or cannot serve, the position will be offered to the unelected candidate with the next highest number of votes.
- If a vacancy occurs within 27 months of the original election, it will be filled using the same election process.
- If it occurs after 27 months, it will be filled during the next annual election.

2.3.7 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 Teacher in the School.
- A member is unavailable to attend meetings of Council for a period of greater than one year during their 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 voting 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 adopted by University Council.
- 2.4.11 Unless the Council decides otherwise, the Secretary of Council meetings shall be the School of Rehabilitation Science Manager, Academic Programs and Operations 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 at least one School of Rehabilitation Science student as a member of the committee.
- 3.1.2 The committees specified in Part Two of the School of Rehabilitation Science Bylaws are created as standing committees. The Chair and Secretary in consultation with Standing Committee Chairs 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 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).
- 3.1.5 Terms of office for School of Rehabilitation Science Faculty Council committee members whose participation is determined by their administrative role (e.g., Director, designated Deans) are tied to the duration of that role and conclude when the individual no longer holds the position.

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.
- 3.2.6 The School of Rehabilitation Science Faculty Council has statutory power to make recommendations to the College of Medicine Dean or CGPS Dean as appropriate 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.

4. CONFLICT OF INTEREST

4.1 School of Rehabilitation Science Faculty Council Proceedings

- 4.1.1 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 the School of Rehabilitation Science Faculty Council

- 4.2.1 A member of a committee of the Council will conduct themselves 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 (Appendix 1)

1. SCHOOL OF REHABILITATION SCIENCE FACULTY COUNCIL STANDING COMMITTEES

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. 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 Executive 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 The composition as per terms of reference of Standing Committees shall be reviewed by the Chair of each Committee, in consultation with the Director. The Director may make temporary adjustments to committee composition in consultation with Committee Chairs to address emergent needs, subject to ratification by the School of Rehabilitation Science Faculty Council at its next scheduled meeting.
- 1.3 As defined in Section 2.4 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 Postdoctoral 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

1.1 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 Medicine, 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 or designate (Chair) (ex officio)
- Three full-time faculty members (Program Chairs for programs not represented in Chair designate role with an additional faculty member)
- Representative from the Clinical Education Unit
- Student Affairs Coordinator(s) (ex-officio) (non-voting during in-camera portion)
- Up to two student representatives from each program appointed by the Rehabilitation Student Council (1 vote per program)
- Invited instructors/coordinators as needed (non-voting)
- Manager, Academic Program and Operations or designate (ex officio; non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws.
2. Student members will be full voting members (up to 1 vote per program) in attendance at the regular meeting portion. Students will not attend the in-camera portion and thus will not be counted as voting members when determining quorum.

Duties:

1. To review academic and professional matters brought forward by committees of the School, the College of Medicine Professionalism Committee, the Student Affairs Coordinator and members of faculty or students and determine appropriate actions.
2. To monitor academic and professional performance and apply related 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 monitor and approve student attainment of academic standards at specified promotion points and make recommendations for student advancement and convocation to Faculty Council and the College of Graduate and Post-doctoral Studies.

Note: 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 be held a minimum of three times per year and otherwise as required
Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and saved in the school's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.
4. Confidential information recorded during meetings shall be saved in the school's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.

Reports:

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

1.2 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 (CGPS) for approval.

Composition:

1. Full-time faculty member (Chair)
2. Three full-time faculty members (one from each program)
3. Representative from the Clinical Education Unit
4. Indigenous Initiatives Coordinator
5. Up to two student representatives from each program appointed by the Rehabilitation Student Council
6. Representative from Recruitment committee
7. Manager, Academic Program and Operations or designate (ex officio; non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws.
2. Student members will be full voting members (up to 1 vote per program) in attendance at the regular meeting portion. Students will not attend the in-camera portion and thus will not be counted as voting members when determining quorum.

Duties:

1. To oversee the admissions process.

2. To review admission requirements and forward recommendations for changes to admission requirements and/or processes following the chain of reviews and approvals below when appropriate.
 - i. CGPS review
 - ii. SRS faculty council approval
 - iii. CGPS Graduate Programs Committee (GPC) approval
 - iv. Academic Programs Committee of Council (APC) approval
 - v. University Council approval
 - vi. Senate Education Committee approval
3. To ensure documentation associated with the admissions process is current, transparent and accurate.
4. To confer, as appropriate, with CGPS and School of Rehabilitation Science committees regarding admission issues.
5. To evaluate applicants' academic records.
6. To review and consider special case admissions to SRS programs.

Meetings:

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

Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and saved in the School's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.
4. Confidential information recorded during meetings shall be saved in the School's designated digital repository for institutional records and destroyed as per the

Reports:

1. This Committee reports to School of Rehabilitation Science Faculty Council.
2. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice a year and the College of Graduate and Postdoctoral Studies as appropriate.

1.3 Awards Committee

Terms of Reference

Objectives:

1. To select individuals who have fulfilled the necessary requirements for the University of Saskatchewan School of Rehabilitation Science Awards and Bursaries and other professional awards.
2. To review the Awards Program.
3. To support the University and community in establishing selection criteria and areas of need for new awards or bursaries.

Composition:

- Full-time faculty member (Chair)
- Three full time faculty members or clinical associates (one from each program)
- Representative from the Clinical Education Unit
- Manager, Academic Program and Operations or designate (ex officio; non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws.

Duties

1. To review clinical and academic standings of all University of Saskatchewan graduate 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 award, identify those individuals who have achieved the required criteria.
3. Based on the terms of reference of each 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 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 Director, University Development office designate and others as required

Meetings:

The Awards Committee will meet a minimum of twice per year and otherwise as required.

Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and stored in the School's designated digital repository for institutional records.
 2. Minutes will be accessible to all committee members.
 3. Confidential matters will be handled securely.
 4. Confidential information recorded during meetings shall be saved in the School's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.
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Reports:

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

1.4 Clinical Education Advisory Committee

Terms of Reference

Objectives:

1. To provide a formal communication link between the School of Rehabilitation Science (SRS) and the clinical facilities which participate in the clinical education component of the Master of Physical Therapy (MPT), Master of Occupational Therapy (MOT), and Master of Speech-Language Pathology Program (MSLP) Programs.
2. To make recommendations to the appropriate SRS committees and School of Rehabilitation Science Faculty Council regarding the clinical education component of the SRS programs.

Composition:

- Academic Lead Clinical Education and Community Affairs (Chair) (ex-officio)
- Three Clinical Coordinators (one from each program)
- Therapy directors/managers or designates who represent the different facilities/programs participating in the clinical education component of the programs (ex officio). Representatives are determined by each facility/program.
- Up to two student representatives from each program appointed by the Rehabilitation Student Council
- The membership list shall be maintained by the Clinical Coordinators

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws

Duties:

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

4. To provide input to policy and planning activities of the clinical education component of the SRS Programs

Meetings:

A minimum of two meetings will be held per year and otherwise as needed.

Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and stored in the School's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.
4. Confidential information recorded during meetings shall be saved in the School's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.

Reports:

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

1.5 Continuing Education in Rehabilitation Science (CERS) 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 Education in Rehabilitation Science

Composition:

- CERS Program Director (Chair) (ex officio)
- One Academic Coordinator Clinical Education (ex officio)
- One School of Rehabilitation Science (SRS) faculty member
- Saskatchewan Physiotherapy Association representative (to be determined by SPA)
- Saskatchewan College of Physical Therapists representative (to be determined by SCPT)
- Saskatchewan College of Occupational Therapists representative (to be determined by SCOT)
- Saskatchewan Association of Speech-Language Pathologists and Audiologists representative (to be determined by SASLPA)
- College of Speech-Language Pathologists and Audiologists of Saskatchewan (to be determined by CSASK)
- Saskatchewan Branch of Speech-Language & Audiology Canada (to be determined by SAC-SK)
- Three clinicians involved in clinical education programming across the province (to be determined by ACCE in discussion with CERS Director)
- CERS Program Assistant (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 Program Director of CERS
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 SRS on matters pertaining to continuing education.

2. To assist in needs assessment for rehabilitation science 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:

The CERS Advisory Committee will meet a minimum of 2 times per year and otherwise as required.

Quorum:

As per Section 3.2.4 in the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the SRS 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.

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.

1.6 Executive Advisory Committee

Terms of Reference

Objectives:

1. To advise the Director of the School of Rehabilitation Science on SRS issues related to:
 - 1.1 Communication, public engagement, and student related activities.
 - 1.2 Budget allocation and resource requirements for development of new/revised SRS academic programming.
 - 1.3 Strategic planning including SRS oversight, accreditation, and programs review.

Composition:

- Director (Chair)
- Academic Lead Clinical Education & Community Affairs
- Chair, Admissions Committee
- Chair, Awards Committee
- Chair, Executive Curriculum Committee
- Co-Chair, nistotamawin circle or designate
- Chair, Recruitment Committee
- Program Chairs for MOT, MSLP and MPT programs
- Director, Continuing Education in Rehabilitation Science (CERS)
- Communications and Strategic Initiatives Coordinator (non-voting)
- Manager, Academic Programs and Operations (ex-officio) (non-voting)

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Appointment/Term of Office:

As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws.

Duties

1. To work with SRS committees and program leadership in developing recommendations for School of Rehabilitation Science Faculty Council related to program planning, strategic planning, and priorities.
2. To consult with the Director in determining SRS budget priorities and allocation of funds.
3. To direct activities related to special projects, including SRS accreditation, and program reviews.

4. To provide input to national and international academic and professional activities relevant to the mission of the school.
5. To ensure program outcome measures/tools are reviewed regularly and integrated into program planning as appropriate.
6. To provide direction/input to advance new initiatives for the SRS programs and monitor outcomes of special/new initiatives.
7. To provide direction/input to enhance activities related to communication, fund development, and recruitment of students in the school.
8. To periodically review the School of Rehabilitation Science Bylaws and forward recommendations for revision to School of Rehabilitation Science Faculty Council.
9. To support and advance Truth and Reconciliation, Indigenization, decolonization, and anti-racism initiatives throughout the School of Rehabilitation Science.
10. To support Justice, Equity, Diversity, Inclusion and Accessibility initiatives throughout the School of Rehabilitation Science.

Meetings:

The Executive Advisory Committee will meet a minimum of two (2) times per year and otherwise as required.

Quorum:

As per 3.2.4 of the SRS Faculty Council Bylaws:

"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and stored in the School's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.

4. Confidential information recorded during meetings shall be saved in the School's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.

Reports:

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

1.7 Executive Curriculum Committee and MPT, MOT, and MSLP Curriculum Sub-Committees Terms of Reference

Executive Curriculum Committee (ECC) Objectives:

1. Lead initiative for integration of 3 programs and alignment of curricula.
2. Oversight over curricular changes approved by MPT, MOT and MSLP Curriculum Sub Committees
3. Provide direction to sub committees on alignment of curriculum

MPT, MOT, MSLP Curriculum Sub-Committee Objectives:

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

ECC Composition:

- Full time faculty member or designate (chair)
- 3 Program Chairs
- Academic Lead Clinical Education and Community Affairs (ex officio) or designate

Curriculum Sub-Committees Composition (1 each for MPT, MOT and MSLP):

- Program Chair (chair, ex-officio)
- 2 or more additional full-time faculty from the program and or clinical associate with respective professional designation
- Representative from the Clinical Education Unit
- Up to 2 student members (first and second year, appointed by the Rehabilitation Student Council)
- Admin support (Program Coordinator for each program; ex-officio; non-voting)

Appointment/Term of Office:

1. As per 3.1.4 in the School of Rehabilitation Science Faculty Council Bylaws.
2. Student members will be full voting members (up to 1 vote per program) in attendance at the regular meeting portion. Students will not attend the in-camera portion and thus will not be counted as voting members when determining quorum.

ECC Duties:

1. To receive reports from the Curriculum sub-committees and act on recommendations as required.

2. Receive reports from Sub-Committees regarding curriculum development and evaluation.
3. 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.

Curriculum Sub-Committee Duties:

1. To oversee ongoing curriculum development and curriculum evaluation.
2. To participate in core curriculum development at a national level.
3. To liaise with other committees in the University regarding curriculum issues including advancement of interprofessional curricula.
4. To provide curriculum information for various activities including accreditation and program planning.
5. To monitor and approve changes in course objectives and approve minor changes in curricula.
6. To make recommendations related to major changes in curriculum and forward to Executive Curriculum Committee.

7. To provide information to the MPT, MOT, and MSLP Curriculum Content Advisory Committees and seek input on curriculum development.
8. To regularly review and approve membership of MPT, MOT, and MSLP Curriculum Content Advisory Committees.

Note: Definition and interpretation of *minor* and *major* changes will be consistent with those described in the current University of Saskatchewan Bylaws and Regulations.

Meetings:

The Executive Curriculum Committee shall meet a minimum of twice per year and otherwise as needed.

The MPT, MOT and MSLP Curriculum Sub-Committees will meet monthly between September and May and otherwise as needed.

Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and saved in the school's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members
3. Confidential matters will be handled securely.

4. Confidential information recorded during meetings shall be saved in the school's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.

Reports:

1. The MPT, MOT, and MSLP Curriculum Sub-Committees will report to the Executive Curriculum Committee.
2. The Executive Curriculum Committee reports to the School of Rehabilitation Science Faculty Council.
3. The Chair of the Committee shall report to the School of Rehabilitation Science Faculty Council twice per year.

1.8 Recruitment Committee

Terms of Reference

Objectives:

1. To provide input on the student recruitment strategy for the SRS.
2. To execute the activities outlined in the student recruitment strategy for the SRS.
3. To ensure that SRS graduate programs are widely promoted to prospective students both within and outside of the University of Saskatchewan.

Composition:

- Communications and Strategic Initiatives Coordinator (Chair)
- Recruitment, Admissions and Administrative Coordinator
- Indigenous Initiatives Coordinator
- At least one representative from MPT program (faculty or staff)
- At least one representative from MOT Program (faculty or staff)
- At least one representative from MSLP Program (faculty or staff)
- Additional members may be added on an as-needed basis

Appointment/Term of Office:

As per 3.1.4 in the SRS Faculty Council Bylaws.

Duties

1. Review and provide input on the student recruitment strategy developed by the Communications and Strategic Initiatives Coordinator with support from the Recruitment, Admissions and Administrative Coordinator.
2. Review and provide input on specific recruitment events and activities and engage in decision-making around commitments.
3. Participate in recruitment activities and events as required.

Meetings:

The Recruitment Committee will meet a minimum of 4 times per year and otherwise as required.

Quorum:

As per Section 3.2.4 of the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes shall be recorded and stored in Recruitment Committee folder on Sharepoint.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.
4. Archived after 3 years in Jade.

Reports:

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

1.9 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:

Director or Designate (Chair) (ex officio)

Three full-time faculty members (one from each program)

CERS Director

One MSc, PhD student, and/or one Post-Doctoral Fellow supervised by SRS faculty

Research Facilitator (ex officio; non-voting)

Finance and Research Administrative Coordinator (ex officio; non-voting)

Communications and Strategic Initiatives Coordinator (ex officio; non-voting)

Appointment/Term of Office:

1. 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, student, and research trainee research.
2. Liaise with university advancement and fundraise through private and corporate sponsors.
3. Lobby the College of Medicine Office of the Vice Dean of Research office and Office of the Vice President Research for funding for research opportunities.
4. 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.
5. To engage with rehabilitation clinicians and align research interests, where possible.
6. To recommend strategies and mechanisms to disseminate research-related information.
7. To identify and participate in opportunities, in collaboration with CERS and others in the university and rehabilitation professions, to support translation of research to clinicians and to the broader community.
8. To facilitate strategies for advancing research related graduate programming within the School

Meetings:

Meetings shall be held a minimum of three times per year and otherwise as required.

Quorum

As per Section 3.2.4 in the School of Rehabilitation Science Faculty Council Bylaws:
"The quorum for standing committee meetings is a majority of the voting members."

Minutes:

1. Minutes of all meetings shall be recorded and saved in the school's designated digital repository for institutional records.
2. Minutes will be accessible to all committee members.
3. Confidential matters will be handled securely.
4. Confidential information recorded during meetings shall be saved in the school's designated digital repository for institutional records and destroyed as per the University Archives and Records Management - University Library | University of Saskatchewan.

Reports:

1. This Committee reports to the School of Rehabilitation Science Faculty Council.
2. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council as appropriate.