

School of Rehabilitation Therapy Academic Council

A. Purpose

The purpose of the Academic Council is to administer the academic affairs of the School of Rehabilitation Therapy (SRT) under such regulations as the Faculty Board of the Faculty of Health Sciences, School of Graduate Studies, University Senate and the Board of Trustees may prescribe.

B. Roles and Responsibilities

The Academic Council is the governance body within the SRT. Therefore, its specific responsibilities are to:

- Set and regularly review the strategic direction, mission and priorities of the School,
- Establish, monitor and revise (as needed) all regulations and policies of the School,
- Review and approve any recommendations going from the SRT to the School of Graduate Studies:
 - Courses of study leading to a degree, diploma or certificate,
 - Requirements for admission to a degree, diploma or certificate, and
 - Standards required for the completion of a degree, diploma or certificate.
- Review and approve any recommendations going from the SRT to the Faculty Board,
- Recommend and facilitate (as appropriate) opportunities for knowledge and information exchange regarding factors that may affect:
 - The efficient and effective operations of the SRT and its programs,
 - The achievement of the mission of the SRT, and
 - The pursuit of the vision of the SRT.
- Offer advice to the Director regarding administrative and staffing issues, internal and external relations, advancement/fundraising, promotion, etc.

C. Reporting

1. *Relationship to the Faculty Board*

The Director serves on the Executive Committee of the Faculty Board. On a rotating basis with the Schools of Medicine and Nursing, a faculty member of the SRT will serve as the Chair of the Faculty Board. The Director may be invited to provide a report at the annual Faculty Board meeting, for information purposes. There may be times when a committee of Faculty Board will request the Academic Council to review and approve a policy or procedure prior to presentation to full Faculty Board.

2. *Relationship to the School of Graduate Studies*

Academic Council must approve substantive changes to the admissions process or the curriculum of any of the SRT programs prior to submission of these changes to the School of Graduate Studies. In situations where a quick turn-around is required and members of the Academic Council have been made aware of an issue, electronic votes can be employed to approve motions regarding such changes.

D. Composition

1. *Chair*

The Director of the School of Rehabilitation Therapy shall chair the Academic Council. In the Director's absence, or in a conflict of interest situation, another member of the Academic Council will be delegated as Chair. The Chair shall:

- Set the schedule for and agenda of the Academic Council meetings;
- Preside at Academic Council meetings;
- Ensure that the rules and procedures of the Academic Council are observed and that order is maintained;
- Be the official spokesperson for the Academic Council to the School of Graduate Studies, the Faculty Board, and other University governing bodies.

2. *Secretary*

The Administrative Manager or delegate shall serve as Secretary. The Secretary shall:

- Assist the Chair in the preparation of the schedule and agendas for the meetings of the Academic Council;
- Prepare minutes of the Academic Council proceedings;
- Circulate the agenda and supporting material, and minutes of the Academic Council, as well as relevant documentation to members and other designated persons;
- Maintain an official and permanent record of all agendas, minutes and supporting material of the Academic Council;
- Follow up on resolutions and decisions of the Academic Council by notifying appropriate bodies and individuals of decisions made;
- Ensure that policies approved by Academic Council are added to the School Organization and Governance document.

3. *Voting Members*

Voting members of Academic Council include:

- Tenured, tenure-track and continuing adjuncts in the unit;
- Research Chairs or other special research faculty appointments with greater than a 1 year appointment;
- Term adjuncts with benefits (≥ 2 year contract);
- President of the Rehabilitation Therapy Society or delegate;
- Student Senator;
- A student representative from the Research and Post-Professional Programs;
- Administrative Manager; and
- An additional representative of the School staff.

4. *Observers and Guests*

All term adjuncts without benefits are welcome to attend in the proceedings of Academic Council but are not obligated to so, consistent with the collective agreement. The Manager of the Physical Therapy Clinic or delegate, and Library Liaison, will be sent the agenda for information, and are welcome to attend. From time to time, the Chair of Academic Council may invite guests to present at or participate in the meeting. Observers and guests will not have voting privileges.

E. Meetings

At minimum, Academic Council meetings will be held in September, November, January, March and May. Meetings will be scheduled for 75 minutes. Special meetings may be called at the discretion of the Chair.

1. Purpose

The purpose of these meetings is to discuss and vote on governance issues for the SRT.

2. Agenda

The agenda will be set by the Chair, in consultation with the Leadership Team and the Administrative Manager. Any member of the Academic Council may recommend an item for the agenda. Items should be submitted to the Chair for inclusion on the agenda no later than the Friday prior to the meeting date.

The agenda shall be in the hands of members at least two working days prior to the meeting. Notice of special meetings, together with the agenda, shall normally be in the hands of the members at least 48 hours prior to the meeting but in cases of emergency the Director may call a meeting at any time.

All materials contained in agendas, reports or minutes, which are declared “confidential”, shall be clearly marked CONFIDENTIAL, and so indicated by the Chair during the meeting and treated accordingly.

Academic Council uses a Consent Agenda. Items in the consent portion of the agenda can be pulled for discussion if requested by a member at the time of the motion for adoption of the regular and consent agendas. Items that are not pulled will not be discussed at the meeting.

Standard agenda items will include:

- Announcements
- Adoption of the Regular and Consent Agendas
- Consent Agenda
 - Adoption of the Minutes
 - Occupational Therapy Program Reports
 - Physical Therapy Program Reports
 - Research and Post Professional Program Reports
 - Staff Report
 - Reports from Faculty who serve as SRT representatives to:
 - FHS CPD Advisory Committee
 - FHS Educational Awards Committee
 - FHS Educational Scholarship Advisory Committee
 - FHS Faculty Development Advisory Committee
 - FHS Fellowship Committee
 - FHS Global Health Advisory Committee
 - ICACBR Scientific Advisory Board
 - FHS Interprofessional Education Committee
 - FHS Library Advisory Committee
 - FHS Nominating and Procedures Committee
 - FHS Research Advisory committee

- FHS Undergraduate Curriculum Committee
 - GSK Clinical Education Centre Advisory Committee
 - Senate
- Rehabilitation Therapy Society;
- Research and Post-Professional Student Report
- Regular Agenda
 - Report from the Director and Leadership Team
 - Business arising from Minutes
 - New Business
 - Closed session (if necessary)

3. *Minutes*

The Secretary will take full minutes of every business meeting and maintain a copy for the official School records. With the exception of those portions of meetings declared confidential, the minutes of Academic Council meetings will be accessible to all persons and bodies who request them. The minutes of Academic Council meetings will be circulated to all members and are subject to approval at the next Business Meeting. Minutes will also be made available to the University Secretariat and such other persons as may be authorized by the Director.

4. *Notice of Motions, Voting and Quorum*

A notice of motion will precede all motions and resolutions of substance, for example, new or changed policy, curriculum changes, or recommendations going to Faculty Board or School of Graduate Studies. The notice will be circulated in writing with the agenda and include background information needed for informed voting. Voting shall normally be by a show of hands. A majority vote is the method for acceptance. Quorum will be 60% of the voting members of Academic Council.

5. *Business Meeting Attendance*

Regular attendance is expected of the voting members of the Academic Council.

6. *Closed sessions*

Cameras and recording devices are not permitted at Academic Council meetings. If an agenda item is confidential and should be discussed in a closed session, non-voting members, and visitors shall leave the meeting unless requested by the Chair to remain.

F. *Ad-hoc sub-committees*

To facilitate the work of Academic Council, the Chair may set up ad-hoc committees to address specific issues influencing the governance or administration of the School or its programs, or influencing the experiences of faculty, staff, students or School stakeholders. Terms of reference for ad-hoc committees will be set by the Director, in consultation with the Leadership Team. Reports from Ad-Hoc committees will be included in the Regular Agenda of Academic Council.