School of Rehabilitation Therapy
Organization and Governance

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Purpose

The purpose of this document is to provide faculty, staff, students and other stakeholders of the School of Rehabilitation Therapy with an explanation of the organizational structure, governance, and operational processes of this unit and its constituent programs (OT, PT, RHBS).

This document has 5 major sections:

- Organizational Charts
- Governance
- Roles and Committees focused on School Operations
- Committees Governed by the QUFA Collective Agreement
- Committees focused on Program Operations
The reporting structure for the faculty and staff of the School of Rehabilitation Therapy is depicted in the graphic below. The members of the School are ultimately accountable to the Dean, Faculty of Health Sciences.

The black lines in the graphic depict direct reporting lines for issues such as budget/financial accountability, workload, vacation requests and day-to-day operations. The broken red lines depict functional relationships, for example, to obtain input on task priorities and allocation of time.
I. Committee Structure and Reporting (Approved by Academic Council - May 2nd, 2013)

The reporting structure for committees within the School of Rehabilitation Therapy is depicted in the graphic below. Accountability and reporting for committees depends on the nature of the tasks being performed. Some activities are reported for information purposes only, while others are reported to obtain approvals. The specific details for each committee, its tasks and reporting processes are provided later in this document. Of key importance is that some reporting structures end with the School of Graduate Studies, while others end with the Dean of the Faculty of Health Sciences.
II. Updated Committee Structure and Reporting (Approved by Academic Council – March 20th, 2014)

This committee is chaired by the Director, and makes a recommendation to the Dean.

These committees make recommendations to the Director, who then makes a recommendation to the Dean.

These committees are given parameters by the Director, and give the Director recommendations. Workload standards must be submitted to QUFA, and are given to the Dean for information.
Governance of the SRT

I. Academic Council (Approved October 17, 2013)

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
   Through the Director, there is a regular annual report of SRT activities to the Faculty Board. 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. Some program level changes that are submitted to the School of Graduate Studies that do not need to be approved by Academic Council (e.g., course descriptions). These types of changes should be included in program level reports to the Council for information.
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 Coordinator shall serve as Secretary. In the absence of the Secretary, the Chair shall appoint another member of the committee to 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 policy manual.

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 Rehabilitation Science program;
- Administrative Coordinator; 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. 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 on the first Thursday of October, December, March and May. Meetings in October and March will be scheduled for no longer than 90 minutes and will include both a business meeting and an information exchange forum. Meetings in December and May will be scheduled for 75 minutes and will only include a business meeting. Additional meetings (either business or information exchange) may be called at the discretion of the Chair.

1. **Business Meeting**

The purpose of the business meeting is to discuss and address governance issues for the SRT. Any decisions that require voting will be done during this portion of the meeting.

2. **Business meeting agenda**

The agenda will be set by the Chair, in consultation with the Leadership Team and the Administrative Coordinator. 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.

Standard agenda items will include:
- Adoption of the agenda
- Adoption of the minutes
- Business arising from minutes
- New business
  - Priority will be given to motions and recommendations that must go to Faculty Board or School of Graduate Studies to meet a deadline
- Highlights from Written Reports

The Leadership Team and each program will provide a written report to the Secretary of the Academic Council and these reports will be distributed to the members prior to the meeting.

Voting members who represent a stakeholder constituency or who represent the SRT on external committees within the university will also be asked to provide a written report; the focus of reports should be on items that may influence governance or operations of the SRT or one of its programs. These members include:
- President of the Rehabilitation Therapy Society;
- Student representative from the Rehabilitation Science program;
- Staff representatives;
- Faculty who serve as SRT representatives to:
  - Bracken Library
  - CEC
- Senate
- FHS Simulation committee
- FHS CPD committee
- FHS Research Advisory committee
- FHS Educational Awards committee

Highlights of the reports will be presented by the representatives at the meeting, time permitting.

3. **Business Meeting 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. They 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 meetings**

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, visitors and students shall leave the meeting unless requested by the Chair to remain.

**F. Information Exchange Forum**

The purpose of the information exchange forum is two-fold: (1) to engage clinicians, community organizations and people with disabilities in our education and scholarship, and (2) to make meaningful contributions to the work of our collaborators locally, nationally and internationally.

1. **Forum agenda**

The agenda will be set by the Chair, in consultation with the Leadership Team. Any individual or group who has a stake in the educational, scholarly or service activities of the members of the SRT may recommend an item for the agenda. Items may reflect, but are not limited to, issues or updates from the university or SRT (e.g., program changes) or from the community (e.g., collaborating organizations, Kingston, national trends). To promote maximum participation and engagement in the forum, agendas will be set at least 4 weeks in advance of the meeting to allow adequate communication about the meeting. A standard agenda will not be used to allow flexibility in the format of the discussions.
2. **Forum Minutes**

The Secretary will make note of discussion highlights so that issues that require follow-up can be addressed by the appropriate member or group within the SRT.

3. **Forum Attendance**

In addition to the voting members of the Academic Council business meeting, regular invitees to the forum will include:

- Term adjuncts without benefits;
- Cross-appointees;
- Clinic manager, or delegate;
- Director or delegate, International Centre for the Advancement of Community Based Rehabilitation (ICACBR);
- Director or delegate, Canadian Institute for Military and Veteran Health Research;
- Representative from the OT fieldwork liaison committee;
- Representative from the PT fieldwork liaison committee;
- Library representative;
- Manager, Glaxo-Wellcome Clinical Education Centre, and
- Director of OIPEP, or delegate.

Invitations to participate in the forum will be extended to additional individuals or groups, based on the items on the agenda. Invitations will be extended by the Director or a delegate.

**G. 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 agenda of Academic Council.
Roles and Committees focused on School Operations

I. Roles

A. Director
The Director is ultimately responsible for matters pertaining to the administration and management of personnel, programs, space and fiscal matters of the School of Rehabilitation Therapy. The Director is directly accountable to the Dean of the Faculty of Health Sciences.

1. Areas of responsibility
   
   i. Strategic Planning and Direction
   The Director is responsible for facilitating the development and regular review of the strategic direction, mission and priorities for the School, in collaboration with faculty, staff, students and other key stakeholders. The Director is also responsible for developing the goals, objectives, outcome measures and specific implementation plans for the School’s strategic direction and priorities, as well as for ensuring that these administrative tools fit within the overall strategic framework of the Faculty of Health Sciences and the University as a whole.

   ii. Educational Programs
   The Director is responsible for the development, implementation, and regular review of school-wide policies that affect the operations and management of the School in general, or that affect all educational programs and students in the School. Policies that are program-specific are the responsibility of the respective Associate Directors (Occupational Therapy; Physical Therapy; Rehabilitation Science Programs) with the knowledge of/consultation with the Director. Examples of school-wide policies may include, but are not exclusive to:
   
   - Ensuring external standards (e.g., accreditation, QUQAPS) are being met;
   - Responding to student appeals;
   - Advising and counselling students;
   - Using space and other school resources;
   - Marketing the school (e.g., website content and design);
   - Supporting students for conference travel (e.g., student experience fund), and
   - Facilitating the day-to-day operations of the School.

   iii. Personnel
   The Director is responsible for:
   
   - Conducting annual merit reviews for all continuing adjunct, tenure-track and tenured faculty;
   - Conducting annual reviews of staff who are at Grade 10 or above;
   - Conducting the annual review of the Administrative Coordinator;
   - Facilitating opportunities for faculty and staff development;
   - Collaborating with the Associate Directors to establish annual workload assignments;
   - Identifying resource needs to ensure effective and efficient School operations (budget, personnel, space, etc.);
   - Overseeing recruitment of new faculty and staff.
iv. **Financial and Budgetary Issues**
The Director is responsible for the development of an annual budget, monitoring and approving all expenditures, and developing and pursuing opportunities for revenue generation, including through liaison with the Office of Advancement.

v. **Administration**
The Director is responsible for ensuring that the School is operating in ways that are consistent with its own policies and procedures, as well as broader policies, procedures and regulations set by the relevant Collective Agreements, the Faculty of Health Sciences, and the University in general.

vi. **School Representation**
The Director represents the School on Faculty, University and external committees as required.

B. **Associate Directors**
There are three Associate Directors in the School of Rehabilitation Therapy, one for each program: Occupational Therapy, Physical Therapy, and Rehabilitation Science. Associate Directors are responsible for the day-to-day management of their respective programs. Associate Directors report directly to the Director of the School of Rehabilitation.

Associate Directors are appointed for a three year term, normally beginning July 1st.

1. **Process for appointing Associate Directors**
Selection and appointment of Associate Directors will be made by the Director in consultation with the members of the Leadership team, the faculty and the staff of SRT. Whenever possible, an Associate Director should be a tenured faculty member with a PhD so as to maximize internal and external credibility for the program. Additional considerations should include: past administrative experience and performance, SRT and program management needs, and career goals of potential candidates.

2. **Areas of Responsibility**
   i. **Educational Program**
   At a program level, the role and responsibilities of each Associate Director are to:
   - ensure external standards (accreditation, professional associations) are being met;
   - oversee admissions process as per School’s policies;
   - review and make recommendations for program curriculum;
   - meet regularly with the student representatives to ensure effective communication;
   - review admission criteria;
   - advise and counsel students on matters related to the program; and
   - facilitate the day to day operation of the program.

   ii. **Personnel**
   At a program level, the roles and responsibilities of the Associate Directors are to:
   - identify the needs of the program for purposes of faculty and staff recruitment;
   - participate in advertising for and recruiting of new faculty;
   - as a member of the Leadership Team, advise and assist the Director to:
     o allocate teaching, research and service assignments,
     o complete annual performance appraisals,
• plan faculty and staff development, and
• review applications for sabbatical or negotiated leaves.
• work with the Administrative Coordinator to meet the staff support needs of the program.

iii. Financial and Budgetary Issues
As a member of the Leadership Team, advise and assist the Director in the development, implementation and monitoring of the School’s budget.

iv. Administration
At a program level, the roles and responsibilities of the Associate Directors are to:
• make calendar revisions;
• determine timetables;
• review the Adjunct 1 appointment list;
• Chair the Program Committee;
• sit as an ex officio member of all Program Committees; and
• attend to correspondence and general administration of the Program.

v. Program Representation
At a program level, the roles and responsibilities of the Associate Directors are to:
• Act as Graduate Coordinator of their respective programs in the School of Graduate Studies
• Represent the program on School, Faculty, School of Graduate Studies, and University Committees
• Represent the program on external committees or agencies, for example Professional Colleges, Council of Ontario Universities.

C. Administrative Coordinator
The Administrative Coordinator is responsible for the day-to-day management of the staff and functions that support the administration and operations of the School and its programs. The Administrative Coordinator reports directly to the Director of the School of Rehabilitation.

1. Areas of Responsibility
   i. Management and Administration
• Provide administrative support to the Director, which includes, but is not exclusive to:
  o Correspondence, scheduling, university liaison, personnel committees, faculty renewal/tenure/promotion and faculty leaves.
• Act as the secretary for:
  o Leadership Team,
  o Academic Council;
  o Renewal/Tenure/Promotion Committee;
  o Appointments Committee;
  o Modified Appointments Committee; and
  o Term Adjuncts Appointments Committee.
• Manage School’s administrative procedures, which includes:
  o Interpreting and implementing procedures, policies and standards for the School.
  o Recommending changes to standards and procedures of operation of the School to facilitate efficient service delivery and productivity.
Consulting with peers and supervisors to gather information and perspective.

- Serve as departmental contact and a resource person for faculty and staff, which includes:
  - Ensuring flow of information out of department to other units and outside agencies.
  - Monitoring flow of information into department.
  - Redirecting or presenting information to others as necessary.
- Act on information as appropriate, including resolving problems and complaints. Compose reports and briefings.
- Assume responsibility for physical aspects of the building, including space allocation, physical upkeep of office, security, renovation and safety issues.

**ii. Personnel and Human Resources**
- Process contracts for Faculty Members, Term Adjuncts, Academic Assistants, Teaching Assistants and Teaching Fellows.
- Perform human resources duties, which includes:
  - Hiring and firing of staff (in consultation with the Director),
  - Training,
  - Scheduling and coordinating activities,
  - Evaluating performance,
  - Delegating tasks as required;
  - Resolving conflicting work priorities; and
  - Provide guidance, support and advice to staff to promote a team concept.

**iii. Financial and Budgetary Issues**
- Collaborate with the Director to supervise the financial functioning of the School and the Physical Therapy Clinic, which includes:
  - Preparing annual budget allocations and projections,
  - Monitoring resource allocation,
  - Administering operating and trust accounts,
  - Maintaining financial records, and
  - Analyzing data to prepare reports and statements.

**D. Nominations Officer**
The School representative for the Nominations Committee of the Faculty Board will be the Nominations Officer for the School. This person will be elected by the faculty, endorsed by Academic Council and then his/her name will be forwarded for approval to Faculty Board. The Nominations Officer position will a two year term with the possibility of renewal for one extra term.

1. **Areas of Responsibility**
   - Represent the School on the Nominations Committee of the Faculty Board of the Faculty of Health Sciences and to oversee the annual spring recruitment of members for positions on Faculty Board Committees
   - As requested and in consultation with the Leadership Team, oversee the recruitment of members for positions on Academic Council or its ad-hoc committees
   - Recruit members for other positions as requested by the Academic Council or the Leadership Team
• Maintain records of all members serving on committees of the University, Faculty or School and to review the membership on a regular basis to ensure that the School is represented.

II. Committees

A. Leadership Team

1. Purpose

The purpose of the Leadership Team is to ensure that day-to-day operations of the School of Rehabilitation Therapy are effective, efficient and consistent with the directions set out by the strategic plan.

2. Roles and Responsibilities

The Leadership Team is the primary management group of the School of Rehabilitation Therapy. Therefore, its specific responsibilities are to:

- Advise and assist the Director in the day-to-day management and administration of the School, including: staffing needs, allocation of workloads, faculty and staff development, general administration, technology, cross appointees, space allocation, budget and expense approval, policy development and implementation, implementation and evaluation of strategic objectives, etc.
- Facilitate communication across the programs, and between the programs and the Director,
- Review and prepare regulations, policies, guidelines and procedures for presentation to Academic Council,
- Initiate agenda items for Academic Council;
- Provide the Director with short-term or emergency consultation, as needed.

3. Reporting

The Leadership Team has an indirect reporting relationship to the Academic Council by virtue of:

- Initiating agenda items for the Council;
- Reviewing and preparing regulations, policies, guidelines and procedures for presentation to Academic Council.

4. Composition

The Leadership Team will be made up of the Director of the School of Rehabilitation Therapy, each of the Associate Directors, the Administrative Coordinator, and an elected representative from the faculty. The Director may invite guests to present at or participate in the meeting. The Director will ordinarily chair the meeting.

5. Meetings

iv. Frequency and Duration

Typically, the Leadership Team will meet every other week for 90 minutes. In cases of emergency, the Director may call a meeting at any time. If there are no pressing issues, the Director reserves the right to cancel a meeting. In July and August, meetings will be less frequent.
v. Setting the agenda and giving reports

There will be no standard agenda for the Leadership Team. All members may recommend an item for the agenda. Faculty, staff and students may also identify potential items by asking the Director or other member of the Leadership Team to raise an issue for discussion.

Items should be submitted to the Director for inclusion on the agenda no later than the Monday prior to the meeting date. The agenda shall be in the hands of members at one working day prior to the meeting. All materials contained in agendas, reports or minutes, which are declared “confidential”, shall be clearly marked CONFIDENTIAL, and so indicated by the Director during the meeting and treated accordingly.

vi. Minutes

The Administrative Coordinator or a delegate will take brief notes at every meeting. One copy shall be maintained by the Administrative Coordinator as part of the official School records. With the exception of those portions of meetings dealing with cases of individuals and declared confidential, the minutes of Leadership Team meetings will be accessible to all persons and bodies who request them. The minutes of Leadership meetings will be posted on QShare and are subject to review and correction by any member of the Leadership Team.

vii. Motions

Not applicable to the Leadership Team meetings.

viii. Attendance

Regular attendance is expected of the members of the Leadership Team. Quorum and Closed sessions do not apply to the Leadership Team meetings.

ix. Ad-hoc sub-committees

Members of the Leadership Team may identify issues or topics that require the input of other members of the School of Rehabilitation Therapy or its stakeholders. If this occurs, the Director may initiate an ad-hoc committee to address the issue and bring a report back to the Leadership Team.

B. Student Appeals Committee

1. Purpose

The purpose of the Student Appeals Committee is to respond to and adjudicate academic problems that have been identified by students, regarding academic assessments, decisions or regulations based on procedural grounds, consistent with the School of Rehabilitation Therapy Policy on Appeals Against Academic Decisions.

2. Roles and Responsibilities

- Review appeal cases, following the policies of the SRT and SGS
- Make determinations about the grounds of the appeal
- Share findings with student, copying the SGS and the Associate Director
3. **Reporting**

   i. **Relationship to Faculty Board**
   There is no relationship between the Student Appeals Committee and the Faculty Board.

   ii. **Relationship to the School of Graduate Studies**
   The Student Appeals Committee follows the processes and procedures outlined by SGS regarding appeals against academic decisions.

4. **Composition**

   The membership will be the Director of the School, two full-time faculty members within the School, who are not directly involved with the issue being appealed, one faculty member who is external to the SRT or a cross-appointee. The Director of the School of Rehabilitation Therapy shall be the Chairperson, unless she/he is the instructor involved in the student appeal. The Administrative Coordinator shall serve as Secretary.

5. **Meetings**

   i. **Frequency, Duration and Agenda**
   Meetings, their duration and agenda will be set by the Chairperson upon receipt of a student appeal, in keeping with the policies and procedures of the School of Rehabilitation Therapy and the School of Graduate Studies.

   ii. **Minutes and Documentation**
   The minutes will include a record of who attended the meeting, the meeting date and time, and the decision of the committee with a brief rationale, directly related to the grounds of appeal. All minutes should be marked confidential.

   The decision letter to the student shall be reviewed and approved by all members of the Committee and the University lawyer, if deemed necessary by the members of the Committee, prior to being sent to the student.

   iii. **Motions**
   All motions and resolutions will occur in the context of the meeting to support/document decisions.

   iv. **Voting**
   Voting shall normally be by a show of hands. Decisions must be unanimous.

   v. **Attendance**
   Student appeals committee meetings cannot proceed without the attendance of all members. All meetings will be closed.
Committees Governed by the QUFA Collective Agreement

Several committees within the School of Rehabilitation Therapy are governed by the QUFA Collective Agreement. They include:

I. Appointments Committee
II. Modified Appointments Committee
III. Term Adjuncts Appointments Committee
IV. Renewal, Tenure/Continuing Appointments and Promotion Committee
V. Workload Standards Committee

Rather than reiterating the details of the Collective Agreement in this document, only School specific information regarding these committees is included here.

I. Appointments Committee (Approved by Academic Council - March 6, 2014)

The Appointments Committee is governed by Article 25 of the Queen’s University Faculty Association and Queen’s University Collective Agreement May 1, 2011 to April 30, 2015.

Although the Collective Agreement allows the Appointments Committee to also be the Standing Renewal, Tenure/Continuing Appointment and Promotion (RTP/RCP) Committee (Article 30), the School of Rehabilitation Therapy has historically constituted two separate committees.

In addition to the procedures and regulations outlined by the Collective Agreement, the following applies to the School of Rehabilitation Therapy Appointments Committee:

A. Membership

The membership of the Appointments Committee in the School of Rehabilitation Therapy will include:
- The Director of the School, who will act as Chairperson,
- Four elected members of the Bargaining Unit, two each from Occupational Therapy and Physical Therapy, representative of rank, profession, appointment type and gender where practical,
- One (optional) appointed faculty member from outside the unit, if advantageous for the position being filled (e.g., a senior faculty position or a research chair),
- One student representative from the Graduate Program (Rehabilitation Science),
- The Administrative Coordinator of the School shall act as secretary and is a non-voting member of the committee.

One of the elected members of the Appointments Committee shall have explicit responsibility for the Committee adhering to the rules and practices that assure equity per Article 24.

B. Process and Procedures

- Each applicant shall be asked to submit a letter of application, current curriculum vitae, and a list of at least three referees who can best assess the applicant’s academic and professional performance. If appropriate for the position, the candidate may also be asked to submit a teaching dossier. The referees shall not be members of the Appointments Committee.
• All members of an Appointments Committee shall attend all meetings, except in extenuating circumstances, in order to vote.
• Each short-listed candidate shall be invited to visit the campus and to make a presentation based on his/her scholarly endeavours. The visit shall include required meetings with:
  o the Director of the School of Rehabilitation Therapy;
  o the Chair of the Professional Program of concern;
  o the members of the Program of concern;
  o student representatives from the Program of concern and from the Graduate Program (Rehabilitation Science) and
  o members of the Appointments Committee.
• The visit may also include meetings with (as appropriate for the position):
  o the Chair of the Graduate Program (Rehabilitation Science);
  o specific members of the School of Rehabilitation Therapy, based on the candidate’s research or teaching;
  o members from other collaborative departments, as requested by the candidate;
  o associated clinical professionals, as;
If a member of the Committee cannot be available for the Committee’s interview, it is essential for that individual to arrange to meet the candidate on an individual basis during the candidate’s visit.

II. Modified Appointments Committee (Committee to Assess General Right of Reappointment (GRoR) and Continuing Adjunct Appointment Applications)

The Modified Appointments Committee is governed by Article 25 of the Queen’s University Faculty Association and Queen’s University Collective Agreement May 1, 2011 to April 30, 2015.

A Modified Appointments Committee shall be established no later than January 31 for the purpose of making recommendations on the granting of a General Right of Reappointment (GRoR) and Continuing Adjunct Appointments. The Modified Appointments Committee shall be the standing Appointments Committee as described in Article 25.5.1(a), except it shall be chaired by someone other than the Director. The Director shall recuse her/himself from the Committee for applications to General Right of Reappointment (GRoR)

III. Term Adjuncts Appointments Committee

The Term Adjunct Appointments Committee is governed by Article 25.10 of the Queen’s University Faculty Association and Queen’s University Collective Agreement May 1, 2011 to April 30, 2015.

The membership of the Term Adjunct Appointments Committee shall be the Director (or designate), and two elected members.

All committee members must have taken the General Equity Training. One of the elected members of the Term Adjunct Appointments Committee shall have explicit responsibility for the Committee adhering to the rules and practices that assure equity per Article 24.
IV. Renewal, Tenure and Promotion Committee

The Renewal, Tenure and Promotion Committee is governed by Article 30 of the Queen’s University Faculty Association and Queen’s University Collective Agreement May 1, 2011 to April 30, 2015.

The membership of the Renewal, Tenure and Promotion Committee shall be three members of the Bargaining Unit, who shall be tenure-track or tenured members. The Director shall be excluded from the Committee. A representative from a related or cognate unit may be invited to serve on the Committee (Article 30.2.1). The Committee shall elect its own Chair. All committee members must have taken the General Equity Training. A member of the committee must have Employment Equity Representative Training and be designated as the equity representative as per Article 24.

V. Workload Standards Committee

The Workload Standards Committee is governed by Article 37 of the Queen’s University Faculty Association and Queen’s University Collective Agreement May 1, 2011 to April 30, 2015.

In the School of Rehabilitation Therapy the membership of the Workload Standard Committee shall two tenure/tenure track (members with an appointment of 50% FTE or more), one representing Occupational Therapy and one representing Physical Therapy; one Continuing Adjunct faculty member representing either Occupational or Physical Therapy (members with an appointment of 50% FTE or more). Members of the Committee will elect its own Chair. The term office will be three years with the option for one time renewal.

A proposal for the Unit’s original Workload Standard and any proposed alteration of an existing Workload Standard as a result of a review shall be formulated by the Workload Standards Committee. This Committee shall conduct any review initiated under Article 37.1.6. The Committee shall invite the Director to inform it on the academic program obligations of the School, and/or resources and any other relevant matters.
Committees Focused on Program Operations

I. Occupational Therapy Program (all OT committees are pending approval by the OT program committee)

A. Occupational Therapy Program Committee

1. **Purpose**

   The purpose of the Occupational Therapy Program Committee is to develop and maintain a rigorous professional graduate program that meets or exceeds accreditation standards and runs effectively and efficiently within the context of the School of Rehabilitation Therapy.

2. **Roles and responsibilities**

   - Implement policies and procedures as outlined by Academic Council.
   - Assure that the program structure and curricula meet professional accreditation requirements.
   - Advise and assist the Chair, Occupational Therapy Program on the day to day administration of the program.
   - Review curricula including fieldwork on an annual basis, ensuring that requirements as mandated by accrediting and professional organizations are met and make recommendations for curricula change to Academic Council and School of Graduate Studies as appropriate.
   - Review admission policies on an annual basis and make recommendations for change to Academic Council.
   - Screen students for admission to the program annually, following the policies established by Academic Council, and make recommendations for acceptance to the School of Graduate Studies.
   - Review recommendations forwarded from the Fieldwork Liaison Committee and make recommendations regarding changes in fieldwork to Academic Council.
   - Assume responsibility for preparation of all materials necessary for Program accreditation.
   - Ensure that significant information relevant to occupational therapy education and research is presented for information and discussion.
   - Other tasks as assigned by Academic Council or the Director of the School of Rehabilitation Therapy.

3. **Reporting**

   i. **Relationship to the Faculty Board**

      Committee decisions that involve changes to policy will be reported to the Director, School of Rehabilitation, who will report to Faculty Board as appropriate.

   ii. **Relationship to the School of Graduate Studies**

      The Occupational Therapy Program Committee reports to Academic Council for items identified under “Roles and Responsibilities.” Committee decisions involving changes to curriculum will be reported to the School of Graduate studies by way of the Faculty of Health Sciences Graduate Council by the Associate Director (Occupational Therapy Program) or his/her delegate.
4. **Composition**

The members of the Committee will include:

- All full-time members of the Occupational Therapy Program,
- All continuing adjunct members of the Occupational Therapy Program
- The Director of the School of Rehabilitation Therapy (ex-officio);
- The Associate Director (Physical Therapy Program) (ex-officio); and
- The Associate Director (Rehabilitation Science Program) (ex-officio).

Part time term adjunct faculty, although not required to be part of the Committee by virtue of the Queen’s University Faculty Association Collective Agreement, may sit as non-voting members of the Committee at the invitation of the Chair. Occupational Therapy student representatives from each year will be invited to attend a meeting at least twice annually, once in the fall and once in the winter/spring.

The Associate Director (Occupational Therapy Program) will maintain contact with student representatives to seek student input and to develop issues to be addressed by the Occupational Therapy Program Committee.

The Associate Director (Occupational Therapy Program) will act as chairperson for this committee.

5. **Meetings**

   i. **Frequency and duration**
   
   Meetings will typically be held monthly from September to June, and must be held a minimum of 6 times during the academic year.

   ii. **Setting the agenda**
   
   All Committee members will be invited to contribute agenda items. Agenda items should normally be submitted at least 24 hours before the meeting, although the Chair will invite additional items from the floor at the beginning of the meeting. Class representatives of each year of the professional programs are welcome to submit agenda items and attend meetings to address these issues.

   iii. **Minutes**
   
   The Program Assistant, Occupational Therapy will be responsible for recording minutes and circulating minutes and agendas to all members of the committee (including ex-officio).

   iv. **Motions**
   
   Motions are required for any decision that affects policy or has major financial implications. Motions may be tabled or seconded by any Committee member. A motion is passed with approval from a simple majority of those members present.

   v. **Attendance**
   
   All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.
vi. Ad-hoc sub-committees
The Program Committee may from time to time designate subcommittees to address emerging issues for a designated time period.

B. Occupational Therapy Student Progress and Awards Committee, including Fieldwork Education

1. Purpose
The Student Progress and Awards Committee (Occupational Therapy) of the School of Rehabilitation Therapy meets at least three times per year, according to its terms of reference, to review student performance and make recommendations regarding awards, degree completion, repeat examinations, repeat courses withdrawal from the program, and other matters related directly to the progress of students in the program as relevant. All meetings are held “in camera” and minutes are confidential.

2. Roles and responsibilities
- Review academic records of all students within the Occupational Therapy Program at the end of the academic blocks, especially those that precede fieldwork education, and make recommendations.
- Forward recommendations to the School of Graduate Studies with respect to standing, degree completion, awards, repeat examination or repeat course recommendations or requirement to withdraw from the program.
- Submit degree completion forms to the School of Graduate Studies for approval and transmission to Senate.
- Recommend to the School of Graduate Studies such changes in policy or practice as it may deem appropriate.
- Deal with personal or academic issues of individual students impacting progress in the program as required (refer to section 6 below).

3. Reporting
The Student Progress and Awards Committee (Occupational Therapy) reports to the School of Graduate Studies, as needed, through the Associate Director (Occupational Therapy Program).

4. Composition
All full time Occupational Therapy Program faculty members and part-time faculty as determined by the Associate Director (Occupational Therapy Program) will be members of this committee.

The Associate Director (Occupational Therapy Program) or delegate shall act as Chairperson.

5. Meetings
   i. Frequency and duration
Meetings of the Student Progress and Awards Committee (Occupational Therapy) are scheduled as follows:
- mid- to late September: to review student records for the purposes of allocating awards to graduating students and to students entering second year based on first year performance;
- following academic blocks 2, 8 and 6,13; and
any other time a significant student progress issue arises that the Chair deems appropriate for Committee rather than individual instructor decision; such issues may also be added to the agendas of regularly scheduled Occupational Therapy Program meetings.

- The duration of the meeting(s) will depend upon the anticipated discussion, but generally will be 1 hour in duration.

  ii. Setting the agenda
  The agenda is set by the Associate Director (Occupational Therapy).

  iii. Minutes
  Minutes are taken by the Occupational Therapy Program Assistant or delegate.

  iv. Motions
  All motions and resolutions will occur in the context of the meeting to support/document decisions.

  v. Attendance
  A minimum of 50% of the eligible members will constitute quorum.

  vi. Ad-hoc Subcommittees
  The Committee may from time to time designate subcommittees to address emerging issues for a designated time period.

C. Program Development and Evaluation Committee (MScOT)

1. Purpose
The purpose of the Occupational Therapy Program Development and Evaluation Committee is to develop and monitor indicators of success in meeting identified curricular and program goals. The Committee will report regularly to the Occupational Therapy Program Committee on its findings, and will make recommendations for continuous program development and improvement.

2. Roles and responsibilities

- Advise the Occupational Therapy Program (Program) in the area of program development and evaluation
- At the request of the Program, review and make recommendations on program development and evaluation issues, ensuring that the recommendations are in keeping with: a) the educational vision, mission and goals of the Program; b) the professional accreditation requirements; advancements in professional and education theories, practice and/or trends; and the relevant concerns of stakeholders (e.g., costs); report to the OT Program detailing the review and the recommendations.
- Liaise with the Occupational Therapy Program Committee and the Occupational Therapy Program Curriculum Committee when needed to ensure consistency across the Program
- Consult with relevant stakeholders and/or experts as needed
- Collect and analyze Program evaluation data to provide evidence of meeting Program standards
3. **Reporting**

The Occupational Therapy Program Curriculum Committee reports to the Occupational Therapy Program Committee, with a formal report at the October meeting of the Occupational Therapy Program Committee. All evaluation information shared with and by the Committee will be considered confidential unless otherwise indicated.

**i. Relationship to the Faculty Board**
Committee decisions that involve changes to policy will be reported to the Director, School of Rehabilitation, who will report to Faculty Board as appropriate.

**ii. Relationship to the School of Graduate Studies**
This Committee reports to the Occupational Therapy Program Committee. Decisions that are made by the Program Committee involving changes to curriculum will be reported to the School of Graduate Studies by way of the Faculty of Health Sciences Graduate Council through the Associate Director (Occupational Therapy Program) or his/her delegate.

**iii. Composition**
- two members of the Occupational Therapy Program appointed by the Occupational Therapy Program Committee;
- two student representatives, one from each year of the Program, appointed by the Rehab Society;
- two clinicians appointed by the Occupational Therapy Program Committee, and;
- one community member with a disability appointed by the Occupational Therapy Program
- The Associate Director (Occupational Therapy Program) will be ex-officio member of the Committee

One of the two members of the Occupational Therapy Program appointed by the Occupational Therapy Program Committee will act as chairperson for this committee. The term of office will normally be two years. When possible, staggered terms of two years will normally be in place. Terms will be renewable twice.

4. **Meetings**

**iv. Frequency and duration**
The Committee will meet a minimum of twice a year.

**v. Setting the agenda**
The agenda will be set by the Committee Chair. Additional items can be solicited from members before or during the meeting.

**vi. Minutes**
The Program Assistant, Occupational Therapy will be responsible for recording minutes and circulating minutes and the agenda to all members of the committee (including ex-officio).

**vii. Motions**
Decision will be made using the following hierarchy:
• Consensus
• Open voting, simple majority
• Closed voting, simple majority

viii. Attendance
A quorum will be 4 members of the Committee with at least one representative from the Occupational Therapy Program Committee, one student, and one clinician.

ix. Ad-hoc sub-committees
The Committee may from time to time designate subcommittees to address emerging issues for a designated time period.

D. Occupational Therapy Program Curriculum Committee (MSc OT)

1. Purpose
The purpose of the Occupational Therapy Curriculum Committee is to review the MSc Occupational Therapy curriculum, and undertake efforts to maintain a rigorous curriculum that meets or exceeds accreditation standards. The Committee will report regularly to the Occupational Therapy Program Committee, and will make recommendations for curricular change and improvement.

2. Roles and Responsibilities
• Advise the Occupational Therapy Program (Program) in the area of present and future curriculum development, implementation and evaluation.
• At the request of the Program, review and make recommendations on curriculum issues, ensuring that recommendations are in keeping with the guiding principles of the OT Program (e.g., vision, objectives, professional and educational conceptual frameworks); report to the OT Program detailing the review and the recommendations
• Liaise with the Occupational Therapy Program Committee and the Occupational Therapy Program Development and Evaluation Committee when needed to ensure consistency across the Program
• Consult with relevant stakeholders or experts as needed.

3. Reporting
The Occupational Therapy Program Curriculum Committee reports to the Occupational Therapy Program Committee, with a formal report at the October meeting of the Occupational Therapy Program Committee.

4. Composition
• two members of the Occupational Therapy Program appointed by the Occupational Therapy Program Committee;
• two student representatives, one from each year of the Program, appointed by the Rehab Society;
• the Associate Director (Occupational Therapy Program) will be ex-officio member of the Committee;
• additional stakeholder consultation will be provided by input from the Program Evaluation Committee and through direct or indirect consultation with the Student Liaison and Fieldwork Liaison committees;
• One of the two members of the Occupational Therapy Program appointed by the Occupational Therapy Program Committee will act as chairperson for this committee.
The term of office will normally be two years. When possible, staggered terms of two years will normally be in place. Terms will be renewable twice.

5. **Meetings**

   i. **Frequency and Duration**
The Committee will meet a minimum of twice a year.

   ii. **Setting the Agenda**
The agenda will be set by the Committee Chair. Additional items can be solicited from members before or during the meeting.

   iii. **Minutes**
The Program Assistant, Occupational Therapy will be responsible for recording minutes and circulating minutes and the agenda to all members of the committee (including ex-officio).

   iv. **Motions**
Decision will be made using the following hierarchy:

   - Consensus
   - Open voting, simple majority
   - Closed voting, simple majority

   v. **Attendance**
A quorum will be 3 members of the Committee with at least one representative from the Occupational Therapy Program Committee, with at least one student present.

   vi. **Ad-hoc Sub-Committees**
The Committee may from time to time designate subcommittees to address emerging issues for a designated time period.
II. Physical Therapy Program (Approved by the PT Program Committee March 11, 2014)

A. Physical Therapy Program Committee

1. **Purpose**
   The purpose of the Physical Therapy Program Committee is to develop and maintain a rigorous professional graduate program that meets or exceeds accreditation standards and runs effectively and efficiently within the context of the School of Rehabilitation Therapy.

2. **Roles and Responsibilities**
   - Implement policies and procedures as outlined by Academic Council.
   - Advise and assist the Associate Director (Physical Therapy Program) on the day to day administration of the program.
   - Review curricula including fieldwork on an annual basis ensuring that requirements as mandated by accrediting and professional organizations are met and make recommendations for curricula change to Academic Council and School of Graduate Studies as appropriate.
   - Review admission policies on an annual basis and make recommendations for change to Academic Council.
   - Screen and select students for admission to the program annually following the policies established by Academic Council and make recommendations for acceptance to the School of Graduate Studies.
   - Review recommendations forwarded from the Fieldwork Liaison Committee and make recommendations regarding changes in fieldwork to Academic Council.
   - Assume responsibility for preparation of all materials necessary for Program accreditation.
   - Other tasks as assigned by Academic Council or the Director of the School of Rehabilitation Therapy.

3. **Reporting**
   - **Relationship to the Faculty Board**
     Committee decisions that involve changes to policy will be reported to the Director, School of Rehabilitation, who will report to Faculty Board as appropriate.

   - **Relationship to the School of Graduate Studies**
     The Physical Therapy Program Committee reports to Academic Council for items identified under “Roles and Responsibilities.” Committee decisions involving changes to curriculum will be reported to the School of Graduate studies by way of the Faculty of Health Sciences Graduate Council through the Associate Director (Physical Therapy Program) or his/her delegate.

4. **Composition**
   All full time members of the Physical Therapy Program, for the duration of their appointment, part time faculty as determined by the Associate Director (Physical Therapy Program) and if included in their workload; the student representatives of each year of the professional program; the Director of the
School of Rehabilitation Therapy (ex-officio); Associate Director (Occupational Therapy Program) (ex-officio) and Associate Director (Rehabilitation Science Program) (ex-officio).

The Associate Director (Physical Therapy Program) will act as chairperson for this committee.

5. **Meetings**

   iii. **Frequency and duration**
   Meetings will typically be held monthly from September to May, but must be held a minimum of 6 times over the course of an academic year.

   iv. **Setting the agenda**
   The agenda will be set by the Associate Director (Physical Therapy Program) with input from faculty members of the Committee.

   v. **Minutes**
   The Program Assistant, Physical Therapy will be responsible for recording minutes and circulating minutes and agendas to all members of the committee (including ex-officio).

   vi. **Motions**
   Any motions requiring approval from the SRT will be brought to Academic Council.

   vii. **Attendance**
   All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.

   viii. **Ad-hoc sub-committees**
   The PT Program may establish ad hoc sub committees as required. The PT Program Committee when establishing sub committees will:
   - determine membership
   - establish aims and timelines
   - clearly define a process for decision making
B. **Physical Therapy Student Progress and Awards Committee**

1. **Purpose**
   The purpose of the Physical Therapy Student Progress and Awards Committee is to review students’ academic records at the end of each term and make recommendations on progress and awards.

2. **Roles and responsibilities**
   - Review academic records of all students within the Physical Therapy Program at the end of each term and make recommendations regarding awards, degree completion, repeat examinations, repeat courses and withdrawal from the program. All meetings are held “in camera” and minutes are confidential.
   - Make recommendations to the School of Graduate Studies with respect to standing, degree completion, awards, repeat examination or repeat course recommendations or requirement to withdraw from the program.
   - Submit degree completion forms to the School of Graduate Studies for approval and transmission to Senate.
   - Recommend to the School of Graduate Studies, such changes in policy or practice as it may deem appropriate in the light of the Committee’s operations and experience.
   - Deal with individual students' personal or academic issues as required.

3. **Reporting**
   The Student Progress and Awards Committee (Physical Therapy) reports to the School of Graduate Studies, as appropriate, through the Associate Director (Physical Therapy Program).

4. **Composition**
   All full time Physical Therapy Program faculty members and part-time faculty as determined by the Associate Director (Physical Therapy Program). The Associate Director (Physical Therapy Program) shall act as Chair person.

5. **Meetings**
   - **Frequency and duration**
     The Student Progress and Awards Committee (Physical Therapy) shall meet at least three times per year to review student performance and make recommendations.

   - **Setting the agenda**
     The agenda will be set by the Associate Director (Physical Therapy Program).

   - **Minutes**
     The Program Assistant Physical Therapy will act as secretary.

   - **Motions**
     All recommendations will be approved by the Progress and Awards Committee. Anything requiring SRT approval will be brought forward at Academic Council.
v. **Attendance**

All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be over 50% of the PT Program Faculty.

C. **Physical Therapy Admissions Committee**

1. **Purpose**

Advise the Physical Therapy Program in the area of present and future development, implementation and evaluation related to admissions.

2. **Roles and responsibilities**

- Review recruitment/advertising strategies and make recommendations.
- Review of the requirements for admission (e.g. prerequisite courses; personal information, etc.) and make recommendations for change.
- Review admissions materials for the website, SGS, and ORPAS annually and make recommendations for change.
- Review of the admissions review process and outcomes and make recommendations for change.
- Prepare the agenda and lead discussion related to admissions at Program Evaluation meetings each year.

3. **Reporting**

The Admissions Committee reports to the Physical Therapy Program Committee. A written report will be presented annually in the October time frame. This report will also go to Academic Council for information in the fall.

4. **Composition**

At least two members of the Physical Therapy Program appointed by the Physical Therapy Program Committee; one of whom will be the Admissions Co-ordinator; two student representatives, one from each year of the Program, appointed by the Rehab Society; and two clinicians appointed by the Physical Therapy Program Committee. The Admissions Coordinator will Chair the Committee. The Associate Director (Physical Therapy Program) will be an ex-officio member of the Committee.

5. **Meetings**

   i. **Frequency and duration**

   The Committee will meet a minimum of twice per year.

   ii. **Setting the agenda**

   The agenda for meetings will be set by the Chair of the Committee.

   iii. **Minutes**

   The committee with appoint a member to take minutes and submit them to the Physical Therapy Program Committee.
iv. Motions
All recommendations for change in admissions will be brought to PT Program Committee.

v. Review of Admission Files
It is anticipated that all program faculty and interested clinicians in the catchment area will participate in applicant file review. It is the responsibility of the Coordinator and PT Program Assistant to oversee distribution of files for review.

D. Physical Therapy Curriculum Committee

1. Purpose
Advise the Physical Therapy (PT) Program in the area of present and future curriculum development, implementation and evaluation to ensure that the PT program curriculum delivery, reporting, and development are consistent with established educational policies and accreditation standards.

2. Roles and responsibilities
- Review the MScPT Curricular and Evaluation Frameworks, curricular policies, educational principles and values on an annual basis, and make recommendations for change to these documents.
- Review and make recommendations for policies, data collection and data compilation methods related to the Committee’s roles and responsibilities.
- Review internal curriculum materials provided by the Program or its members in order to ensure alignment with educational policies and accreditation standards for curriculum delivery, reporting, and development. This includes a review of:
  - Course objectives, course content, evaluation methods, and course delivery reports.
  - Recommendations for course changes submitted by instructors or others, or other curriculum-related submissions that, following PT Program Committee approval, would require approval by the School of Rehabilitation Therapy Academic Council and/or Faculty of Health Sciences Graduate Council.
  - Outcomes measured by instructors or the Program as a whole that had been undertaken to evaluate curriculum changes.
- Review indicators about curriculum as a whole that are generated by, or supplied to, the Program on an annual basis. This would include a review of:
  - Exit survey data elements related to curriculum.
  - Post-graduate and employer survey data elements related to curriculum.
  - Physiotherapy Competency Examination aggregate results.
- Advise the PT Program Committee about curriculum, including but not limited to the following:
  - Prepare agenda and lead discussion related to curriculum and recommended curricular changes as needed for PT Program meetings and annually for a curriculum retreat.
  - Prepare an annual program evaluation report (normally submitted to Academic Council in the fall).
  - Identify innovation, efficiencies, gaps and redundancies in curriculum and its delivery.
  - Make recommendations to the Program and/or instructors for modification of current course objectives or content.
  - Make recommendations to the Program and/or instructors for methods to evaluate planned curriculum changes.
Make recommendations to the Program and/or instructors regarding modification of cross-course evaluation strategies (e.g. OSCE's).

3. **Reporting**

The Curriculum Committee reports to the Physical Therapy Program Committee. A written report will be presented annually in October; this report goes to Academic Council for information in the fall each year.

4. **Composition**

- At least three members of the Physical Therapy Program appointed by the Physical Therapy Program Committee;
- The ACCE or Associate ACCE;
- Four student representatives, two from each year of the Program, appointed by the Rehab Society; and
- Five clinicians appointed by the Physical Therapy Program Committee.
- Up to two recent graduates of the program (maximum 3 years since graduation) will be invited to be members in addition to the five clinicians.

One of the faculty appointees will Chair the Committee, determined by consensus of the faculty appointees each year and in consideration of other workload. The Associate Director (Physical Therapy Program) will be ex-officio member of the Committee. Length of term on the committee by faculty appointees to be decided by the committee in consultation with the Program. Length of term on the committee by students to be 1 to 2 years. The five clinicians will each be invited to represent different practice settings and areas of practice, for terms of 1 to 3 years to enable a staggered departure and need for replacement (see Appendix).

5. **Meetings**

   i. **Frequency and duration**
   The Committee will meet a minimum of twice per year, and is normally expected to meet three times per year:
   a. fall (usually November): review of previous year; consideration of any proposed course revisions for subsequent year
   b. winter (January/February): review of survey results
   c. spring (usually April): review of PCE results
   Members may attend meetings via teleconference or other technology at a distance.

   ii. **Setting the agenda**
   The agenda for meetings will be set by the Chair of the Committee.

   iii. **Minutes**
   The Committee will appoint a member to keep minutes which are submitted to the Physical Therapy Program Committee through the Associate Director (Physical Therapy Program).

   iv. **Motions**
   All recommendations for change in curriculum will be brought to PT Program Committee.
v. **Attendance**
All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.

vi. **Ad-hoc sub-committees**
In addition to regular members, other individuals will be invited as guest members on an ad-hoc basis, as appropriate to the Committee’s business.

vii. **Appendix**
The following shows the rotations for clinician members of the Curriculum Committee. Although the primary consideration is for the nature of the member’s practice, where possible the total complement of the clinician members should be reasonably representative of the geographical area and of demographics (gender, extent of experience as a PT).

Initial appointments in 2014 are of variable length to ensure a staggered turnover of members. All appointments are eligible for renewal once, after which other members must be sought. The Committee will propose a slate every spring for its subsequent academic year. If the Committee anticipates a particular curricular area will need close scrutiny, it will endeavour to assure representation of that area. Otherwise, the Committee is free to invite additional guest clinicians on an ad hoc basis if particular expertise is needed that is not available in the membership that year.

<table>
<thead>
<tr>
<th>Category 1: Major organizations</th>
<th>Category 2: Private practice clinics</th>
<th>Category 3: Publicly funded organizations not in Category 1, and community-based organizations not in Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston General Hospital, Providence Care, Lakeridge Health, Peterborough Regional, Quinte Health Care and any other major facility in the catchment area</td>
<td>This includes any other settings with reasonably similar caseload, such as CFB Kingston</td>
<td>community hospitals, children’s treatment centres, home care agencies, etc</td>
</tr>
<tr>
<td>2 members</td>
<td>2 members</td>
<td>1 member</td>
</tr>
<tr>
<td>1 member 2014-15, and 2015-2018, every 3 years thereafter</td>
<td>1 member 2014-16 and 2016-2019, every 3 years thereafter</td>
<td>1 member 2014-16 and 2016-2019, every 3 years thereafter</td>
</tr>
<tr>
<td>1 member 2014-17 and 2017-2020, every 3 years thereafter</td>
<td>1 member 2014-17 and 2017-2020, every 3 years thereafter</td>
<td></td>
</tr>
</tbody>
</table>
E. Physical Therapy Assets and Development Committee

1. **Purpose**

Advertise the Physical Therapy Program regarding revenue stream enhancements and marketing strategies to assist with Program resource development and long-term excellence.

2. **Roles and responsibilities**

   - Identify and develop strategies to increase program revenues.
   - Prepare agenda and lead discussion related to resources and marketing at Program Evaluation meetings each year.
   - Make annual recommendations to the PT Program regarding options for, revenues other than base funding including relevant aspects of the development, implementation and evaluation of each option, as well as each option’s fit with the Mission and Values of the School of Rehabilitation Therapy.

3. **Reporting**

The Assets and Development Committee reports to the Physical Therapy Program Committee. A written report will be presented annually.

4. **Composition**

At least two members of the Physical Therapy Program appointed by the Physical Therapy Program Committee. One current student appointed by the student Rehabilitation Society. Normally, one PT Program alumnus recruited through the Quinte-St. Lawrence District of the Ontario Physiotherapy Association and/or Clinical Instructor pool. The Associate Director (Physical Therapy Program) will be ex-officio member of the Committee. The term of office is two year offset terms with the Chair rotating annually. Terms to run July 1st through June 30th.

5. **Meetings**

   i. **Frequency and duration**

   The Committee will meet a minimum of twice per year.

   ii. **Setting the agenda**

   The agenda for meetings will be set by the Chair of the Committee.

   iii. **Minutes**

   The Committee will appoint a member to keep minutes which are submitted to the Physical Therapy Program Committee through the Associate Director (Physical Therapy Program).
iv. **Motions**

All recommendations for change in resources and new marketing ideas will be brought to PT Program Committee.

v. **Ad-hoc sub-committees**

In addition to regular members, other individuals will be invited as guest members on an ad-hoc basis, as appropriate to the Committee’s business.

III. **Joint Committees of Occupational Therapy Program and Physical Therapy Program (Approved by the PT Program Committee – March 11, 2014; being reviewed by the OT Program Committee)**

A. **Occupational Therapy/Physical Therapy Fieldwork Liaison Committee**

1. **Purpose**

To provide a forum for effective communication between the Occupational Therapy (OT) Program, Physical Therapy (PT) Program, clinical facilities, and students regarding clinical education/fieldwork.

The Occupational Therapy/Physical Therapy Fieldwork Liaison Committee sets out to foster ongoing collaborative relationships with clinical education/fieldwork partners in an effort to promote and maintain the occupational therapy and physical therapy education program goals and program objectives related to clinical education/fieldwork.

2. **Roles and responsibilities**

   • Consider all matters related to the development, organization, and administration of clinical education/fieldwork, including but not limited to supervision, student preparation, and evaluation.
   • Make recommendations regarding policies and procedures related to clinical education/fieldwork to the respective program committees.
   • Support, engage and represent clinical instructors/preceptors and students from the MScOT and MScPT programs.
   • Disseminate information related to clinical education/fieldwork to its members in an efficient and timely manner.
   • Ensure two way consultation and communication between the SRT and the partner clinical education/fieldwork sites.

3. **Reporting**

The Occupational Therapy/Physical Therapy Fieldwork Liaison Committee reports to both the Occupational Therapy Program and the Physical Therapy Program Committees.

4. **Composition**

The Occupational Therapy/Physical Therapy Fieldwork Liaison Committee is comprised of the Occupational Therapy Fieldwork Coordinator(s), the Physical Therapy Academic Coordinator of Clinical Education ACCE(s), the Physical Therapy Associate Academic Clinical Coordinator of Education, the SRT Clinical Education Assistant, representatives of the clinical community (e.g. site coordinators of clinical
education/fieldwork, practice leaders, training and development personnel) as nominated by the host institutions, and one student representative from each MScOT and MScPT student cohort. The Director of the School of Rehabilitation Therapy, the Associate Director (Occupational Therapy Program) and the Associate Director (Physical Therapy Program) will be invited to attend meetings.

5. **Meetings**

   i. **Frequency and duration**
   The meetings in Kingston will be held bi-annually in the spring and fall, coordinated by Occupational Therapy Fieldwork Coordinator(s) and the Physical Therapy Academic Coordinator of Clinical Education ACCE(s). Meetings will be approximately 2 hours in duration. Teleconference service will be made available for those that are not available to attend the meeting in Kingston. Regional Fieldwork Liaison Committee meetings will be held throughout the year at various locations across the Queen’s catchment area, as able. The meetings will be chaired by the Occupational Therapy Fieldwork Coordinator(s), the Physical Therapy Academic Coordinator of Clinical Education ACCE(s) on a rotating basis.

   ii. **Setting the agenda**
   The agenda for meetings will be set by the Co-Chairs of the Fieldwork liaison Committee.

   iii. **Minutes**
   Minute-taking will be provided by the SRT Clinical Education Assistant.

   iv. **Motions**
   All recommendations for change in clinical education/fieldwork and the mechanisms associated with it will be brought to the respective OT or PT Program Committees.

   v. **Attendance**
   All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.

   vi. **Ad-hoc sub-committees**
   The Occupational Therapy/Physical Therapy Fieldwork Liaison Committee may establish ad hoc sub committees as required. The Occupational Therapy/Physical Therapy Fieldwork Liaison Committee when establishing sub committees will:
   - determine membership
   - establish aims and timelines
   - clearly define a process for decision making
B. Occupational Therapy / Physical Therapy International Placement Committee
(Approved by Academic Council August 18, 2014)

1. **Purpose**

The primary purpose of the Occupational Therapy (OT) / Physical Therapy (PT) International Placement Committee is to:

- Ensure due diligence in the process of approving International Placement sites
- Advise the Director of the School of Rehabilitation Therapy about the approval of these sites.

2. **Roles and responsibilities**

- Review all applications for International Placements, where the country is deemed a “Level 2 (Exercise a High Degree of Caution)” according to the Department of Foreign Affairs Trade and Development (DFATD). The focus of the review will be on the “Risk Management Plan” documents submitted by the student.
- Make recommendations to the Director for appropriateness of a particular international country/region for an International Placement.

3. **Reporting**

The International Placement Committee is advisory to the Director of the School of Rehabilitation Therapy, who is responsible for the final approval of the Risk Management Plan documents.

The International Placement Committee provides informational reports to Academic Council through the Physical Therapy Program and Occupational Therapy Programs.

4. **Composition**

The International Placement Committee is comprised of one Academic Clinical Coordinator of Education (ACCE), one Fieldwork Coordinator (FC), and one OT and one PT faculty member who have knowledge of the students in the second year of the program (ideally a faculty member with international experience).

The Director of the School of Rehabilitation Therapy will attend the meetings on an ex officio basis to receive the committee’s recommendations and advice regarding the placements being reviewed.

5. **Meetings**

   i. **Frequency and duration**

   The meetings will be held tri-annually in the spring, winter, and the fall (as needed).
The meetings will be chaired by the Fieldwork Coordinator(s) (FCs) and the Academic Coordinator of Clinical Education ACCE(s) on a rotating basis.

   ii.  *Setting the agenda*
   The agenda for meetings will be set by the ACCE and FC.

   iii.  *Minutes*
   Minute-taking will be completed by a committee member on a rotating basis.

   iv.  *Motions*
   Recommendations about the approval or denial of an international placement shall be documented as a motion of the committee.

Any recommendations for policy change with respect to International Placements will be brought the respective Program and then to Academic Council for approval.
IV. Rehabilitation Science Program

A. Rehabilitation Science Program Committee

1. **Purpose**

The purpose of the Rehabilitation Science Program Committee is to develop and maintain a rigorous graduate program that runs effectively and efficiently within the context of the School of Rehabilitation Therapy and meets the standards for graduate education identified by the Ontario Universities Quality Assurance Council and administered by Queen’s University Quality Assurance Processes (QUCAPs).

2. **Roles and responsibilities**

The Rehabilitation Science Program Committee is the primary management group for the Rehabilitation Science Program, and the two degrees that the program offers (MSc; PhD). Therefore, its specific responsibilities are to:

- Advise and assist the Associate Director (Rehabilitation Science Program) in the day-to-day management and administration of the RHBS program
- Review and prepare regulations, policies, guidelines and procedures specific to the RHBS program for presentation to Academic Council. Areas include:
  - Operations,
  - Admission standards,
  - Graduate student research activities.
  - Student progress
  - Funding and student awards
- Develop and implement recruitment strategies for the RHBS program
- Review applications for admission and make recommendations for the School of Graduate Studies, taking into consideration the availability of a faculty supervisor, financial support and facilities.
- Engage in curriculum development and evaluation for the RHBS program with the understanding that close liaison shall be maintained with the professional programs in the School of Rehabilitation Therapy.
- Provide the Associate Director (Rehabilitation Science Program) with short-term or emergency consultation, as needed.
- Recommend to the School of Graduate Studies the names of faculty members to serve on Thesis Examining Committees including a recommendation for Chair in the case of MSc examinations.
- Recommend to the Director the distribution of Graduate Teaching Assistantship support within the limits of the budget allocation.
- Recommend the names of degree candidates for forwarding to Senate.
- Carry out any other functions relating to the Graduate Program (Rehabilitation Science) as required.

3. **Reporting**

   v. **Relationship to the Faculty Board**

Committee decisions that involve changes to policy will be reported to the Director, School of Rehabilitation Therapy, who will report to Faculty Board as appropriate.
vi. **Relationship to the School of Graduate Studies**

The Rehabilitation Science Program Committee reports to Academic Council for items identified under “Roles and Responsibilities.” Committee decisions involving changes to curriculum will be reported to the School of Graduate studies by way of the Faculty of Health Sciences Graduate Council by the Associate Director (Rehabilitation Science Program) or his/her delegate.

4. **Composition**

Membership of the Committee will include:

- Five full-time faculty members from the School of Rehabilitation Therapy who are active participants in the RHBS program. One of these five will be the Associate Director (Rehabilitation Science Program), who shall act as the Chairperson for the committee. To the degree possible, members should represent a range of research specializations identified with the SRT. The term of office for elected faculty members will be two years, with one or two faculty members retiring each year. A retiring member shall be eligible for re-election for one extra term should they wish to continue serving.
- Two annually elected representatives of the graduate student body; one MSc student and one PhD student.
- Associate Director (Occupational Therapy Program), Associate Director (Physical Therapy Program) and the Director of the School will be ex-officio members of the Committee.

The Program Assistant (Rehabilitation Science) shall act as Secretary.

5. **Meetings**

   i. **Frequency and duration**

Meetings will typically be held once each month from September through May, but must be held a minimum of 6 times over the course of the academic year. If required, meetings or portions of meetings may be held “in camera” at the discretion of the Chair during which time students shall leave the meetings unless requested by the Chair to stay. “In Camera” is defined as a session closed to visitors in which all materials discussed are confidential and not to be relayed in any matter outside the meeting.

   ii. **Setting the agenda**

The agenda will be set by the committee chair and circulated by the Secretary to all members a minimum of 3 days prior to a scheduled meeting. Committee members may contribute items to the agenda prior to or during the meeting.

   iii. **Minutes**

The Program Assistant, Rehabilitation Science, will be responsible for recording minutes and circulating minutes and agendas to all members of the committee (including ex-officio).

   iv. **Motions**

Motions may be tabled by any member of the committee who is present at the meeting. Motions will be seconded by another member of the committee before they are subject to discussion and a vote.
v. Attendance
All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.

vi. Ad-hoc sub-committees
The committee may identify pro tem ad-hoc sub-committee from time to time in order to address special projects or needs of the program. Such committees may appoint a chair from amongst their membership. These committees will report to the Program Committee.

B. Student Progress and Awards Committee (Approved by Academic Council, January 17, 2013)

1. Purpose
This committee ensures that academic standards are met in recommending students for progress through the program, special recognition, and degree completion. It is responsible for identifying and adjudicating cases where expected standards of academic performance are not met. The committee also reviews applicant and student files to make recommendations regarding awards that are adjudicated at the departmental level and nominating students for consideration of awards adjudicated at other university or external committees.

2. Roles and responsibilities
   - Review academic records of students within the Rehabilitation Science Program and make recommendations regarding awards, repeat examinations, repeat courses and withdrawal from the program. All meetings are held “in camera” and minutes are confidential.
   - Forward recommendations to the School of Graduate Studies (via the Faculty of Health Science Graduate Council, which appropriate) with respect to degree completion, awards, repeat examination or repeat course recommendations or requirement to withdraw from the program.
   - Submit degree completion forms to the School of Graduate Studies for approval and transmission to Senate.
   - Recommend to the School of Rehabilitation Therapy Director, Academic Council and/or the School of Graduate Studies such changes in policy or practice as it may deem appropriate in the light of the Committee’s operations and experience.
   - Deal with individual students' personal or academic issues as required.

3. Reporting
The Student Progress and Awards Committee (Rehabilitation Science) reports to the Director, School of Rehabilitation Therapy and the School of Graduate Studies, as appropriate, through the Associate Director (Rehabilitation Science).

   i. Relationship to the School of Graduate Studies
The Student Progress and Awards Committee (Rehabilitation Science) reports to the School of Graduate Studies, as appropriate, through the Associate Director (Rehabilitation Science).
4. **Composition**

All duly elected faculty members of the Rehabilitation Science Program Committee. The Associate Director (Rehabilitation Science) shall act as Chairperson. The Program Assistant, Rehabilitation Science, will act as secretary.

5. **Meetings**

   i. **Frequency and duration**
   
   The Student Progress and Awards Committee (Rehabilitation Therapy) shall meet as required to deal with student performance issues and make recommendations.

   ii. **Setting the agenda**
   
   The agenda will be set by the committee chair and circulated by the Secretary to all members a minimum of 3 days prior to a scheduled meeting. Committee members may contribute items to the agenda prior to or during the meeting.

   iii. **Minutes**
   
   The Program Assistant, Rehabilitation Science, will be responsible for recording minutes and circulating minutes and agendas to all members of the committee in a manner that is compliant with privacy guidelines.

   iv. **Motions**
   
   Motions may be tabled by any member of the committee who is present at the meeting. Motions will be seconded by another member of the committee before they are subject to discussion and a vote.

   v. **Attendance**
   
   All Committee members are expected to be present for regularly scheduled meetings. Regrets should be forwarded in advance to the Chair or the Program Assistant. A quorum will be 2/3 of the Committee members.

   vi. **Ad-hoc sub-committees**
   
   The committee may identify pro tem ad-hoc sub-committee from time to time (e.g. an awards application review committee) in order to address special projects or needs of the program. Such committees may appoint a chair from amongst their membership. These committees will report to the Progress & Awards Committee.