

Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

Guide-04 Recruitment of Joint Accreditation Committee Members

The purpose of the Joint Accreditation Committee (JAC) is to implement and evaluate the policies and procedures of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP). (Ref: TOR-02 Joint Accreditation Committee)

The Succession Planning Subcommittee (SPS) is accountable to the JAC. It ensures a succession plan with related policy and processes in place to maintain the required number and composition of members with requisite competencies and attributes. The JAC SPS also ensures timely recruitment and recommends applicants for appointment to the JAC. (Ref: TOR-06 Succession Planning Subcommittee)

This guide outlines the pathways for appointments and renewals with explanatory notes.

Appointment and Renewal Pathways

| Process starts 9-12 months prior to a member's term of office expiring → | | | | | |
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| Schedule | | 6-9 months | 7-8 months | 6 months prior | Fall/Spring |
| 1. Program Manager alerts SPS to terms expiring (Staggered Succession Overview). 2. SPS reviews the <i>JAC Skills and Attributes Inventory</i> to identify potential gaps to be filled, and the participation (e.g., frequency, quality) of members whose terms are up for renewal. | FOR NEW APPOINTMENT | Program Manager contacts nominating organization (CAOT, PEAC or COPEC) requesting nominations. | SPS reviews nomination or application dossier and makes a recommendation to the JAC for approval. | JAC approves nomination; Welcome letter sent from JAC and SPS Chairs; staff begin orientation. | New member starts first 3-year term |
| | | Program Manager distributes Expression of Interest process for private OTA/PTA educator, public member, OTA/PTA recent graduate | | | |
| 3. SPS recommends CAOT/PEAC | FOR RENEWAL | JAC Chair asks CAOT, PEAC or COPEC if they would like their member to renew. If not, proceed with new appointment. | If nominating organization approves renewal, JAC Chair invites member to renew. If member chooses not to renew proceed with new appointment. | JAC Chair announces renewal appointment at JAC meeting. Renewal letter sent by JAC Chair. | Member starts next 3-year term |
| | | JAC Chair asks private OTA/PTA educator or public member if they are interested in renewing appointment. | JAC Chair invites member to renew. | | |

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| members for renewal. | If the JAC Chair's term is up for renewal the SPS Chair proceeds with the process. |
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Explanatory Notes

Request to Nominating Organization

Sent by OTA & PTA EAP Program Manager on behalf of the JAC and SPS Chairs and includes:

- A letter from the chairs outlining the request including the SPS's "wish list" to fill gaps, the process, and if possible 2-3 nominees. If it's a renewal confirmation, the letter should include identified strengths of the JAC member
- JAC Terms of Reference
- Nomination Form
- Deadline for submitting nomination documents or approval of renewal

In response to receiving a nomination: Letter from the SPS Chair sent to the nomination organization outlining the process and when they can expect to hear.

Expression of Interest Requests

Distributed by OTA & PTA EAP Program Manager on behalf of the SPS and includes:

- Facts or Fact Sheet on the OTA & PTA EAP
- Benefits of participating on the JAC
- Link to the JAC Terms of Reference and application form
- Subcommittee's requests to fill gaps

In response to receiving an application: Letter sent from the SPS Chair to the applicant thanking them for their application, outlining the process for decision making, and when they can expect to hear the outcome.

Depending on how many applications received, there may be a need for SPS to screen applicants with two possible outcomes:

1. Applicant doesn't meet the current needs for the JAC, and thank you letter (with rejection) from the SPS Chair is sent.
2. Applicant is informed that SPS has recommended their application be considered by the JAC, along with other suitable applicants. Process for decision making and when they can expect to hear the outcome is repeated.

Nomination and Application Dossiers for SPS

Assembled by OTA & PTA EAP Staff and includes:

- [FORM-10 JAC Application Form](#)
- Letter of Intent
- Current Curriculum Vitae

Reviewing New Appointment Dossiers

- Review the JAC Terms of Reference and specific requirements for the nominee or applicant
- Review the nominee's or applicant's skills and attributes and compare to the JAC's current needs
- Limit new membership each year to a maximum of three members if possible

For CAOT PEAC and COPEC members

- Recruit so that one experienced member from each nominating organization remains on the committee to mentor the new member

For OTA/PTA Educator (Privately Funded), Public Member and Recent OTA/PTA Graduate

- Public member should have experience in accrediting higher education programs
- COPEC members are helpful in recruiting applications for recent OTA/PTA Graduates

Making Recommendations to JAC

Assembled by OTA & PTA EAP Staff and includes:

- If more than one qualified nominee, briefing note from SPS Chair (written with program manager's support, or on behalf of) and includes:
 - a. Recruitment needs
 - b. Process of recruitment
 - c. List of nominees or applicants
 - d. Recommendation for appointment to JAC and rationale (related to JAC needs for skills and attributes)
 - e. Appointment request with proposed motion
 - f. If appropriate: Recommendations for other volunteer opportunities for nominees or applicants who are unsuccessful (e.g., invitation to join the Peer Review Team pool)
 - g. Appendices with dossiers for all nominees and applicants (application form, CV and letter of intent).
- If there were several applicants and consensus was difficult, SPS may also request an election where voting is through an online survey tool and results are anonymized.

Following JAC decision, both the JAC Chair and SPS Chair sign the following:

- Congratulatory welcome letter to the new member,
- Thank you letter to the nominating organization informing them of the appointment, and
- Thank you letters to those who were unsuccessful.

And program staff proceed with the new members' orientation.

Reviewing Renewals

- Review the JAC Terms of Reference
- Review the nominee's or applicant's skills and attributes and compare to the JAC's current needs
- Review Staggered Succession Overview
- Review the member's participation
- In some cases, the nominating organization may have already requested a member's term not be renewed. This should be respectfully communicated to the member by the JAC Chair or SPS Chair with follow-up from the Program Manager.

Recommendations to JAC Chair (for renewals)

- Discussed during a subcommittee meeting.
- To improve staggering of positions members may be asked not to renew or renew for a partial term.
- If the decision is not to invite the member to renew, arrange for a phone call by either the JAC Chair or SPS Chair with follow-up from the Program Manager.
- If appropriate, encourage continued volunteer activities suited to their skills, attributes and availability.

| Guideline Number: GUIDE-04 | |
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| Date of last revision | Associated documents |
| <i>June 2013</i> | TOR-02 Joint Accreditation Committee |
| <i>June 2015</i> | TOR-06 JAC Succession Planning Subcommittee |
| <i>March 2021</i> | FORM-10 JAC Application Form |