

POLICY & PROCEDURES REVIEW & RECONSIDERATION OF ACCPAP ACCREDITATION DECISIONS

PREAMBLE

ACCPAP Council Members make decisions about the accreditation status of an education program based on all available documentation (i.e., a comprehensive review of the program's Self Study Report, the program's response to the Self-Study Report, and reports submitted by the Peer Review Team and the Primary Reviewer). There are three possible accreditation decisions: accreditation, non-accreditation, or deferral of decision.

The purpose of an accreditation review and reconsideration would be to determine if ACCPAP committed any error or made any oversight or omission in its decision-making process or if matters have arisen since the decision was made, or if a conflict of interest occurred. Members of an ACCPAP standing committee known as the Review Committee will conduct reviews. Terms of Reference for the Review Committee are included as Appendix 1.

Decisions eligible for review and reconsideration are all adverse decisions on accreditation. Probationary accreditation is not considered to be an adverse decision.

The impact of review or reconsideration of an accreditation decision includes:

- If a program requests a review or reconsideration of a decision, the decision shall not become effective until the date upon which the Review Committee makes a final decision.
- If a program becomes non-accredited, students who started in the program will be considered as graduates of an accredited program, granted the program respects certain conditions. The conditions, which may, for example, specify requirements for academic or clinical education, are determined on a case-by-case basis.

The following policy and procedures outline the processes that can be undertaken by a program for review or reconsideration of an accreditation decision made by ACCPAP. The sequence of activities for requesting a review or reconsideration of a decision is included as Appendix 2.

1.0 POLICY

- 1.1 ACCPAP will appoint members to the Review Committee.
- 1.2 Official notification by ACCPAP of a decision of non-accreditation will be sent by registered mail to the chief administrative officer of the university, the administrator to whom the program chair reports and the program chair. The notice shall advise the university that it has the right to request a review or reconsideration of the accreditation decision and will provide the university with a copy of the Policy and Procedure: Review & Reconsideration of ACCPAP Accreditation Decisions.
- 1.3 Within thirty days after receipt of notification of a decision of non-accreditation, the chief administrative officer of the university may submit a request to ACCPAP to initiate a review and reconsideration of the decision. The request must be made in writing and be addressed to the executive director of ACCPAP at 509 Commissioners Road W., Suite 26, London, ON, N6J 1Y5. The request must address the specific areas of the Accreditation Review and Status Report for which the university requires a review and reconsideration.
- 1.4 A decision of non-accreditation will be effective thirty days after the date on which the program receives notification of the decision.
- 1.5 Members of the ACCPAP Review Committee will consider the request for review and reconsideration and will make every effort to deal with requests in a timely manner.
- 1.6 Should the Review Committee's recommendation that ACCPAP's decision of non-accreditation be upheld, the Review Committee's expenses will be borne by the University; otherwise they will be borne by ACCPAP¹. The University and ACCPAP are each responsible for their own expenses in being represented at any face-to-face meeting.
- 1.7 All documentation and/or correspondence concerning a request for review and reconsideration must be sent by registered mail.

2.0 PROCEDURES

- 2.1 *ACCPAP Receipt of Request for Review and Reconsideration*
Upon receipt of a request for review and reconsideration, the ACCPAP Executive Director will arrange a meeting of appropriate representatives of

¹ Reimbursement of expenses will be considered according to the ACCPAP policy for Allowable/Reimbursable Expenses

ACCPAP and the university to ensure that the reasons for the ACCPAP decision are fully understood. Within fourteen days of the conclusion of this meeting, the university must indicate in writing if it wishes to withdraw the request or if it wishes ACCPAP to continue with the review process.

2.2 *Documentation Required by the Program for the Review Process*

Should a university decide to proceed with the review process it must submit documentation to support the request within thirty days of indicating to ACCPAP that it wishes to continue with the review. Five copies of the documentation and any supporting materials should be submitted to ACCPAP.

2.3 *Authority of the Review Committee*

Members of the Review Committee are charged by ACCPAP to review the request and evidence submitted by the university and determine if the ACCPAP accreditation decision should be changed. Evidence that could impact on the decision includes

- Errors of fact,
- Failure of ACCPAP to follow its published procedures,
- Insufficient or inappropriate evidence used by ACCPAP, and/or
- Conflict of interest.

2.4 *Recommendations of the Review Committee*

Following the review of evidence, the Review Committee shall determine its decision, which will be to uphold or modify the decision. The decision shall be provided in writing to ACCPAP within two weeks of the termination of the review and shall include a summary of the evidence and reasons for the decision.

2.4.1 Uphold the Decision:

The decision of non-accreditation taken by ACCPAP should be upheld. The reasons for upholding the ACCPAP decision are that:

- i) The decision of ACCPAP was not affected by any significant error of fact contained in the documentation or other information before ACCPAP in making its decision; and
- ii) ACCPAP, in making its decision, conformed to its published procedures; and
- iii) ACCPAP in making its decision, used sufficient and appropriate evidence consistent with its published criteria; and
- iv) No conflict of interest was demonstrated.

2.4.2 Modify the Decision:

The decision of non-accreditation taken by ACCPAP should be modified. The reasons for modifying the ACCPAP decision could include one or more of the following:

- i) The decision of ACCPAP was affected by one or more significant errors of fact contained in the documentation or other information before ACCPAP in making its decision;
- ii) ACCPAP, in making its decision, did not conform to its published procedures;
- iii) ACCPAP in making its decision, used insufficient or inappropriate evidence in light of its published criteria;
- iv) Conflict of interest was demonstrated.

2.5 *Notification of Decision about the Review*

As soon as is possible after the Review Committee has made its decision, ACCPAP will provide notice of the decision, in writing, to the chief administrative officer of the university, the administrator to whom the education program chair reports, and the education program chair.

**ACCREDITATION COUNCIL FOR
CANADIAN PHYSIOTHERAPY ACADEMIC PROGRAMS**

**REVIEW COMMITTEE
Terms of Reference**

Objectives:

The Review Committee is a standing committee of the ACCPAP Council and has the principal objectives to:

- Review a university's request for review and reconsideration of an adverse accreditation decision for a physiotherapy education program;
- Review the evidence submitted by a university related to review and reconsideration of an adverse accreditation decision for a program; and
- Determine if the ACCPAP accreditation decision should be upheld or modified.

Composition and Appointment:

1. The Review Committee shall comprise three (3) members: one member who is a physiotherapist and has experience in accreditation, one member who is a physiotherapist and has experience in education, and one member who is an external expert in accreditation who will act as Chair of the Committee.
2. Members of the committee shall be appointed by the Board of Directors and ratified by voting members of the Council.
3. Review Committee members cannot simultaneously hold office on the ACCPAP Council; nor can they have been involved in decision-making or in Peer Review Team activities related to the accreditation decision being reviewed.
4. The Review Committee shall be accountable to the Council.

Term of Office:

The term of office is two years and may be extended for up to six years. Recruitment of committee members will be conducted to ensure that there is some consistency of committee membership from year to year.

Authority of the Review Committee:

Members of the Review Committee are charged by the ACCPAP Council to:

1. Review the request submitted by the university for review and reconsideration of an accreditation decision;
2. Review the evidence submitted by the university and provided by ACCPAP based on the following considerations
 - Errors of fact,
 - Failure of ACCPAP to follow its published procedures,
 - Insufficient or inappropriate evidence used by ACCPAP,
 - Conflict of interest.
3. Decide if the ACCPAP decision should be changed. Recommendations of the Review Committee may include one of the following:
 - a) The decision of non-accreditation taken by ACCPAP should be upheld. The reasons for upholding the ACCPAP decision are that:
 - i) The decision of ACCPAP was not affected by any significant error of fact contained in the documentation or other information before ACCPAP in making its decision; and
 - ii) ACCPAP, in making its decision, conformed to its published procedures; and
 - iii) ACCPAP in making its decision, used sufficient and appropriate evidence consistent with its published criteria; and
 - iv) No conflict of interest was demonstrated.
 - b) The decision of non-accreditation taken by ACCPAP should be modified. The reasons for modifying the ACCPAP decision could include one or more of the following:
 - i) The decision of ACCPAP was affected by one or more significant errors of fact contained in the documentation or other information before ACCPAP in making its decision:
 - ii) ACCPAP, in making its decision, did not conform to its published procedures;
 - iii) ACCPAP in making its decision, used insufficient or inappropriate evidence in light of its published criteria;
 - iv) Conflict of interest was demonstrated.

Additional Responsibilities:

1. All materials, discussions and documents of the Committee shall be considered confidential.
2. Decisions taken by the Committee shall be made in writing and submitted to ACCPAP within two weeks of the termination of the review and shall include a summary of the evidence and reasons for the decision.
3. Committee members must be able to act in an unbiased and impartial manner and must declare a conflict of interest if they have been directly involved in the development or delivery of the program requesting the review or in the accreditation decision-making process.

Meetings:

1. Meetings of the Review Committee shall be held as required following confirmation of a university's request for review and reconsideration of an accreditation decision.
2. Meetings shall be held by teleconference; on-site meetings may be arranged as required.

Minutes and Reports:

Minutes of all meetings shall be recorded and a copy will be maintained in the ACCPAP office.

Expenses:

Expenses for Committee meetings will be paid by ACCPAP.

Appendix 2.

**Review or Reconsideration of ACCPAP Accreditation Decisions
Timeline for Activities**

Activity	Timing	Responsibility
Notification of accreditation decision and right to request review or reconsideration of decision	Decision is effective 30 days after the date of notification	ACCPAP
Submit request for review or reconsideration to ACCPAP	Within 30 days after notification	Chief Administrative Officer of the University
Meeting of ACCPAP and University representatives	Upon receipt of request for review or reconsideration	ACCPAP & University
Confirmation of intent regarding review	14 days after meeting of ACCPAP and University	University
Submission of documentation to support request for review	30 days after meeting	University
Establish date for Review Committee Meeting	Meeting held within 30 days of ACCPAP's receipt of documentation from the University	ACCPAP
Submission of recommendation of Review Committee to ACCPAP	Within 14 days of the Committee meeting	Review Committee
Provision of notice to University of decision made by Review Committee	As soon as possible following receipt of recommendations and review by Council	ACCPAP