



**HRPA Academic Standards Committee**

<b>TERMS OF REFERENCE</b>	
<b>MANDATE OF COMMITTEE:</b>	<p>The Academic Standards Committee (ASC) is a standing committee established pursuant to Section 8.04 of the By-laws.</p> <p>The Academic Standards Committee shall review every course outline and any accompanying, relevant, supplementary material submitted by eligible post-secondary educational institutions or individual registrants upon request from the Registrar for approval or re-approval of courses in the fulfillment of HRPAs coursework requirement as per the criteria established by the Board.</p>
<b>REPORTING RELATIONSHIP AND REQUIREMENTS:</b>	<p>The Academic Standards Committee operates independently of the Board. This means that the Academic Standards Committee shall make all decisions required of it independently of the Board and the Committee shall not report to the Board on individual cases. However, the Academic Standards Committee shall report to the Board its general business (e.g., numbers of applications referred, number of courses approved, and trends).</p> <p>The Registrar shall provide administrative support to the Academic Standards Committee. Staff support to the Academic Standards Committee is responsible for managing all correspondence with the applicants regarding any application referred to the Academic Standards Committee, scheduling meetings, and maintaining records of all applications and decisions.</p> <p>The decisions of the Academic Standards Committee are appealable to HRPAs Appeal Committee.</p>
<b>COMMITTEE RESPONSIBILITIES:</b>	<p>The Academic Standards Committee shall abide by the <i>Registered Human Resources Professionals Act, 2013 (Act)</i> and the By-laws.</p> <p>The members of the Academic Standards Committee are subject to the HRPAs Code of Conduct for Members of Regulatory Committees and shall attest in writing to the fact that they have familiarized themselves with the Code and agree to abide by its rules.</p> <p>As per Section 62 of the <i>Act</i>, every member of the Academic Standards Committee shall preserve secrecy respecting information or material that comes to his or her knowledge or possession in the course of his or her duties under the By-laws and shall not disclose any such information or material to any person except in the situations provided for in the <i>Act</i>.</p> <p>In addition to carrying out its mandate under the By-laws, the Academic Standards Committee may conduct business meetings for the purpose of managing the work of the Committee and training and development purposes. Such business meetings shall be convened by the Chair of the Academic Standards Committee.</p>
<b>COMMITTEE MEMBERSHIP:</b>	<p>Members of the Academic Standards Committee shall be a mix of representatives from accredited post-secondary educational institutions.</p> <p>Members of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Academic Standards Committee. The selection of committee members shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p>



	<p>The Chair and Vice-Chair of the Committee are appointed by the Governance and Nominating Committee upon recommendation of the Chair of the Academic Standards Committee. The selection of the committee Chair and Vice-Chair shall be in accordance with the process and criteria established by the Governance and Nominating Committee.</p> <p>Three members of the Academic Standards Committee shall constitute quorum for a business meeting of the Academic Standards Committee.</p> <p>No member of the Academic Standards Committee shall be permitted to serve on the Appeal Committee during their tenure on the Academic Standards Committee. Also, no former member of the Academic Standards Committee shall sit on an Appeal Committee review of a decision they were a part of.</p> <p>Members serve a three-year term renewable to a maximum of three terms (nine years total).</p> <p>In exceptional circumstances, the Chair of the Academic Standards Committee can submit formal requests to the Governance and Nominating Committee to extend the term of a member of the Academic Standards Committee as required.</p>
<b>PANEL CONSTITUTION:</b>	<p>In accordance with Section 8.06 of the By-laws, the Academic Standards Committee may sit in panels for the purposes of exercising its powers and performing its duties under the Act, the By- laws, and for any other purpose. A decision of a panel of a committee constitutes a decision of the committee. A panel of the Academic Standards Committee shall be selected by the Committee Chair from amongst the members of the Academic Standards Committee.</p> <p>A panel shall consist of three members of the Academic Standards Committee.</p> <p>Two members of a panel may constitute quorum if a member of a panel is no longer able to continue their duties as a member of the panel. In such cases, the two panel members must agree on any decision. If the panel members do not agree on a decision, the matter will be referred to a new panel.</p>
<b>BUDGETARY AUTHORITY:</b>	<p>The budget for the Academic Standards Committee is approved by the Board. The Academic Standards Committee will have a budget to cover meeting and event expenses where appropriate.</p>
<b>LIMITATIONS:</b>	<p>In discharging its duties under the By-laws, each member of the Academic Standards Committee shall be obliged to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p>