Terms of Reference
Selection Committee

Status: Standing committee of the College of Rehabilitation Sciences (CoRS) Council

1.0 Purpose

The purpose of the Selection Committee of the Physical Therapy Department of the College of Rehabilitation Sciences (CoRS), hereinafter known as the Selection Committee, is to:

1.1 Select those applicants who are best qualified to make a contribution to the public and the profession in accordance with the Supplementary Regulations of the program.

1.2 Recommend selected applicants to the Faculty of Graduate Studies for admission into the MPT program.

2.0 Composition

The Selection Committee shall be composed of:

2.1 Core Committee

2.1.1 The Chairperson of the Selection Committee;

2.1.2 The Head of the Department of Physical Therapy or designate.

2.2 Full Committee

2.2.1 The Chairperson of the Selection Committee;

2.2.2 The Head of the Department of Physical Therapy or designate;

2.2.3 The Dean of the College of Rehabilitation Sciences;

2.2.4 Appointed Representatives

2.2.4.1 Two (2) Faculty members from the Department of Physical Therapy;
2.2.4.2 One (1) external representative from the College of Physiotherapists of Manitoba;

2.2.5 Student Representatives

2.2.5.1 One (1) student in year 2 of the MPT program.

3.0 Nomination of Members

3.1 Committee Chair

3.1.1 The Chair of the Admissions Committee shall be a PT Faculty member and shall be appointed by the Head of the Department of Physical Therapy.

3.2 Appointed Representatives

3.2.1 Faculty Representatives

3.2.1.1 The two (2) faculty representatives shall be recommended by the faculty to the Head of the Department of Physical Therapy for appointment.

3.2.2 External Representative

3.2.2.1 The representative from the College of Physiotherapists of Manitoba shall be appointed by the College. An appointed member does not have the right to sit or act at meetings until the appointment has been confirmed in writing to the Head of the Department of Physical Therapy.

3.2.3 Student Representatives

3.2.3.1 The method of selection and appointment of the student representative shall be in a manner established by the College of Rehabilitation Sciences Students' Association (CoRSSA).

4.0 Term of Office

4.1 Appointed Representatives

4.1.1 External Representative

4.1.1.1 The external representative shall serve for two (2) years and renewable.

4.1.2 Student Representatives
4.1.2.1 The student representative shall serve for one (1) year and renewable.

5.0 Termination of Term of Office and Filling the Vacancy

5.1 When a vacancy occurs due to ceasing to be a member of the constituency or resignation from the committee, the represented constituency shall appoint another member to fill the unexpired term of office.

6.0 Meetings

6.1 Presiding Officer

6.1.1 The Chair of the Selection Committee or designate shall be the presiding officer at all meetings of the Selection Committee.

6.2 Frequency

6.2.1 Meetings of the Full Selection Committee will be held every year following the interview process.

6.3 Notice

6.3.1 Meetings of the Selection Committee may be called at the discretion of the Chair of the Committee and/or the discretion of the Core Selection Committee

6.3.2 Written or electronic notice of Full Committee meetings shall be circulated at least four weeks prior to the meeting; at least 48 hours’ notice shall be given for any special meeting. The notice shall be accompanied by an agenda and any supporting documents to be considered at the meeting.

6.4 Access

6.4.1 Meetings shall be closed to non-members of the committee.

6.5 Quorum

6.5.1 The quorum shall consist of a simple majority (one half plus one).

6.6 Record of Proceedings
6.6.1 The CoRS support staff member assigned to the Selection Committee will record minutes at each Full Selection Committee meeting, limited only by the legitimate requirements of confidentiality.

6.6.2 A first draft of the minutes will be distributed to the Core Committee within two (2) weeks of the meeting.

7.0 Functions

7.1 Core Selection Committee

The Core Selection Committee will have the following functions:

7.1.1 Maintenance of adequate records of meetings;

7.1.2 Maintenance of current statistics regarding the demographics of the current student body;

7.1.3 Maintenance of confidential results of the interview process for at least two calendar years, then shredding of said documentation;

7.1.4 Ensure that all Full Selection Committee members are acquainted with the selection processes and policies prior to the Selection Committee meeting;

7.1.5 Contribute to an annual program report in conjunction with the Admissions Committee.

7.2 Full Selection Committee

The Full Selection Committee will have the following functions:

7.2.1 Receive all correspondence regarding the recommendation of suitable candidates to the Faculty of Graduate Studies;

7.2.2 Select those applicants who are best qualified to make a contribution to the public and the profession;

7.2.3 Recommend selected applicants to the Faculty of Graduate Studies for admission into the MPT program;

7.2.3.1 Identify students in the Manitoba Category of admission for recommendation;

7.2.3.2 Identify students in the Special Consideration Category of admission for recommendation;
7.2.3.3 Identify students in the Other Canadian Category of admission for recommendation.

7.2.4 Produce collective evidence in support of any decision that may be challenged at an Appeals Committee.

8.0 Powers to Recommend

The committee shall have the power to recommend to the Program Committee or through the Department Head to the appropriate person or bodies, with respect to matters of proper concern to the committee and to make recommendations concerning:

8.1 Selection policies concerning the Master of Physical Therapy program;

8.2 Other matters as may be brought before the committee.

9.0 Powers to Act

The Selection Committee shall have the power to:

9.1 Provide for the regulation and conduct of its business;

9.2 Appoint such committees as it shall deem necessary and to confer on them the power and authority to advise or act on its behalf;

9.3 Approve all matters that must be forwarded to the Program Committee for consideration.

10.0 Rules of Order

10.1 Meetings of the committee shall be conducted in accordance with simple parliamentary procedure as outlined in Herb Perry’s Call to Order or Robert’s Rules of Order.

11.0 Amendments

The amendment of the Terms of Reference shall be effected by:

11.1 A motion passed by a 2/3 vote of the members of the Selection Committee present and voting at a duly called and constituted meeting;

11.2 A subsequent ratification by a 2/3 vote of those present and voting at a duly called and constituted meeting of the Selection Committee.

12.0 Review
12.1 These terms of reference will be reviewed every two (2) years.

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<thead>
<tr>
<th>Approved MPT Program Committee</th>
<th>November 5, 2013</th>
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<tbody>
<tr>
<td>Approved by PT Selections Committee:</td>
<td>April 16, 2019</td>
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<tr>
<td>Revised:</td>
<td>September 30, 2015; November 5, 2013</td>
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<tr>
<td>Reviewed:</td>
<td>April 16, 2019; April 10, 2013</td>
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