

Appendix F – Accreditation Appeals Process

APPEAL PROCESS FOR 2-YEAR, SUSPENSION, OR WITHDRAWN ACCREDITATION STATUS

In the event of an unfavourable decision by the Canadian Athletic Therapists Association regarding program accreditation, the Chair of Program Accreditation Committee (PAC) will advise the Dean or Department Head and the Program Director of the decision and deficiencies as defined by the PAC. The institution may submit an appeal. Appeal is the process whereby the institution requests that a decision be examined because in their judgement they feel that the decision arrived at is flawed due to deviation from procedure, or a breach in policy is identified. Appeals must be in written form and must include a formal request for appeal of the proposed program. Reasons for the appeal must be clearly stated and must be accompanied by appropriate supporting information. The appeal must be directed to the *Executive Director* of the *Canadian Athletic Therapists Association* and must be received within 60 days following the institution's official notice of the decision. The written request must be accompanied by a fee of \$500, plus \$1000 deposit for appeal expenses (for details on costs, please see below).

The appeal process will proceed as outlined below.

The Executive Director will arrange an appeal hearing at which representation (maximum of 2 persons) of both the institution and the PAC will be scheduled for brief presentations. An alternate representative must be available should the original representative become unavailable. The Executive Director will contact the institution and PAC requesting four (4) potential dates for the hearing.

The Executive Director will appoint an appeal committee to adjudicate the appeal. The appeal committee will be made up of the following:

- (2) Certified Athletic Therapists in good standing with the Association.
- (1) un-named alternate Certified Athletic Therapist in good standing with the Association.
- (1) external individual who is not a Certified Athletic Therapist but is familiar with the CATA's accreditation process (i.e., a dean or administrator).

All appeal committee members will be appointed based on the following qualifications: post-graduate degree, post-secondary teaching experience, prior experience with an academic accreditation process in Canada, and curriculum development and evaluation experience. All committee members are required to complete a confidentiality and conflict of interest form from the CATA.

Consideration must be given to the potential dates as established by the Executive Director. The institution and the PAC will each have the right of one refusal of an appointed committee member of the appeal committee. This refusal should be communicated to the Executive Director

via email within (7) days of the announcement of the appeal committee. In the case of one of the members not being able to participate after this time the alternate will replace that member.

The specific time and place of the hearing will be determined by the Executive Director. Once the dates are established, they are considered to be final. However, extreme circumstances may dictate a change in appeal date. This change must be acceptable to all parties. If either the appellant or respondent do not attend the appeal, the committee will make their decision without the respective input.

The Executive Director will ensure the appeal process. The Executive Director will distribute the agenda, the supporting information from the institution's appeal application, and the PAC accreditation documents to the appeal committee members a minimum of three weeks before the appeal date.

The appeal committee will select its own chairperson. Their decision must be made in person or via a virtual meeting, and this decision will be final. The appeal committee will report within two weeks to the Executive Director, who will forward the report to the Institution and PAC.

AGENDA

The following is the agenda as defined by the PAC. Items that are not subject to change are the order of the presenters, and length of the presentations and the rebuttals. The Chair can make other changes with mutual agreement from the parties respecting their needs.

Day 1

- 8:30-9 Introductory remarks by the Chair
- 9-10 Institution Presentation
- 10-10:15 Break if necessary
- 10:15-11:15 PAC Presentation
- 11:15-1:15 Lunch and Rebuttal Preparation
- 1:15-1:45 Institution Rebuttal
- 1:45-2:15 PAC Rebuttal
- 2:15- 3:00 Break (The appeal committee prepares questions for Appellant and Respondent)
- 3:00- 5:00 Question and Answer session

Evening session: The appeal committee sequestered to informally discuss and prepare for Day 2

Day 2

- 8:30-10:30 Formal deliberations of the appeal committee
- 10:30-12:00 Continuation of Questions and Answer session with Institution and PAC representatives, if required.
- 12:00 Lunch

1:00- 5:00 Sequestered deliberation

To ensure complete and fair discussion, the format and spirit of the question-and-answer section of the hearing will be at the discretion of the Chair of the appeal committee.

COST

There is a cost sharing mechanism in place to determine amounts incurred by the institution and PAC. An appeal fee of \$500 and an honorarium of \$1500 (\$500 per appeal committee member) are refundable in the situation of an overturned decision. It is not refundable in the event of a decision that is upheld. An additional \$1000 is a deposit towards the payment of expenses incurred by the appeal process (flights, conference calls, hotel, etc.). The institution will be billed or reimbursed for any costs above or below \$1000, respectively. Whenever possible, the appeal process will be handled virtually; however, when an in-person appeal is required, expenses will be paid by the respective parties in accordance with section 3.3.8.