



SUBJECT	RECOMMENDATIONS FROM THE COUNCIL OF SENATES
MEETING DATE	22 SEPTEMBER 2020

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR
SUBMISSION**

Santa J. Ono, President and Vice-Chancellor

DECISION REQUESTED	IT IS HEREBY REQUESTED that <i>the Learning & Research Committee of the Board of Governors concur with actions arising from the Council of Senates electronic approval process of 21 August 2020 as attached.</i>
Report Date	31 August 2020

Approval is required under Section 38(1) of the *University Act*.



21 August 2020

To: The Board of Governors

From: Council of Senates

Following the confirmation of the Council of Senates email approval of 21 August 2020, the Council recommends the following action by the Board of Governors (approved by the Council under ss. 37(1)(u) and 38.2(4), transmitted to the Board in compliance with s. 38(1) and requiring Board approval under s. 38(2) of the *University Act*):

Affiliation Agreements

That the Board of Governors concur with the Council in approving the terms of the affiliation agreements between The University of British Columbia and the University of Northern British Columbia, as set out in the Letter of Agreement for the Master of Occupational Therapy program, and the Memorandum of Agreement for the Master of Physical Therapy program.



Date: August 13, 2020
To: Council of Senates
From: Paul Harrison, Chair, Council of Senates Executive Committee
Re: Approval Requested – Affiliation Agreements
Master of Occupational Therapy and Master of Physical Therapy – Affiliation with the University of Northern British Columbia

Proposals for dual degree partnerships are routinely considered by the Council of Senates under Council Policy [C-2](#): Affiliations with Other Institutions of Learning. The Vancouver Senate hereby requests your consideration and approval of the following affiliation agreements.

Items for Consideration and Approval

1. **Master of Occupational Therapy (MOT)** – Collaboration between The University of British Columbia and the University of Northern British Columbia

The Vancouver approved this Agreement on 20 November, 2019. The Agreement expands the program to include additional seats for northern and rural students to increase recruitment and retention of occupational therapists in northern and rural areas of British Columbia.

Motion 1:

That the Council of Senates approve and recommend to the Board of Governors for approval, the terms of affiliation between The University of British Columbia and the University of Northern British Columbia for the Master of Occupational Therapy Program as set out in the attached letter of agreement.

2. **Master of Physical Therapy (MPT)** – Collaboration between The University of British Columbia and the University of Northern British Columbia.

The Vancouver approved this Agreement on 20 November, 2019. The Agreement expands the program to include additional seats for northern and rural students to increase recruitment and retention of physical therapists in northern and rural areas of British Columbia.

That the Council of Senates approve and recommend to the Board of Governors for approval, the terms of affiliation between The University of British Columbia and the University of Northern British Columbia for the Master of Physical Therapy Program as set out in the attached memorandum of agreement.

In accordance with Rule 36 of the Council of Senates, these two resolutions are put to you via email for your consent. If you object to either proposal being approved, please do so via return email by 21 August 2020 at 10 am. Any questions may be sent to gina.deveaux@ubc.ca. Please note that questions are not taken as objections except if explicitly stated as an objection.

For the Committee,

Dr. Paul Harrison, Chair

Council of Senates Executive Committee.



7 November 2019

To: Vancouver Senate
From: Senate Admissions Committee
Re: a) Master of Occupational Therapy – Admission (approval)(circulated)
b) Master of Physical Therapy – Admission (approval)(circulated)

The Committee has reviewed the following proposals and is pleased to recommend them to Senate for approval.

a) Master of Occupational Therapy – Admission (approval)(circulated)

The Committee has reviewed and recommends to Senate for approval proposed Calendar changes on admission for the Master of Occupational Therapy. In collaboration with the University of Northern British Columbia, the program will be expanded to include additional seats for northern and rural students to increase recruitment and retention of occupational therapists in northern and rural areas of British Columbia. The attached Letter of Agreement, to be reviewed by the Council of Senates (following Senate approval of associated Calendar changes), outlines the details of the proposed agreement.

Motion: *That Senate approve changes to admission requirements for applicants to the Master of Occupational Therapy program, effective for entry to the 2020 Winter Session and thereafter.*

b) Master of Physical Therapy – Admission (approval)(circulated)

The Committee has reviewed and recommends to Senate for approval proposed Calendar changes on admission for the Master of Physical Therapy. In collaboration with the University of Northern British Columbia, the program will be expanded to include additional seats for northern and rural students to increase recruitment and retention of physical therapists in northern and rural areas of British Columbia. The attached Memorandum of Agreement, to be reviewed by the Council of Senates (following Senate approval of associated Calendar changes), outlines the details of the proposed agreement.

Motion: *That Senate approve changes to admission requirements for applicants to the Master of Physical Therapy program, effective for entry to the 2020 Winter Session and thereafter.*

Respectfully submitted,
Prof. Carol Jaeger, Chair
Senate Admissions Committee



UBC Admission Proposal Form Change to Course or Program

<p>Faculty: Medicine Department: Occupational Science & Occupational Therapy Faculty Approval Date: Effective Session (W or S): W1 Effective Academic Year: 2019 (entry to 2020W Session)</p>	<p>Date: August 9, 2019 Contact Person: David Tsukada Phone: 604-822-7196 Email: david.tsukada@ubc.ca</p>
<p>Proposed Calendar Entry:</p> <p>Program Overview</p> <p>Occupational therapists provide specialized rehabilitation services to maintain, restore, or improve the ability of children and adults to perform the occupations of daily life, which may be impaired as a result of illness, injury, congenital or acquired disabilities, or social disadvantage. Occupational therapists focus on adapting the environment or improving the person's skills, to enhance performance in the areas of self-care (eating, dressing, personal hygiene), productivity (household work, employment, school), and leisure activities, thereby improving overall health and quality of life.</p>	<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12.209.879.0</p> <p>Present Calendar Entry:</p> <p>Program Overview</p> <p>Occupational therapists provide specialized rehabilitation services to maintain, restore, or improve the ability of children and adults to perform the occupations of daily life, which may be impaired as a result of illness, injury, congenital or acquired disabilities, or social disadvantage. Occupational therapists focus on adapting the environment or improving the person's skills, to enhance performance in the areas of self-care (eating, dressing, personal hygiene), productivity (household work, employment, school), and leisure activities, thereby improving overall health and quality of life.</p>

Master of Occupational Therapy

Admission Requirements

Candidates must meet [minimum entry requirements](#) established by Graduate and Post-Doctoral Studies.

Admission is offered on a competitive basis due to the annual enrolment limits. Admission requirements include:

- Completion of a recognized baccalaureate degree in any field ([equivalent to a UBC 4-year Bachelor's degree in any field, from any accredited post-secondary institution](#))
- Successful completion of the following prerequisites:
 - social sciences (3 credits)
 - behavioural sciences (3 credits)
 - human anatomy¹ (3 credits; focus on gross anatomy of musculoskeletal system of upper and lower limbs and trunk. See [M.O.T. Admissions](#) for specific course requirements), and
 - a minimum of 70 hours of volunteer or paid work with individuals with disabilities at no more than two facilities.
- [Response to a Question](#) requirement
- [Completion of online assessment \(CASPer Test-Computer Based Assessment for Sampling Personal Characteristics\)](#)

¹A 3-credit course covering the following areas: 1) Upper limbs: bones, joints, muscles, nerves, and blood vessels in the upper limbs of the human body; 2) Lower

Master of Occupational Therapy

Admission Requirements

Completion of a recognized baccalaureate degree in any field and the successful completion of the following prerequisites:

- social sciences (3 credits)
- behavioural sciences (3 credits)
- human anatomy¹ (3 credits; focus on gross anatomy of musculoskeletal system of upper and lower limbs and trunk. See [M.O.T. Admissions](#) for specific course requirements), and
- a minimum of 70 hours of volunteer or paid work with individuals with disabilities at no more than two facilities.

¹A 3-credit course covering the following areas: 1) Upper limbs: bones, joints, muscles, nerves, and blood vessels in the upper limbs of the human body; 2) Lower

<p>limbs: bones, joints, muscles, nerves, and blood vessels in the lower limbs of the human body; 3) Trunk: bones, joints, muscles, nerves, and blood vessels in the back and thorax of the human body. The Department Head will review course outlines that are not listed on M.O.T. Admissions to evaluate course equivalency.</p> <p>Admission is offered on a competitive basis. The annual enrolment and class size is limited.</p> <p>Primary consideration for admission of domestic applicants is given to residents of British Columbia. Applicants are considered BC residents if they hold a currently valid BC Care Card at the time of application to the program.</p> <p>Applicants who meet the above minimum requirements are eligible for interview consideration. Candidates are selected for interviews based on competitive academic standing in senior-level courses. The interview will comprise of a verbal interview and an examination of written English proficiency. Fulfillment of the minimum requirements, however, does not guarantee an interview.</p> <p>Applicants who would like to be considered for admission to the Master of Occupational Therapy's Northern and Rural Cohort must meet all admissions requirements and must complete a supplementary application form, available to download on the M.O.T Program website. This form is used to assess candidates' suitability for the cohort.</p>	<p>limbs: bones, joints, muscles, nerves, and blood vessels in the lower limbs of the human body; 3) Trunk: bones, joints, muscles, nerves, and blood vessels in the back and thorax of the human body. The Department Head will review course outlines that are not listed on M.O.T. Admissions to evaluate course equivalency.</p> <p>Admission is offered on a competitive basis. The annual enrolment and class size is limited.</p> <p>Primary consideration for admission is given to residents of British Columbia. Applicants are considered BC residents if they hold a currently valid BC Care Card at the time of application to the program.</p> <p>Applicants who meet the above minimum requirements are eligible for interview consideration. Candidates are selected for interviews based on academic standing in senior-level courses. The interview will comprise a verbal interview and an examination of written English proficiency. Fulfillment of the minimum requirements, however, does not guarantee an interview.</p>
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<p>Program Requirements</p> <p>....</p> <p>Academic Progress</p> <p>...</p>	<p>Program Requirements</p> <p>...</p> <p>Academic Progress</p> <p>....</p> <p>Type of Action:</p> <ul style="list-style-type: none"> • Calendar Update <p>Rationale for Proposed Change:</p> <p>In May 2019, the Ministries of Health and Advanced Education and Skills Training approved infrastructure funding for the Master of Occupational Therapy Northern and Rural Cohort (MOT-NRC) of UBC in collaboration with the University of Northern British Columbia (UNBC). This initiative is designed to increase recruitment and retention of occupational therapists in northern and rural areas of British Columbia (BC). The MOT-NRC will comprise 8 seats in addition to the 56 seats currently in the MOT program. The students in the MOT-NRC cohort will complete the majority of their clinical fieldwork education in northern and rural communities. UNBC will be the clinical hub for the majority of the MOT-NRC, with support provided to occupational therapists in northern and rural communities through local clinical instructor training, continuing professional development, and mentorship for specific clinical experiences.</p>
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Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

In May 2019, the Ministries of Health and Advanced Education and Skills Training approved infrastructure funding for the Master of Occupational Therapy Northern and Rural Cohort (MOT-NRC) of University of British Columbia (UBC) in collaboration with the University of Northern British Columbia (UNBC). This initiative is designed to increase recruitment and retention of occupational therapists in northern and rural areas of British Columbia (BC). The MOT-NRC will comprise 8 seats in addition to the 56 seats currently in the MOT program. The students in the MOT-NRC cohort will complete the majority of their clinical fieldwork education in northern and rural communities. UNBC will be the clinical hub for the majority of the MOT-NRC, with support provided to occupational therapists in northern and rural communities through local clinical instructor training, continuing professional development, and mentorship for specific clinical experiences.

To ensure the continued effective operation of the MOT-NRC the parties agree that governance, human resources, space, finances, student services, and communications will operate as follows.

Governance Structure

The MOT-NRC, is part of the accredited UBC MOT program, under the direction and leadership of the Head, Department of Occupational Science & Occupational Therapy, Faculty of Medicine, UBC. The Northern Medical Program is also part of the UBC Faculty of Medicine and although the sharing of resources with the Northern Medical Program is essential to the success of the MOT-NRC, the MOT-NRC program is autonomous.

At the UNBC site, the MOT-NRC falls within the portfolio of the UBC Faculty of Medicine Regional Associate Dean Northern BC / Associate Vice President, Northern Medical Program, UNBC. The Regional Associate Dean is responsible for providing strategic regional leadership for the UBC Faculty of Medicine and, working with the UBC Head of the Department of Occupational Science & Occupational Therapy, will facilitate the relationships between the UBC Department of Occupational Science & Occupational Therapy, UNBC and Northern Health Authority on matters related to the MOT-NRC.

The UBC Department of Occupational Science & Occupational Therapy MOT-NRC Coordinator of Fieldwork Education will be physically located at UNBC. This Coordinator is responsible for the day-to-day operations of the UNBC portion of the MOT-NRC, for fieldwork education based at UNBC, and for developing the clinical capacity in occupational therapy fieldwork in northern and rural communities. The Selection Committee for the Coordinator of Fieldwork Education, MOT-NRC, includes representation from UNBC, the occupational therapy community in northern BC, and the UBC Department of Occupational Science & Occupational Therapy. The Coordinator of Fieldwork Education for the MOT-NRC will be employed by UBC and reports to the Head, Department of Occupational Science & Occupational Therapy, UBC. The Coordinator will hold a UBC appointment and an affiliate appointment



Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

at UNBC. This affiliate appointment will facilitate program operations and foster communication between the partners in the MOT-NRC.

The organizational structure will include a Joint Institutional Steering Committee and three committees that provide operational input and direction to the MOT-NRC including: (1) the MOT-NRC Implementation Committee, (2) the MOT-NRC Fieldwork Advisory Subcommittee, and (3) the MOT-NRC Admissions Advisory Subcommittee.

Joint Institutional Steering Committee for the MOT-NRC

During the development and implementation phase there will be a Joint Institutional Steering Committee for the MOT-NRC that advises the UBC Dean of the Faculty of Medicine and the UNBC Provost and Vice-President Academic. The Steering Committee will provide support and guidance to the MOT-NRC including identification of adequate resourcing to implement curricular components. The steering committee will develop a framework for collaboration between UBC and UNBC to facilitate overall management involving both Institutions with respect to the MOT-NRC.

MOT-NRC Implementation Committee

This committee will provide operational planning and implementation of the MOT-NRC during the development phase and reports to the steering committee. This committee will be co-chaired by the UBC Head of the Department of Occupational Science and Occupational Therapy and the UBC Northern Regional Associate Dean. The committee will provide information to assist the department head regarding resource allocation requirements for the MOT-NRC.

MOT-NRC Fieldwork Advisory Subcommittee:

This committee will provide guidance and support to the MOT-NRC Coordinator of Fieldwork Education, and the UBC Associate Head Fieldwork Education related to offering quality student placements in northern and rural communities, advising on fieldwork supervisor education, and offering fieldwork opportunities. This committee will be chaired by the Associate Head, Fieldwork Education, in the UBC Department of Occupational Science and Occupational Therapy.

MOT-NRC Admissions Subcommittee:

This committee will review and provide assessment of the MOT-NRC applications to the UBC Department of Occupational Science & Occupational Therapy, MOT Admissions Committee as well as participate in admissions interviews. This committee will be co-chaired by the MOT-NRC Coordinator of Fieldwork Education and the Associate Department Head, Department of Occupational Science and Occupational Therapy.



Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

Human Resources

All faculty members report to the UBC Head of the Department of Occupational Science & Occupational Therapy, are employees of UBC, with terms and conditions of employment determined by the UBC Faculty Collective Agreement. Faculty are subject to UBC and Faculty of Medicine policies and procedures.

All administrative staff members report to the Administrative Director of the UBC Northern Medical Program, are employees of UNBC, with terms and conditions of employment determined by UNBC collective agreements and are subject to UNBC and UBC Northern Medical Program policies and procedures.

Space

The availability of seminar room space, video-conferencing enabled for broadcasting and receiving, for local teaching and distance learning needs is critically important for the development of the MOT-NRC educational program in northern BC. The seminar room is supported by UBC MEDIT through its established relationships with UNBC IT.

Office space for the MOT-NRC Coordinator of Fieldwork Education and MOT-NRC Administrative Assistant will be located on the UNBC campus. Ideally the Administrative Assistant will be co-located with other UBC Northern Medical Program staff and this might be shared space.

Finance

UBC receives funds annually from the BC Government for the MOT program which includes the MOT-NRC.

The Head of the Department of Occupational Science and Occupational Therapy has authority delegated by the UBC Dean of the Faculty of Medicine, over the departmental budget and resource allocations. The UBC Department of Occupational Science and Occupational Therapy is responsible for transferring funds to UNBC upon receipt of a quarterly invoice from UNBC. Signing authority at UNBC will be granted to MOT-NRC Coordinator of Fieldwork Education and the Senior Administrative Manager for varying amounts, according to UNBC financial policy. The Regional Associate Dean will provide the one-over signing authority at UNBC.



Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

At UNBC, the MOT-NRC Administrative Assistant is responsible for managing day-to-day financial processing, with oversight by the UNBC Northern Medical Program Finance Manager. The Northern Medical Program Finance Manager is responsible for financial reporting to the UBC Department of Occupational Science & Occupational Therapy, minimally on a quarterly basis.

The implementation of the MOT-NRC will involve financial collaboration between UBC and UNBC. Under the terms of the agreement of the funding received from the provincial government, funds for the MOT-NRC will be spent on increasing the capacity for fieldwork education and supporting the overall educational mandate of the MOT program in northern and rural BC. UNBC is an integral partner in the delivery of occupational therapy education in northern and rural BC. Administration of the budget for operational needs at UNBC will follow UNBC financial policies and processes.

There may be opportunities for joint fundraising between UNBC and UBC for the MOT-NRC. The UNBC and UBC FoM Development/Advancement Officers will work in collaboration to establish guidelines for fundraising and to pursue fundraising initiatives deemed important by both organizations.

Student Services

MOT-NRC students are UBC students and not registered as UNBC students. However, UNBC will grant affiliate status to NRC students, allowing access to services as per existing processes with UNBC.

Communications

The website is an important service for student recruitment and support. UNBC and UBC agree to use the following wording of both websites: *UBC Northern and Rural Cohort – a collaboration between UBC and UNBC*. Posting of MOT-NRC information on either website will be vetted by the Head of the Department of Occupational Science & Occupational Therapy and the Regional Associate Dean, Northern Medical Program, UNBC, prior to posting.

Press releases and media relations are a joint responsibility. The pertinent Departments at UBC and UNBC are expected to work collaboratively with each other on any such releases.

TERM AND TERMINATION

This Agreement will come into effect upon execution and will continue to be in effect unless terminated in accordance with this Agreement.



Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

The Institutions agree to engage in a joint review of the Agreement after the program has been in effect for thirty (30) months.

The parties may amend this Agreement by mutual agreement at any time. No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.

Either Institution may terminate the Agreement at any time on the provision of at least six (6) months' written notice to the other Institution. On the provision of notice under this section the Institutions shall cease recruitment and admissions activities to the MOT-NRC cohort.

Despite termination of the Agreement the Institutions agree to continue to provide training as contemplated in this Agreement for a period of a maximum of 25 months to any MOT-NRC cohort students actively engaged in training at the time of termination.

Upon termination, the Agreement shall be of no further force or effect except that neither party shall be released from any obligation that has accrued up to the date of termination including the obligation to continue to provide training as described above.

Notice of termination shall be in writing and shall be deemed to have been duly given and received either (a) on the day of delivery, if delivered to the receiving party at:

If to UBC, to:
The University of British Columbia
6328 Memorial Road
Vancouver, British Columbia
V6T 1Z2
Attention: The President
Facsimile: (604) 822-5055

And:
The University of British Columbia
2194 Health Sciences Mall
Vancouver, British Columbia
V6T 1Z3
Attention: Dean, Faculty of Medicine
Facsimile: (604) 822-8017

If to UNBC, to:
University of Northern British Columbia



Letter of Understanding between UBC and UNBC to guide the operations of the MOT Northern and Rural Cohort

3333 University Way
Prince George, British Columbia
V2N 4Z9
Attention: The President
Facsimile: (250) 960-7301

or such other address as each party may designate in writing to the other party for this purpose.

IN WITNESS WHEREOF, Parties hereto caused Agreement to be signed by their proper officers duly authorized their behalf.

SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:
SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:



UBC Admission Proposal Form Change to Course or Program

<p>Faculty: Medicine Department: Physical Therapy Faculty Approval Date: Effective Session (W or S): Winter Effective Academic Year: 2020</p>	<p>Date: July 2, 2019 Contact Person: Andrea Hardaker Phone: (604) 822-7771 Email: andrea.hardaker@ubc.ca</p>
<p>Proposed Calendar Entry: (40 word limit for course descriptions)</p> <p>Program Overview</p> <p>Physical therapists specialize in the assessment and treatment related to movement. Common movement disorders result from impairment of the neuromuscular, musculoskeletal, respiratory or cardiovascular systems. Following assessment of their clients, physical therapists often use physical agents such as therapeutic exercise, heat, cold, and electrical stimulation to increase muscle strength and function, reduce pain, promote general health and fitness, and prevent disability. As specialists in movement dysfunction, physical therapists also provide expertise in human mobility, carefully analyzing gait patterns and prescribing treatment regimens or devices (such as braces, crutches, or wheelchairs) to enable clients to move independently through their environments.</p> <p>Master of Physical Therapy Distributed Program</p> <p>The Master of Physical Therapy offers a distributed program involving 100 students at geographically separated campuses; the Master of Physical</p>	<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,828,1215</p> <p>Present Calendar Entry:</p> <p>Program Overview</p> <p>Physical therapists specialize in the assessment and treatment related to movement. Common movement disorders result from impairment of the neuromuscular, musculoskeletal, respiratory or cardiovascular systems. Following assessment of their clients, physical therapists often use physical agents such as therapeutic exercise, heat, cold, and electrical stimulation to increase muscle strength and function, reduce pain, promote general health and fitness, and prevent disability. As specialists in movement dysfunction, physical therapists also provide expertise in human mobility, carefully analyzing gait patterns and prescribing treatment regimens or devices (such as braces, crutches, or wheelchairs) to enable clients to move independently through their environments.</p>



Therapy- North cohort located at the University of Northern British Columbia and the Master of Physical Therapy- Vancouver cohort located at UBC's Point Grey Campus in Vancouver.

The M.P.T. degree provides the professional education necessary to obtain a license to practice physical therapy. It differs from the advanced or research [M.Sc. in Rehabilitation Sciences](#), which prepares practitioners with advanced research skills and requires completion and defense of a thesis

Master of Physical Therapy

Admission Requirements

Candidates must meet [minimum entry requirements](#) established by Graduate and Post-Doctoral Studies

Admission is offered on a competitive basis. The annual enrolment and class size are limited.

Admission requirements include:

Completion of a recognized bachelor's degree in any field and the successful completion of the following prerequisites:

- 3 credits of any university level Physics ^{*};
- ENGL 112 (or equivalent);
- Human Anatomy (3 credits; UBC CAPS 391 or equivalent);
- Human Physiology (6 credits; UBC CAPS 301 or equivalent);
- Psychology (3 credits or equivalent);
- Statistics (3 credits or equivalent).

*This requirement can also be fulfilled by Physics 12

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- ENGL 112 (or equivalent);
- Human Anatomy (3 credits; UBC CAPS 391 or equivalent);
- Human Physiology (6 credits; UBC CAPS 301 or equivalent);
- Psychology (3 credits or equivalent);
- Statistics (3 credits or equivalent).

*This requirement can also be fulfilled by Physics 12



<p>(or out of province equivalent Grade 12 Physics)</p> <p>An academic standing of at least 72% (B) final mark is required in each pre-requisite course.</p> <p>Academic standing of at least 76% (B+) average in senior-level courses (300- and 400-level).</p> <p>All applicants must complete the Computer-based Assessment for Sampling Personal Characteristics (CASPer) as part of the admission process and request results be sent to the UBC Department of Physical Therapy. Information and online registration are available on the CASPer website. CASPer results are valid for one year. Applicants who completed the assessment in previous years must retake it for the current application cycle.</p> <p>A minimum of 70 hours of volunteer or paid work that includes direct contact involving interaction with persons with cognitive, emotional, or physical disabilities at no more than two facilities.</p> <p>Applicants who would like to be considered for admission to the distributed Master of Physical Therapy- North Cohort at the University of Northern British Columbia must complete two supplementary application forms, available to download on the M.P.T Program website: the rural suitability form and the lived experiences form. These forms are used to assess candidates' suitability for the distributed cohort. Applicants to the Master of Physical Therapy- North cohort must meet all other</p>	<p>(or out of province equivalent Grade 12 Physics)</p> <p>An academic standing of at least 72% (B) final mark is required in each pre-requisite course.</p> <p>Academic standing of at least 76% (B+) average in senior-level courses (300- and 400-level).</p> <p>A minimum of 70 hours of volunteer or paid work that includes direct contact involving interaction with persons with cognitive, emotional, or physical disabilities at no more than two facilities.</p>
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admissions requirements.

Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of English language proficiency prior to admission. For more information, refer to the Faculty of Graduate and Postdoctoral Studies' entry in the Academic Calendar regarding [English Language Proficiency Requirements](#). Required minimum English language proficiency scores for admission to the program are:

- TOEFL: 100 (iBT)
- MELAB: overall 85
- IELTS (Academic): overall 7.5, with a minimum score of 7.0 in each component
- CAEL: overall 80
- PTE (Academic): overall 70
- CELPIP (Academic): 4L

See [program website](#) for additional information on admission.

Primary consideration for admission is given to residents of British Columbia.

Applicants who meet the above minimum requirements are eligible for interview consideration. Candidates are selected for interview based on their academic standing in the last 30 senior-level credits plus the prerequisite courses. The interviews are in multi-mini interview format. Fulfilment of the minimum requirements does not guarantee an interview.

Program Requirements

Students must successfully complete all academic

Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of English language proficiency prior to ~~being extended an offer of~~ admission. For more information, refer to the Faculty of Graduate and Postdoctoral Studies' entry in the Academic Calendar regarding [English Language Proficiency Requirements](#). Required minimum English language proficiency scores for admission to the program are:

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See [program website](#) for additional information on admission.

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Applicants who meet the above minimum requirements are eligible for interview consideration. Candidates are selected for interview based on their academic standing in the last 30 senior-level credits plus the prerequisite courses. The interviews are in multi-mini interview format. Fulfilment of the minimum requirements does not guarantee an interview.

Program Requirements

Students must successfully complete all academic



<p>requirements (83 credits of coursework):</p> <ul style="list-style-type: none">• ANAT 392• RHSC 420• PHTH 511, 514, 516, 517, 521, 524, 526, 527, 528, 531, 534, 538, 544, 545, 546, 548, 552, 554, 558, 564, 565, 566, 574, and 576• Clinical Education Requirements	<p>requirements (83 credits of coursework):</p> <ul style="list-style-type: none">• ANAT 392• RHSC 420• PHTH 511, 514, 516, 517, 521, 524, 526, 527, 528, 531, 534, 538, 544, 545, 546, 548, 552, 554, 558, 564, 565, 566, 574, and 576• Clinical Education Requirements <p>Type of Action: Calendar update</p> <p>Rationale: The Ministries of Health and Advanced Education & Skills Training are providing funding to develop the UBC Faculty of Medicine Master of Physical Therapy – Northern (“MPT-N”) program, a fully distributed academic program of the UBC Master of Physical Therapy (“MPT”) program –to increase recruitment and retention of physiotherapists in northern and rural areas of BC. The MPT-N program will operate out of UNBC facilities to allow MPT-N students to complete their academic education and the majority of their clinical education in northern and rural communities.</p>
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MEMORANDUM OF AGREEMENT

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA

(“UBC”)

AND:

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

(“UNBC”)

(collectively the “Institutions”)

WHEREAS:

1. The Ministries of Health and Advanced Education & Skills Training are providing funding to develop the UBC Faculty of Medicine (“FoM”) Master of Physical Therapy – Northern (“MPT-N”) program, a fully distributed academic program of the UBC Master of Physical Therapy (“MPT”) program –to increase recruitment and retention of physiotherapists in northern and rural areas of BC; and
2. The MPT-N program will operate out of UNBC facilities to allow MPT-N students to complete their academic education and the majority of their clinical education in northern and rural communities.; and
3. The FoM Northern Medical Program (“NMP”) currently operates out of UNBC subject to a separate Affiliation Agreement between the Institutions.

THEREFORE, the Institutions hereby agree to the following:

1.0 UNIVERSITY AND ACCREDITATION APPROVALS

- 1.1 The Institutions wish to begin the MPT-N program in August 2020 with 20 seats in the program.
- 1.2 The establishment of the MPT-N program is contingent upon accreditation by the Physiotherapy Education Accreditation Canada (“PEAC”) as a distributed education site of the UBC MPT program. In the event the MPT-N is not accredited as a distributed education site of the UBC



- MPT program the MPT-N program will not be established at this time. UBC will diligently seek accreditation from PEAC of the MPT-N as a distributed education site of the UBC MPT program.
- 1.3 In addition, the establishment of the MPT-N program as a distributed education site of the UBC MPT program is contingent upon and subject to the approval of the UBC Senate and authorization by the UBC Board of Governors to the Faculty of Medicine to increase enrollment of Physical Therapy students from the current 80 students per year (which includes 20 students in the Northern & Rural Cohort) to 80 students per year in Vancouver and 20 students per year in the MPT-N program.
 - 1.4 The establishment of the MPT-N program as a distributed education site of the UBC MPT program is contingent upon and subject to the approval of UNBC Senate and authorization of the UNBC Board of Governors.
 - 1.5 The Institutions agree to diligently seek approval of the respective Senate bodies and Boards of Governance to establish the MPT-N program. In the event approval is not granted by one or more governing bodies the MPT-N program will not be established at this time.

2.0 GOVERNANCE STRUCTURE

- 2.1 The NMP and the MPT-N program are autonomous programs that will share resources essential to the success of the MPT-N program.
- 2.2 The MPT-N program, as part of the accredited UBC MPT program, is under the direction and leadership of the Head, UBC Department of Physical Therapy who reports to the Dean, FoM, and reports to the Executive Associate Dean, Education, FoM (EADE) for education matters.
- 2.3 The MPT-N program falls within the portfolio of the UBC FoM Regional Associate Dean, Northern BC / Associate Vice President, NMP, UNBC (RAD/AVP- NMP) who is responsible for providing strategic regional leadership for the FoM. The RAD/AVP-NMP will work with the Head of the Department of Physical Therapy, to facilitate the relationships between the UBC Department of Physical Therapy, UNBC and the Northern Health Authority (NHA) on matters related to the MPT-N program.
- 2.4 There will be a designated MPT-N Site Lead, Academic and an MPT-N Site Lead Clinical (collectively "Site Leads"). The Site Leads are the local co-leaders for the MPT-N program. The Site Leads report to the Head of the Department of Physical Therapy for all academic and clinical matters relating to the MPT-N program.

3.0 FACULTY

- 3.1 Faculty will be recruited at both UBC and UNBC to the MPT-N program. Faculty will hold primary appointments at either UBC or at UNBC.



- 3.2 All UBC faculty appointees will have affiliate faculty appointments at UNBC. All UNBC faculty appointees teaching in the MPT-N program will have affiliate appointments at UBC with clear teaching, educational mission and leadership expectations and performance standards for the UBC Faculty of Medicine.
- 3.3 The UBC affiliate faculty appointment is subject to the approval of the UBC Board of Governors and the FoM policy governing affiliate faculty appointments (“Affiliate Faculty Policy”). UBC will diligently move the Affiliate Faculty Policy, currently in draft form and attached to this Agreement, through the FoM and UBC processes for Senate approval.
- 3.4 The UNBC affiliate faculty appointment is subject to the approval of the UNBC Board of Governors and the UNBC Policy for Affiliate Faculty Appointments for UBC Faculty.
- 3.5 Initially the program will be staffed with three tenure stream faculty appointees who will be located at the UNBC site. One faculty member will be the MPT-N Site Lead, Academic, and one faculty member will be the MPT-N Site Lead, Clinical. The third faculty member will be a researcher.
- 3.6 The Site Lead, Academic is responsible for the day-to-day operations of the academic portion of the MPT-N program and the MPT-N Site Lead, Clinical is responsible for the management of the clinical education program, which includes ensuring clinical capacity in physical therapy for clinical placements in northern and rural communities.
- 3.7 All individuals who teach students in the academic portion of the MPT-N program for 20 hours per year or more must hold and maintain a faculty appointment at UBC. The UBC appointment may be of any type (such as academic part-time, clinical, adjunct, affiliate) and of any rank.
- 3.8 All faculty members who hold either a UBC and/or UNBC appointment and who formally participate in MPT-N program teaching activities are accountable to the Dean of the UBC FoM, through the Department Head, Physical Therapy, with respect to their teaching contributions to the MPT-N program.
- 3.9 Terms and conditions of employment of faculty members in the MPT-N program who have their primary appointment at UNBC are governed by the collective agreement that UNBC has negotiated with the UNBC Faculty Association (“UNBC Collective Agreement”).
- 3.10 Terms and conditions of employment for UBC faculty members, other than Clinical Faculty members, are governed by the collective agreement between the Faculty Association and UBC (“UBC Collective Agreement”). UBC faculty members will be paid by UBC, and will receive merit awards and other annual increases as appropriate from UBC. All UBC faculty, including Clinical Faculty appointees, are bound by all UBC and FOM policies.
- 3.11 Terms and conditions of service for UBC Clinical Faculty members are set out in the contract between the Clinical Faculty member and UBC.
- 3.12 The Selection Committee for MPT-N faculty positions will include representation from both UBC and UNBC and the physical therapy community in northern BC.
- 3.13 Faculty members teaching in the MPT-N program, whose primary appointment is at UNBC will be subject to applicable tenure and promotion and merit processes provided by the UNBC Collective Agreement. UNBC will request from the Department Head, Physical



Therapy, a formal review of the educational contribution of the individual to the MPT-N program, and such formal review must be included in UNBC's overall review of the individual in respect of promotion and tenure decisions.

- 3.14 UBC will review the affiliate faculty appointee for other (i.e. research) contributions if requested by UNBC. UNBC agrees that all individuals who have affiliate faculty appointments in the UBC Faculty of Medicine and who hold their primary appointment at UNBC will be formally reviewed at least annually for their contribution to the MPT-N program by the UBC Physical Therapy Department Head.
- 3.15 When an individual holds a primary appointment at UBC and an affiliate faculty appointment at UNBC in the MPT-N program, UBC will request from the RAD/AVP- a formal review on behalf of UNBC of the educational contribution of the individual to the MPT-N program and such formal review must be included in UBC's overall review of the individual in respect of promotion and tenure decisions.

4.0 STAFFING

- 4.1 UNBC will employ an Administration Manager, IT, Program and Classroom Support and other administration staff required to support the MPT-N program at the UNBC site.
- 4.2 All administrative staff members will be employees of UNBC, whose terms and conditions of employment are governed by UNBC collective agreements and who will be paid by UNBC. UBC will make lump-sum quarterly transfers to UNBC equivalent to the costs associated with wages and benefits for these employees. UBC will pay progression through each salary grade, but UNBC will be responsible for GWI. All UNBC employees are bound by UNBC policies.
- 4.3 Administrative staff members report to the MPT-N Administration Manager, who reports to the Administrative Director, NMP.

5.0 COMMITTEES

- 5.1 Three committees with membership from UBC and UNBC will be established to assist with the development and operation of the MPT-N program.

5.2 Steering Committee

The Steering Committee is a joint institutional advisory committee to the Dean FoM and the Provost and Vice-President Academic, UNBC. The Steering Committee will:

- Provide support, guidance and advice for the MPT-N program including identification of adequate resourcing to implement curricular components.
- Advise the Head of the Department of Physical Therapy on budget allocation and distribution for the MPT-N program including capital and equipment expenditures. The Head of the Department of Physical Therapy has authority delegated by the Dean, Faculty of Medicine, over the departmental budget.



- Develop a framework for collaboration between UBC and UNBC to facilitate management of issues and activities involving both Institutions with respect to the MPT-N Program.

5.3 MPT-N Implementation Committee

The Implementation Committee will serve during the period when the MPT-N is being developed, as a temporary advisory body to the Department Head, Physical Therapy. The committee will advise on the establishment or modification of policies and guidelines governing the operations and processes in the MPT-N within the framework of collaboration developed by the Steering Committee, including but not limited to overall functioning of the MPT-N program, program evaluation, quality assurance, future planning, curriculum and accreditation.

5.4 MPT-N Admissions Subcommittee

The Admissions Subcommittee will review applications to the MPT-N program and will provide recommendations for admission to the UBC Department of Physical Therapy Admissions Committee.

6.0 ACADEMIC PROGRAM

6.1 UBC is responsible for the academic program for students in the UBC Department of Physical Therapy and shall, without limiting the generality of the foregoing:

- be responsible for and have authority over the curriculum of studies for the MPT program in both locations;
- provide adequate schedules to UNBC through appropriate liaison regarding dates of instruction and objectives of placements;
- assign to learning activities only those students who have met the admission and promotion requirements of UBC and who continue to meet those standards;
- assign to learning activities only those students who meet the health requirements of UBC and UNBC.

6.2 UBC will fulfill all terms required by PEAC to obtain and maintain the distributed education site accreditation for the MPT-N program including, but not limited to establishing and maintaining:

- the same educational objectives and equivalent education programs as the MPT program;
- a common curriculum based on same curricular principles, structure and objectives;
- a common assessment process, and common policies for the determination of grades;



- identical course duration or clinical placement length, unless a compelling reason exists for varying the length of the experience.
 - a single educational track for MPT and MPT-N students
- 6.3 As curriculum changes and develops, the curriculum will continue to be common across geographic sites by means of the implementation of all substantial changes at each geographic site. The MPT-N program and the MPT program will each reflect the distinctive geographic and community context in which it is delivered. Such distinctiveness will be expressed through the type or background of the patients who are involved in the curriculum, characteristics of facilities where clinical placement sites are developed and the particular flavor of the socio-economic issues in the different communities.
- 6.4 Curriculum and program reports, recommendations and approved changes are developed and considered by the MPT Curriculum Committee. The terms of reference and membership of the MPT curriculum committees will be changed to incorporate representation from UNBC, who will participate in program evaluation and curriculum revision.
- 6.5 MPT program expansion budget resources will be allocated to support the evaluation of the MPT-N program.
- 6.6 UBC is responsible for assessing the academic performance of all students in the UBC Faculty of Medicine and determining whether a student should be promoted to the subsequent year(s) of the program.

7.0 PROGRAM REVIEW

- 7.1 UNBC agrees to participate in all program evaluation activities, including the Physiotherapy Education Accreditation Canada accreditation processes.
- 7.2 UBC will share program evaluation indicators of the MPT-N program with UNBC.
- 7.3 The Institutions will address issues relating to the UBC and UNBC faculty teaching in the MPT-N program that are identified through the program evaluation process, and will participate in ongoing review of such issues.

8.0 CURRICULUM OWNERSHIP

- 8.1 For the purposes of this Agreement, the "Curriculum" is the plan for student learning that is implemented in the MPT program in accordance with its accreditation requirements. "Content" is comprised of the educational materials that are used by teachers to implement the Curriculum. The Content may include original works of a literary, artistic, or other nature or derivations of such original works.
- 8.2 The Curriculum and Content, whether or not capable of copyright or other intellectual property protection (including enhancements, compilations and translations), is and will



continue to be the sole property of UBC, and UNBC will not assert any right, title, or interest in or to the Curriculum or Content.

9.0 SPACE & EQUIPMENT

- 9.1 Dedicated space at UNBC is critical for the development of physiotherapy training at UNBC. Details of space requirements have been included as Appendix 1, and include academic, research and administrative space. Teaching (academic) spaces will be fully equipped with physiotherapy teaching equipment including plinths (assessment and treatment tables), anatomical models, electrotherapy equipment and exercise equipment. Teaching space will be video-conferencing enabled for broadcasting and receiving, to allow distribution of the academic program between UBC and UNBC as well as continuing professional development of the local and northern BC physiotherapy community, meetings and student activities. The funds for technology-enabled spaces for the PT & OT program expansions have been identified in the expansion proposal submission to government, and will be identified as a separate funding line item and included in the UNBC business case for renovation and equipment in the North. UBC will take full responsibility for identifying, designing, procuring and implementing the technologies covered under these funding line items. UBC will consult with UNBC's Information technology managers and where possible, align standards and approaches with UNBC practices so long as full interoperability with UBC provincial systems is maintained. UBC's management of the technology-enabled learning portion of these funding lines will ensure that the systems implemented are fully compatible with the existing UBC provincial AV/IT technology infrastructure. Ongoing support of the equipment also needs to be provided according to UBC's standards in order to ensure full interoperability with UBC provincial systems.
- 9.2 UBC will directly manage the disbursement of the technology-enabled learning portion of these funding lines and will procure all required technology goods and services and transfer costs through to UNBC without markup. UBC will leverage existing standing offers for procurement when appropriate. UBC will invoice UNBC for costs incurred at a minimum of once per year with more frequent invoices if required. Ownership of the technology systems as implemented will reside with UNBC and UNBC will renew the equipment in order to maintain full compatibility with the existing UBC provincial AV/IT technology infrastructure. Funds for renewal will be included in the MPT-N annual operating budget. UBC's current standard for renewal of video conference equipment is to renew every eight years.
- 9.3 UNBC agrees to provide for the MPT-N program access to existing suitable student facilities, cafeteria and other facilities for faculty members, affiliate faculty members, students and staff that are equivalent to those provided for UNBC faculty members, students and staff.
- 9.4 UNBC agrees to provide reasonable access to such institutional and administrative areas of the Dr Donald Rix Northern Health Sciences Centre academic areas as are selected by UNBC and UBC for learning activities of MPT-N students, or for their orientation and professional



development. In addition to dedicated space, the MPT-N program will, in a spirit of collaboration, share existing and future NMP resources, including lecture theatres and PBL rooms.

- 9.5 Equipment (teaching, research) is also an integral part of the MPT training program at UNBC. Equipment needs are expected to evolve over time. Significant equipment purchases will be endorsed by the Northern Steering Committee and purchase recommended as part of the annual operating budget of the MPT-N program. Equipment for the MPT-N program will be specified by the MPT program and will be installed, maintained, inventoried and insured by UNBC. The MPT-N program will have priority use, but in a spirit of collaboration, will allow other uses based on available capacity.

10.0 FINANCE

- 10.1 UBC and UNBC recognize that funding for the MPT Program (including the MPT-N program) is provided annually by the Province of British Columbia to UBC.
- 10.2 The Head of the Department of Physical Therapy is responsible for the budget, and will consult with the Steering Committee. UBC Department of Physical Therapy is responsible for transferring funds to UNBC on a quarterly basis to provide the annual operating budget for the MPT-N program. Signing authority will be granted to MPT-N Site Lead, Academic, the MPT-N Site Lead, Clinical and the Administrative Director (NMP) for varying amounts, according to UBC financial policy if UBC employees, or UNBC financial policy, if UNBC employees. The RAD/AVP NMP, UNBC will provide the one-over signing authority at UNBC.
- 10.3 The MPT-N Administration Manager is responsible for managing day-to-day financial processing. The MPT-N Administration Manager is responsible for the financial reporting to the Department of Physical Therapy, minimally on a quarterly basis.
- 10.4 There may be opportunities for joint fundraising between UNBC and UBC for the MPT-N program. The UNBC and UBC FoM Development Offices will work in collaboration with the Northern Steering Committee to establish guidelines for fundraising and to pursue fundraising initiatives deemed important by both organizations.

11.0 STUDENT SERVICES

- 11.1 MPT-N students will be registered as UBC students in the same manner as other UBC students and will have full access to campus, library and athletic recreational resources at UBC, as well as financial, counseling and academic support services from UBC, regardless of their geographic site. MPT-N students are subject to all UBC and FOM policies and procedures.



- 11.2 UNBC will confer affiliate UNBC student status on MPT-N Students entitling them to all academic and campus services afforded to UNBC students.
- 11.3 UNBC's policies respecting campus conduct, campus activities and access to campus resources will govern MPT-N students when they are on UNBC campus.
- 11.4 Student fees (outside of tuition) are quoted for students remaining at the Point Grey site for the 2 years of their education but can be considered an estimate of fees for those students in the MPT-N program. Students in the MPT-N program will be charged the respective UNBC student fees and will either be exempt from or compensated for the UBC student fees from which they will not benefit. MPT-N students will have access to student representation and services (i.e. UNBC student society, health services, athletics) at UNBC. All student fees will be collected by UBC.

12.0 COMMUNICATIONS

- 12.1 The website is an important service for student recruitment and support. UNBC and UBC agree to use the following wording of both websites – “MPT-N program – a collaboration between UBC and UNBC”. Posting of MPT-N program information on either website will be vetted by the Head, Department of Physical Therapy and the Associate Vice President, Northern Medical Program, UNBC, prior to posting.
- 12.2 Press releases and media relations are a joint responsibility. The pertinent Departments at UBC and UNBC are expected to work collaboratively with each other.

13.0 TERM AND TERMINATION

- 13.1 This Agreement will come into effect upon execution and will continue to be in effect unless terminated in accordance with this Agreement.
- 13.2 The Institutions agree to engage in a joint review of the Agreement after the program has been in effect for eighteen (18) months.
- 13.3 The parties may amend this Agreement by mutual agreement at any time. No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.
- 13.4 Either Institution may terminate the Agreement at any time on the provision of at least six (6) months' written notice to the other Institution. On the provision of notice under this section the Institutions shall cease recruitment and admissions activities in the Program.
- 13.5 Despite termination of the Agreement the Institutions agree to continue to provide training as contemplated in this Agreement for a period of a maximum of 25 months to any MPT-N cohort students actively engaged in training at the time of termination.
- 13.6 Upon termination, the Agreement shall be of no further force or effect except that neither party shall be released from any obligation that has accrued up to the date of termination including the obligation to continue to provide training as described above.



13.7 Notice of termination shall be in writing and shall be deemed to have been duly given and received either (a) on the day of delivery, if delivered to the receiving party at:

If to UBC, to:

The University of British Columbia
6328 Memorial Road
Vancouver, British Columbia
V6T 1Z2
Attention: The President
Facsimile: (604) 822-5055

And:

The University of British Columbia
2194 Health Sciences Mall
Vancouver, British Columbia
V6T 1Z3
Attention: Dean, Faculty of Medicine
Facsimile: (604) 822-8017

If to UNBC, to:

University of Northern British Columbia
3333 University Way
Prince George, British Columbia
V2N 4Z9
Attention: The President
Facsimile: (250) 960-7301

or such other address as each party may designate in writing to the other party for this purpose.

IN WITNESS WHEREOF, Parties hereto caused Agreement to be signed by their proper officers duly authorized their behalf.



SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:
SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:



APPENDIX A

Title:	POLICY REGARDING THE UBC FACULTY OF MEDICINE EDUCATION PROGRAMS AND AFFILIATE FACULTY MEMBERS (DRAFT)
Approved:	
Approved By:	TBA BY FACULTY EXECUTIVE AND UBC SENATE
Audience:	All Faculty of Medicine affiliate faculty members
Purpose:	To establish standards for the appointment, reappointment, promotion and termination of appointment of affiliate faculty members, as well as the rights, roles and responsibilities of the UBC Faculty of Medicine and affiliate faculty members.
Contact:	Dean’s Office Faculty Affairs

[1. Introduction](#)

This document establishes the policy of the Faculty of Medicine at the University of British Columbia with regard to its affiliate faculty members concerning:

- a) appointments, reappointments, promotions and termination of appointment
- b) rights, roles and responsibilities of the UBC Faculty of Medicine and affiliate faculty members.

The Dean of the UBC Faculty of Medicine has the formal authority to assign all education duties in the MD Undergraduate Program. If the Dean wishes, he/she may delegate the authority for assignment of education duties.

Furthermore, in all cases, the Dean of the UBC Faculty of Medicine has final authority regarding the recommendations to the Board of Governors for any and every appointment in the UBC Faculty of Medicine.

Affiliate faculty members are individuals with faculty appointments at collaborating Universities (i.e. UNBC or UVic) who are invited to provide education services to the UBC Faculty of Medicine MD Undergraduate



Programs (“**Education Services**”). Upon their agreement to provide **Education Services**, **affiliate faculty members will be appointed as an affiliate faculty member in a relevant department in the UBC Faculty of Medicine and will be formally** assigned specific education services by the Dean of the Faculty of Medicine or the Dean’s designate.

The primary appointment of an affiliate faculty member at a collaborating University (i.e. UNBC or UVic) will be the governing appointment for the determination of salary, benefits, collective bargaining, other employment conditions of the affiliate faculty member, and the appointment issues of promotion and tenure. Affiliate faculty members will not be covered by any employment or collective agreement at the University of British Columbia and will not be accorded any rights in these areas at the University of British Columbia.

Affiliate faculty members are governed in their interaction with UBC by all policies and principles relevant to their role in delivering education services to students **and learners in the Faculty of Medicine.**

[II.Appointment and Reappointment of Affiliate Faculty Members](#)

The appointment or reappointment of an affiliate faculty member at UBC will be for a 3 year term, renewable subject to ongoing contribution to the UBC Faculty of Medicine Educational Programs. Dispute between UBC and a partner university relating to appointment or reappointment of an affiliate faculty member will be referred to the dispute resolution mechanism in the Master Affiliation Agreements between UBC and its partner Universities.

Affiliate faculty members will be appointed to the following affiliate faculty rank at the UBC Faculty of Medicine corresponding with the rank of their primary appointment at the collaborating University as outlined in the following table:



UBC Faculty of Medicine Appointment Rank	UNBC Appointment Rank	UVic Appointment Rank
Affiliate Lecturer	Lecturer	Lecturer
Affiliate Instructor I	Instructor I	
Affiliate Instructor II	Instructor II	
Affiliate Senior Instructor	Instructor III or Instructor IV	Senior Instructor
Affiliate Assistant Professor	Assistant Professor	Assistant Professor
Affiliate Associate Professor	Associate Professor	Associate Professor
Affiliate Professor	Professor	Professor
Affiliate Adjunct Professor	Visiting Professor	Adjunct Assistant Professor Adjunct Associate Professor Adjunct Professor Honorary Professor

III. Promotion of Affiliate Faculty Members

A formal review of the educational **services** contribution of an Affiliate Faculty Member to a **Faculty of Medicine Program** will be requested and included in Promotion and Tenure discussions at the collaborating university.

Upon the promotion of an affiliate faculty member at the collaborating University where their primary appointment is held, the UBC Faculty of Medicine will process a promotion of the affiliate faculty member's appointment. The new rank of the affiliate faculty member will correspond to the rank of their primary appointment as per the above table.



IV. Termination of Appointment for Affiliate Faculty Members

The following factors will lead to the termination of the appointment of an affiliate faculty member:

- a) Termination of the primary faculty appointment at the collaborating University (i.e. UNBC or UVic)
- b) Voluntary termination of the affiliate faculty appointment by the affiliate faculty member
- c) Cessation or diminishment of the Education Services being provided by the affiliate faculty member to students **and learners in the in the Department to which the affiliate member is appointed.**
- d) Refusal to comply with policies and principles that apply in the provision of Education Services to students **and learners in the** UBC Faculty of Medicine program in the Department to which the affiliate member is appointed.
- e) Unprofessional or unethical conduct

V. Suspension of Appointment

During any suspension of the primary appointment at the collaborating University (i.e. UNBC or UVic), the appointment of the affiliate faculty member at UBC will also be suspended.

VI. Rights, Role and Responsibilities of the UBC Faculty of Medicine

▪ **Rights of the UBC Faculty of Medicine**

The UBC Faculty of Medicine has certain rights within the relationship between the affiliate faculty members and the Faculty of Medicine. The Faculty of Medicine reserves these rights to ensure that the standards of performance established by the Faculty related to the delivery of education services of its affiliate faculty members support the continuing development and accreditation of its medical programs. These rights include the right:

- a) to develop and update performance standards related to any area of contribution by affiliate



faculty members in education services

- b) to require that affiliate faculty members comply with all policies and procedures relevant to students **and learners** in the University of British Columbia, Faculty of Medicine programs.

- Role of the UBC Faculty of Medicine

The primary role of the Faculty of Medicine in support of its mission, is to develop and administer its programs in education and research, and to establish and develop geographically distributed program. The Faculty is also responsible for the development of a milieu that is conducive to willing and effective participation by its faculty and staff and students in the mission of the Faculty of Medicine.

- Responsibilities of the UBC Faculty of Medicine

Responsibilities of the Faculty of Medicine with respect to **education programs** include:

- ◆ Development, implementation, management and maintenance of the education program including achievement of accreditation standards where these apply
- ◆ Recruitment, appointment and promotion, as appropriate, of faculty and other teaching professionals to support the educational services required by the program
- ◆ Provision of courses and resources to support the development and improvement of the necessary skills required by affiliate faculty members for the provision of education services
- ◆ Establishment of committees, systems and processes for education services as required
- ◆ Allocation, assignment and communication of responsibilities related to education services
- ◆ Support of the involvement of affiliate faculty members in the development of policies and procedures that define their participation in the provision of Education Services **in the Department to which the affiliate member has been appointed.**
- ◆ Evaluation of education, programs, students and faculty



VII. Rights, Role and Responsibilities of Affiliate Faculty Members

▪ Rights of Affiliate Faculty Members

Affiliate faculty members have certain rights within the relationship between the affiliate faculty member and the UBC Faculty of Medicine. These include the right:

- a) to attend department/school meetings and events and to receive all agendas, minutes and material for such meetings and events as they request
- b) to cast a vote, if the individual is an affiliate assistant professor, affiliate associate professor or affiliate professor, in Faculty, departmental or school matters where a vote is extended to regular and clinical faculty members of the Faculty of Medicine
- c) to receive an annual evaluation of their education services to the **Department to which the affiliate faculty member has been appointed.**
- d) to receive appropriate faculty educational development to assist **the affiliate faculty members to meet their pedagogical responsibilities related to the Education Services provided in the Department to which the affiliate faculty member has been appointed.**
- e) to receive notice as early as practicable of the assignment of teaching responsibilities and to receive clarity in the nature and objectives of the teaching assignment

■ Role of Affiliate Faculty Members

The primary role of affiliate faculty members, with reference to the University of British Columbia, is participation in and commitment to, the Educational Services required to support the **education programs** administered by the Faculty of Medicine. While their primary role is the teaching of students, affiliate faculty members may also serve in other roles related to the provision of Education Services within the Faculty of Medicine.

■ Responsibilities of Affiliate Faculty Members

The primary responsibilities of affiliate faculty members include:

- ◆ Teaching of **students and learners** in university, hospital and community settings as agreed to in the letter of offer in accordance with the quality of education as stipulated by the UBC Faculty of Medicine
- ◆ Participation in the development and application of evaluation material
- ◆ Participation in evaluations of teaching, programs, students, **learners** and faculty

Other responsibilities may include:

- ◆ Management of curriculum delivery where delegated
- ◆ Supervision of UBC Faculty of Medicine students engaged in research activities
- ◆ Mentoring students
- ◆ Reporting, as required, on activities performed to fulfill teaching, faculty and professional development, and administration responsibilities.
- ◆ Continuing development of the particular skills that apply to their role as affiliate faculty members within in the **Faculty of Medicine education** programs and within their department, such as teaching and administration as determined by an objective evaluation
- ◆ Participation in organizing and/or teaching continuing professional education activities in university and non-university settings

- ♦ Maintenance by the affiliate faculty member of their *curriculum vitae* and teaching dossier
- ♦ Participation in any remedial faculty educational development activities when requested
- ♦ Maintenance of professional good standing, as appropriate ♦ Maintenance of professional or scientific skills, as appropriate

VIII. Amendment, Modification and Termination of Document

This document may be amended, modified or terminated by the Dean of UBC Faculty of Medicine with approval of the Faculty of Medicine Executive.