



Canadian Society for Chemistry | *For Our Future*
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CSC

Canadian Society for Chemistry

Accreditation Committee Terms of Reference

Membership:

The Accreditation Committee shall comprise 8-12 suitably qualified individuals representing the breadth of the discipline.

The Chair of the Accreditation Committee shall be the CSC Director of Accreditation.

Committee members shall be appointed by the CSC Board of Directors and must be either a member of the Canadian Society for Chemistry, and/or have taught at a Canadian institution.

A Vice-Chair position should be appointed by the Director of Accreditation.

The Committee should include at least one francophone member.

Committee members shall be chosen to represent undergraduate and research universities.

Committee members should be chosen to represent the geographical regions of Canada.

Committee members serve for 3-year terms, renewable twice. This may be extended if deemed necessary.

Meetings:

The Committee shall meet between 5 – 8 times per year. Most meetings are held virtually with the exception of an in-person meeting at the annual CSC convention.

Responsibilities:

Communicate requirements for, policies related to, and benefits of accreditation of chemistry programs and encourage all Canadian chemistry and biochemistry departments to participate in the process.



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Review applications and supporting documentation from departments seeking accreditation.

Conduct a minimum of 1-3 site visits per year, and prepare subsequent reports on findings and recommendations in a timely manner.

Review site visit team reports and make overall recommendations on accreditation to the CSC Board in a timely fashion.

Recommend to the CSC Board requirements for accreditation of chemistry programs at Canadian Universities.

Recommend to the CSC Board all policies relating to the accreditation of chemistry programs.

Policy for the Removal of Inactive Accreditation Committee Members:

Committee members may be removed by the Director if they are deemed to be inactive.

“Inactive” will herein refer to any committee member who is absent without notification for three consecutive meetings.

“Inactive” also refers to any committee member that does not review/ misses any two voting cycles on accreditation applications, without notice.