



Committee Terms of Reference

Committee Name: Appointments Committee

Date: May 17, 2018

Purpose:

The Appointments Committee appoints members to the Professional Conduct Committee (PCC) Panel and Discipline Committee (DC) Panel, respectively. Persons appointed to one panel are not permitted to sit on the other.

Membership:

The Appointments Committee shall consist of each least two members of the Board of Directors.

Responsibilities:

1. To receive applications for appointments to the Professional Conduct Committee (PCC) panel.
2. To receive applications for appointments to the Discipline Committee (DC) panel.
3. To consult with staff in order to make recommendations to the Board of Directors for the appointment of those selected for the PCC and DC panels.
4. To appoint members of the PCC panel to specific PCC committees.
5. To appoint members of the DC panel to specific DC committees.

Resources:

Expenses of committee members to participate in committee meetings and activities will be reimbursed according to SPTRB policy. From time to time, the Board may allocate funds to support committee activities. The Chief Operating Officer (COO) will provide administrative support to the committee

Accountability:

The Appointments Committee may meet as needed at the discretion of the Board or staff and will report in a timely manner to the Board. The Appointments Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis.

Authority:

According to *The Administrative Bylaws of the Saskatchewan Professional Teachers Regulatory Board*, section 3.02 (a) (vi)

Standing Committees

- vi. The Appointments Committee
 - A. The Appointments Committee is established for the purposes of:
 - I. Reviewing applications for and making recommendations to the Board of Directors for appointments to the:
 1. Professional Conduct Committee Panel; or
 2. Discipline Committee Panel
 - II. Appointing members of the Professional Conduct Committee Panel to a Professional Conduct Committee.
 - III. Appointing members of the Discipline Committee Panel to a Discipline Committee.
 - B. The Appointments Committee shall consist of at least two members of the Board of Directors.

Policy:

Appointments to the Saskatchewan Professional Teachers Regulatory Board's Professional Conduct Panel and Discipline Panel are governed by the overriding principle of selection based on merit via an objective assessment of the fit between the skills, qualifications and values of the prospective candidate and the needs of the committees through a process that is transparent and consistent. The Appointments Committee will endeavor to develop panels that are representative of Saskatchewan's diverse population.

Procedure for Selection and Appointments:

- Teacher applicants will be assessed on the basis of contribution to the teaching profession, reputation in the field of teaching and respect garnered amongst professional colleagues and associates.
- Committee members must be committed to the principles and values of fairness, accountability, transparency, protecting the public interest, instilling public trust and confidence, and performing their duties with integrity.
- The appointment process will be clear, understandable and available to the public.
- The appointment process will be applied consistently in respect of all appointments to the committees.
- Recruitment for committee positions will be made by placing notices in the SPTRB's newsletter and on the SPTRB's website. Should uptake be insufficient, further recruitment may occur through direct email to all registered teachers and/or advertisement in major Saskatchewan newspapers.

Key Qualifications

In the case of applicants who are teachers:

- Is, or will be, registered with the Saskatchewan Professional Teachers Regulatory Board
- Is an experienced educator (i.e. has spent significant time as a teacher)
- Has made a contribution to the profession

In the case of all applicants:

- Is committed to the principles and values of public service (Appendix)
- Is respected by colleagues and associates
- Is committed to the principles and values of protecting the public interest
- Is a person of integrity
- Is experienced in making difficult decisions
- Does not rush to judgment (i.e. measures details and views different perspectives before making a decision)

Selection Criteria and Required Competencies:

- Preference will be given to candidates with 5 or more years of teaching experience.
- Applicants should have demonstrated the following in their work, volunteer, or other life experiences:
 - Respect for the essential dignity of all persons, regardless of their circumstances, and commitment to diversity and equity;
 - Ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner;
 - Ability to deal professionally with confidential and sensitive information;
 - Ability to communicate effectively and write clearly and concisely;
 - Ability to commit required time and effort, and if necessary, travel (reasonable travel costs will be reimbursed);
 - Peer/community recognition of high ethical standards and integrity in professional and personal interactions;
 - Preference will be given to applicants with previous involvement/experience in matters related to the board's function, for example, activities where one would acquire an understanding of related issues, interests, practice, policy and

legislation; this preference will not be in violation of conflict of interest practices and policy.

- In addition to the above noted criteria, the chair of either committee should have a proven ability, preferably as a board or meeting chairperson, in leading groups to constructively solve problems and bring about fair and consensus-based decisions.

PROCESS:

Selection Process

1. The Appointments Committee shall consider any and all written materials submitted in support of an application.
2. The Appointments Committee may interview applicants, references and/or employers where it deems appropriate.
3. The Appointments Committee shall assess all applicants and note the strengths and weaknesses of each candidate.
4. The Appointments Committee shall submit a short list of recommended candidates, in alphabetical order, with a precis of information about each to the Board of Directors for appointment to either the Professional Conduct Committee Panel or the Discipline Committee Panel.

Reference: *Appointment Guidelines: Administrative Tribunals*, The Board Resourcing and Development Office, Government of British Columbia, 2007.

<http://www.brdo.gov.bc.ca/appoint/AdminTribGuid.pdf>

Appendix:

Values of Public Service

Committee members are expected to conduct themselves in accordance with the following values and these expected behaviours:

Respect for Democracy

Committee members shall uphold democracy by:

- Respecting the rule of law and carrying out their duties in accordance with legislation, policies and directives in a non-partisan and impartial manner.
- Loyal carrying out the legislated duties of their committee.
- Making decisions based upon analysis of information and any advice they may need, always striving to be open, candid and impartial.

Respect for People

Committee members shall respect human dignity and the value of every person by:

- Treating every person with respect and fairness.
- Valuing diversity and the benefit of combining the unique qualities and strengths.
- Working together in a spirit of openness, honesty and transparency that encourages engagement, collaboration and respectful communication.

Integrity

Committee members shall serve the public interest by:

- Acting at all times with integrity and in a manner that will bear the closest public scrutiny, an obligation that may not be fully satisfied by simply acting within the law.
- Never using their committee roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others.
- Taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their committee responsibilities and their private affairs in favour of the public interest.

Stewardship

Committee members shall:

- Consider the present and long-term effects that their actions have on others.
- Acquire, preserve and sharing knowledge and information as appropriate.

Excellence

Committee members shall demonstrate professional excellence by:

- Providing fair and timely decisions.
- Continually improving the quality of policies and processes.
- Fostering an environment that promotes teamwork, learning and innovation.

Adapted from Values and Ethics Codes for the Public Sector: Statement of Values, Government of Canada, <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049>

Application assessment:		
For the: <input type="radio"/> Professional Conduct Committee <input type="radio"/> Discipline Committee		
For applicants who are teachers:	Yes	No
Is or will be a registered teacher.		
Is an experienced educator (5 or more years as a teacher).		
Has made a contribution to the profession.		
Rank Attribute/Competency as 0 – no evidence; 3 – some evidence; 5 – readily apparent		
Demonstrates respect for the essential dignity of all persons, regardless of their circumstances, and a commitment to diversity and equity.		
Ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner.		
Ability to deal professionally with confidential and sensitive information.		
Ability to communicate effectively and write clearly and concisely.		
Ability to commit required time and effort, and if necessary, travel (reasonable travel costs will be reimbursed).		
Peer/community recognition of high ethical standards and integrity in professional and personal interactions.		
Previous involvement/experience in matters related to the board’s function, for example, activities where one would acquire an understanding of related issues, interests, practice, policy and legislation; this preference will not be in violation of conflict of interest practices and policy.		
Diversity Factors (such as: experience, gender, ethnicity, regionality)		