

Rehabilitation Sciences Institute (RSI)
Temerty Faculty of Medicine, University of Toronto,
Student Affairs Committee (SAC)

TERMS OF REFERENCE

Version date: May 2024

1. Mission

- 1.1. The mission of this committee is to establish an academic learning environment for RSI students that promotes success, timely progress through program, responsiveness to issues relevant to RSI student community, respect diversity, and support overall student wellbeing.

2. Objectives

- 2.1. To support students' academic progress and success
- 2.2. To review policies and procedures for all student-related matters and make recommendations for additions and changes (i.e., to improve effectiveness and/or efficiency), as needed
- 2.3. To identify actions which require attention by the Committee on an annual basis and establish a timeline for accomplishing those actions (e.g., Recruitment, Admissions, Awards)
- 2.4. To assign responsibilities to implement procedures and actions in a timely manner; strike subcommittees with appropriate representation (e.g., Admissions Committee, Convocation, Awards Committee, Equity Diversity and Inclusion (EDI) Committee, etc)
- 2.5. To support student wellbeing throughout the program.
- 2.6. To promote Equity, Diversity, Inclusion, Indigeneity, Accessibility (EDIIA) at RSI
- 2.7. To respond to other pertinent issues raised by the Chair, Graduate Coordinator and/or Student Liaison Officer.

3. Areas of Responsibility and/or Oversight

- 3.1. Supporting students throughout their program, including monitoring progress
- 3.2. Admissions
- 3.3. Student Funding
 - 3.3.1.1. Awards Adjudication
 - 3.3.1.2. Scholarships
 - 3.3.1.3. Bursaries
 - 3.3.1.4. Other financial concerns from students
 - 3.3.1.5. Representing RSI at SGS Award Review Committees
- 3.4. Supporting Student Mental Health
- 3.5. Support RSI EDIIA initiatives
- 3.6. Supporting RSI Research Day
- 3.7. Representation of RSI at the GSLE Curriculum Committee
- 3.8. Updating/maintaining of the RSI Graduate Student Handbook (with PCC)
- 3.9. Student Orientation events (e.g. orientation to program, program timeline, faculty, funding and awards, supervisory relationship, individual learning plans, etc)
- 3.10. Liaise with Communication committee (e.g. support recruitment/information sessions)
- 3.11. Liaise with Rehabilitation Sciences Graduate Student Union
- 3.12. Liaise with RSI Admin for graduation events/alumni events
- 3.13. Liaise with Alumni committee
- 3.14. Liaise with SGS; respond to issues raised by and requests from SGS