



TESL ONTARIO ACCREDITATION STANDARDS COMMITTEE TERMS OF REFERENCE

MANDATE

To support TESL Ontario in establishing and advancing accreditation standards and provide consultation on accreditation-related initiatives and issues

MEMBERSHIP

The Accreditation Standards Committee is structured as follows:

- A Chairperson (volunteer)
- 1 LINC Teacher (volunteer)
- 1 ESL Teacher (volunteer)
- 2 TESL Trainers (volunteers)
- 2 Program Managers (volunteers)
- TESL Ontario Executive Director
- TESL Ontario Adjudicator
- TESL Ontario Accreditation Services Manager

RECRUITMENT PROCESS

The volunteer members are recruited from the TESL Ontario membership. Interested individuals are required to submit an "Expression of Interest in Joining a TESL Ontario Committee" form and a CV.

TERM

The term of service on the Accreditation Standards Committee is two years, and members may be reappointed for a further two-year term.

Upon completing their term of service, the Accreditation Standards Committee members automatically become members of the TESL Ontario Appeals Committee. The Appeals Committee does not hold regular meetings. Once an appeal application is filed, TESL Ontario randomly selects three members from the Appeals Committee membership pool to review the appeal case. Appeal cases are extremely rare. Members of the Accreditation Standards Committee may not serve concurrently as a member of the Appeals Committee.

MEETINGS

The committee holds four to five virtual or in-person (in Toronto) meetings every year. The meetings are held during business hours, and each meeting may take 2-3 hours. Members have the option to join remotely if participation in a given in-person meeting is not possible for them. Members may occasionally be asked to participate in discussions through email as well.

AGENDA

The Accreditation Services Manager creates an agenda in advance of each meeting. The agenda is reviewed and approved by the Committee Chair before it is shared with the committee members.

MINUTES

Minutes are recorded at the meeting and circulated to all committee members. A copy of the minutes is kept on file at the TESL Ontario Office.

CHAIRPERSON

The committee chair is appointed by and reports to the TESL Ontario Executive Director. The chair assures that the committee carries out its responsibilities and mandate to the best of its ability.