



## **Pedagogical Merit Review**

### **Terms of Reference**

The Canadian Council on Animal Care (CCAC) requires Pedagogical Merit Review for all animal-based teaching and training protocols prior to review by the institution's Animal Care Committee (ACC).

### **Process**

The Vice-President (Research) office oversees the process of Pedagogical Merit Review for all animal-based teaching and training protocols. A Subcommittee of the Research Council has been delegated the responsibility of securing reviewers for each protocol. The Subcommittee is comprised of, Vice Dean of Research and Graduate Studies, Faculty of Medicine, Associate Deans of Research and Graduate Studies, Faculties of Pharmacy, and Science, and the Associate Vice President of Research, Marine Institute. The ACC Coordinator will coordinate the process between applicants and the Subcommittee.

Upon receiving an application for Pedagogical Merit Review of animal-based teaching and training projects, the ACC Coordinator will work with the Pedagogical Merit Review Subcommittee to secure two reviewers:

- ACC Coordinator will share the application with the Pedagogical Merit Review Subcommittee of the Research Council to determine who will oversee the review. The Subcommittee member from the Faculty/Institute where the applicant resides will not be involved in the review process to avoid any conflict of interest
- The Pedagogical Merit Review Subcommittee member assigned to the application will identify suitable reviewers
- The ACC Coordinator will contact the reviewers and provide a copy of the application from the applicant(s), and request a Pedagogical Merit Review

The Pedagogical Merit Review Subcommittee and the ACC Coordinator are required to ensure:

- Two reviewers for each application are completed. One reviewer must have knowledge of the subject matter, and another must have knowledge of pedagogy, preferably related to the subject matter. Reviewers cannot be a collaborator on the proposed animal-based teaching or training requests, collaborators of the instructor during the last 12 months, or a current member of the ACC
- Provide the reviewers' comments, but not their names, to the applicant
- Ensure that applicants receive a satisfactory answers to any questions from the reviewers
- Endeavour to complete reviews within two weeks of receiving a complete application
- Provide the final outcome from the Pedagogical Merit Review to the applicant(s) , the Vice-President (Research), and the ACC

*Please direct any questions regarding the Pedagogical Merit Review process to the Animal Care Committee Coordinator, at [meritreview@mun.ca](mailto:meritreview@mun.ca) or 709-864-3763*