



1. RESPONSIBILITY

As per the *Canadian Council for Animal Care (CCAC) Policy Statement on: Pedagogical Merit of Live Animal-based Teaching and Training (May 2016)*, CCAC certified institutions that conduct animal-based teaching or training must have a formal pedagogical merit review process. All Animal Use Protocols (AUPs) involving teaching or training require an independent peer review for pedagogical merit prior to or in parallel with an ethical review.

At the University of Saskatchewan (USask), the pedagogical merit review process is the responsibility of the Office for the Vice-Provost Teaching, Learning, and Student Experience (TLSE), and is responsible for outlining the process in this document.

The University Animal Care Committee (UACC) Animal Research Ethics Board (AREB) provides ethical review of Animal Use Protocols (AUPs) but, in accordance with CCAC guidelines, the pedagogical merit review must be at arm's length to the AREB process.

To be independent from the UACC, this review is conducted by the USask Pedagogical Merit Review Committee for Animal-Based Teaching and Training (PMRC) under the TLSE. PMRC members must not participate on the UACC nor be involved with the reviewed activity.

The procedure below outlines the steps that must be taken to facilitate pedagogical merit review prior to AREB ethical review of an AUP.

2. GENERAL PROCEDURES

- 2.1 Pedagogical merit review will be undertaken for every new teaching or training course or workshop, and reviewed at least every four years for ongoing teaching or training, even if there are no changes to the course or workshop.
- 2.2 Determine whether the animal use falls under the category of "Teaching" and/or "Training". For purposes of this document, teaching refers to academic courses offered by the institution and training refers to sessions offered by the institution for the acquisition of a specific skillset. Examples include:
 - Teaching in academic institutions;
 - Training activities/programs for research and testing team members; or
 - Non-degree/diploma/certificate credit courses.
- 2.3 Determine whether the animal use falls under the following categories which exempt the AUP from the requirements for pedagogical merit review by the PMRC. Consult with the Animal Care and Research Support Office (uacc.office@usask.ca) if you are unsure if your proposed animal use for teaching or training is exempt. Exemptions include:
 - The teaching or training of individual students within a laboratory (i.e. as part of thesis development);
 - Activities that do not require an AUP;
 - Third-party animal-based activities conducted on campus (e.g. clubs using college facilities);
 - Off-campus student practicums;
 - Professional development short courses or training for which University-level credit is not received;
 - Student-run clubs or wetlabs;
 - Camps and other educational programs for children or youth; or
 - Special events or demonstrations.

- 2.4 Complete the Pedagogical Merit Review Form (PMRF). Submit the form along with a completed AUP to the Research Ethics Specialist (RES) at the Animal Care and Research Support Office (uacc.office@usask.ca) and clearly indicate in the email subject line the need for pedagogical merit review.
- 2.5 Upon receipt, the RES will make the PMRF and AUP available for review by the PMRC at the next scheduled meeting. The Chair will convene the PMRC to discuss each submission. PMRC meetings occur every 2-3 months unless there are no submissions for review.
- 2.6 The RES will invite the Instructor to attend the PMRC meeting to discuss the PMRF and AUP with the PMRC.
- 2.7 The PMRC completes a Pedagogical Merit Review Assessment Form (PMRAF) for each submission and indicates one of four possible outcomes of internal review: 1) Confirmed pedagogical merit - Approved; 2) Conditionally acceptable pedagogical merit – minor revisions required; 3) Limited pedagogical merit; Not approved – Approval may be granted after full review of revisions by the PMRC; or 4) No pedagogical merit; Not approved – Concerns exist beyond minor changes. The completed PMRAF is submitted to the RES.
- 2.8 The RES will forward the completed PMRAF to the Instructor to communicate the outcome of the PMRC review to the Instructor.
- 2.9 The Instructor may respond to the PMRC’s concerns and these responses will be communicated to the PMRC via the RES. The Instructor should include a revised proposal as appropriate for PMRC review.
- 2.10 The RES will inform the AREB Chair when a decision is final by the PMRC.

3. PROCEDURES SPECIFIC TO WESTERN COLLEGE OF VETERINARY MEDICINE (WCVM)

Due to the nature of the curriculum and the breadth and depth of animal training, WCVM will undergo a presentation-based pedagogical merit review in which they outline how the different courses in per curriculum year align animal use with learning objectives and appropriate assessments.

4. APPEALS

- 4.1 In the event that a submitted AUP is rejected and the Instructor does not accept the decision, the Instructor may request that the reviewers reconsider their decision. This requires the submission of revised materials (Pedagogical Merit Review Form) to the RES addressing reviewer concerns/comments.
- 4.2 If this does not provide a satisfactory solution, the Instructor may appeal to the Senior Administrator responsible for the PMRC. The Senior Administrator will then work with the Instructor to find a satisfactory solution and the UACC will be updated accordingly.

5. ASSISTANCE

- 5.1 If assistance is required, contact the Animal Care and Research Support Office at uacc.office@usask.ca.