**Appendix 2H**

***Instructions for Instructors***

**Guidelines for Reviewing the Pedagogical Merit of Live Animal-Based Teaching and Training**

February 2020

**Overview**

* The principal objective of the Pedagogical Merit Process is to assess whether live animals are, or remain, essential in achieving successful learning outcomes. The Canadian Council on Animal Care (CCAC) mandates this process.
* All animal-based teaching and training activities that require an animal protocol must undergo a pedagogical merit review.
* The pedagogical merit review of live animal-based teaching and training **should be undertaken for every new teaching or training course**, and **reviewed at least every four years** for ongoing teaching, or training, even if there are no changes to the course.
* A pedagogical merit review will ensure that live animals are involved in teaching and training only when it is essential in achieving successful learning outcomes. The constructive alignment paradigm approach is suggested: **1) ensure that clear learning outcomes are explicitly described in a formal course outline**, **2) clear, detailed learning assessment methods are described**, and **3) the proposed learning activities involving a live animal model must also be clearly described**. The merit review will assess whether there is a clear, logical alignment between these three elements: do learning outcomes align with learning assessment methods, and do both align with learning activities in support of the outcomes?
* For the application of these guidelines and in accordance with the Canadian Council on Animal Care Policy, the term, animal, is limited in application to a nonhuman vertebrate or a cephalopod.

**Process**

* Instructors must complete an Animal Use Pedagogical Merit Review Form (AUPMR) (below).
* This AUPMR form must first be reviewed and approved by your department. An electronic confirmation of this form’s approval can be submitted to nicole\_macdougall@cbu.ca.
* The instructor must then submit their Animal Use Protocol (AUP) and AUPMR form to the Office of Research and Graduate Studies who will submit these forms to two reviewers for Pedagogical Review. Reviewers will have one week to complete the review. Once reviewed, the Office of Research and Graduate Studies will submit any feedback to the instructor (if required). The instructor will submit their response to the reviewers where the form, upon the satisfaction of the reviewers, will be approved.
* The instructor will submit their approved Animal Use Pedagogical Merit Review form with the Animal Use Protocol (AUP) to the ACC where it will undergo review by the ACC. The CBU ACC has the final decision with regard to animal involvement in teaching and training protocols. The ACC will review the final (revised, if necessary) protocol and the conclusions of the independent reviewers, and will determine if animal involvement in the protocol is acceptable both ethically, and in practice, based in large part on the Three Rs (replacement, reduction, and refinement).

**Timelines**

Your AUPMR should be submitted one month in advance of the AUP deadlines.

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| **AUPMR Deadline** | **AUP Deadline** |
| March 1 | April 1 |
| July 1 | August 1 |
| November 1  | December 1 |

Should you have any questions, please contact the Animal Care Coordinator at nicole\_macdougall@cbu.ca.

***Instructor Form***

**Animal Use Pedagogical Merit Review (AUPMR) Form for the use of Live Animals in Teaching**

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| The Canadian Council on Animal Care, which oversees animal use for research, teaching and testing, requires that the use of animals in teaching completes a review of pedagogical merit to ensure that animals are only used as necessary. Live animals may only be used once the CBU Animal Care Committee has approved a completed Pedagogical Merit Review and an Animal Use Protocol. This form may be completed by the animal user (course instructor) but must be reviewed by the members of the relevant department and the Department Chair before submission. This completed and signed Animal Use Pedagogical Merit Review (AUPMR) form, along with your Animal Use Protocol (AUP) can be submitted to the CBU ACC Coordinator, nicole\_macdougall@cbu.ca, to be sent for review.Please note: applicants should familiarize themselves with the **Pedagogical Merit Reviewers Form** so that all of the relevant information is provided prior to the review process. If information is missing, the form may come back to the applicant for additional information.  |

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| Course Name and Number |       |
| Course Instructor(s) |       |
| 1. Please comment on the objectives and potential contribution(s) of the use of live animals in teaching this course. Be sure to 1) state what learning outcomes are explicitly addressed using the live animal model(s), 2) describe the assessment method that will evaluate what was learned using the live animal model(s), 3) the learning activity or activities that involve the live animal model(s), and 4) state any potential risk to animals or students.
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| 1. Please comment on whether alternatives to live animals are possible and appropriate. The webpage of the CCAC may be helpful in considering alternatives: <http://www.ccac.ca/en_/standards/threer>
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| Members of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the Animal Use Protocol and this Animal Use Pedagogical Merit Review form and have determined that the use of animals in this course is acceptable and meets rigorous and sound learning objectives.  |
| Department Chair:  |       | Date(mm/dd/yyyy) |       |