

The Secretary to the Academic Council is located in the Office of the Dean, and provides support to the Chair of the Academic Council and Joint Senate Committee for NOSM and is responsible for:

- Receiving requests for the Academic Council or Joint Senate Committee for NOSM
- Consulting with the Chairs of the Academic Council and Joint Senate Committee for NOSM and coordinating the approval and/or review process for the Board or Academic Council/Joint Senate
- Liaising with the individuals submitting the request to ensure they are aware of the approval process and the date on which the information, if approved, can/will be posted or modified.

Procedure

1. The Secretary will receive all requests for Academic Council related matters.
2. The Secretary should be consulted early in the development of a document or revision proposal to provide advice on the form that the proposals should take. The Secretary can also advise on the flow of the proposal through the relevant governing bodies to assist you with gaining approval by the final authority as swiftly as possible.
3. For submission of revisions or amendments to an existing document, a written request must be submitted to the Secretary to obtain the latest version approved by the appropriate governing body.
4. The supporting “Request for Decision Form” must be completed for all submissions to the Academic Council including informational items, revisions and new proposals.

An electronic copy of the “Request for Decision Form” along with all supporting documents must be submitted by the deadline requested by the Secretary.

5. All changes to preexisting documents must detail the changes and provide a rationale. The track change document (highlighting the changes) as well as a clean copy document must be provided on submission to Academic Council by the deadline specified by the Secretary to the Academic Council.

Related Documents

- Request for Decision form
- Guidelines for Submission of Reports and Work Plans to Academic Council
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Cognizant Office / Getting Help

- Those who have questions or concerns regarding this Protocol should contact: Secretary to the Academic Council and Joint Senate Committee for NOSM, 705-662-7206.