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## 1. NAME

The Academic Council (Council) is established under section 42 of the Northern Ontario School of Medicine (NOSM) Corporate By-Law and serves as the Faculty Council under the authority of the Senates of Lakehead University and Laurentian University.

## 2. ROLE

The role of Council is to provide strategic academic governance for all NOSM academic programs, within the context of:

- the School's social accountability mandate;
- commitment to innovation;
- vision and mission and values; and
- the key academic principles agreed upon by Council.

For academic programs which lead to a degree awarded by the Universities, the Academic Council recommends to their Senates regulations respecting the admission of the learners, courses of study and requirements for graduation.

The Council shall establish standing and ad hoc committees and shall determine the functions and powers of these committees.

## 3. MEMBERSHIP

### 3.1 Ex-Officio

- the Provost and Vice President Academic Lakehead University and/or designate
- the Vice President Academic and Provost Laurentian University and/or designate
- the Dean
- the Associate Dean, Undergraduate Medical Education
- the Associate Dean Postgraduate Education
- the Associate Dean Research
- the Associate Dean Faculty Affairs
- the Associate Dean of Community Engagement
- the Assistant Dean of Admissions
- the Heads of the Academic Divisions
- the Chair(s) of all Standing Committees or designate \*

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\* The Standing Committees are charged with the selection of the committee Chair and Vice Chair; in situations where the elected Chair does not hold a position on Council, they are by virtue of being a Committee Chair (consistent with Section 7 C of this document) automatically an ex-officio member of the Academic Council

### 3.2 Elected

- Four (4) members from the Human Sciences Division,
- Four (4) members from the Medical Sciences Division,
- Twelve (12) members from the Clinical Sciences Division,
- Two (2) Aboriginal Academics,<sup>†</sup>
- Four (4) Francophone Academics<sup>‡</sup>
- Four (4) undergraduate students. Two undergraduate students shall be elected each calendar year, one from year 1 and one from year 3. Elections will alternate annually between the East and the West, with both students elected from the same campus in a given year.<sup>§</sup>

The MD students will be elected by the NOSM Student Society

- Two (2) postgraduate trainees
- One (1) dietetic intern

### 3.3 Eligibility For and Election as a member of Council

- a) Elections shall take place from February 1 to April 15 preceding the July 1 at which the term of office begins, with the exception of the first year undergraduate nominees who will be elected prior to the end of September of the incoming year.
- b) Members will be elected by eligible members within each category. Eligible faculty include both full time and stipendiary faculty.
- c) With regards to identified ex-officio positions a designate may be appointed and must serve for a term of no less than 3 years (when applicable). The identity of the designate must be communicated, in writing, to the Secretary of the Academic Council no later than May 1 for the following year.
- d) Elections will be conducted by the Governance and Nomination Committee of the Academic Council following the guidelines provided with respect to the nomination and electoral process.
- e) The term of office shall be three (3) academic years (July 1 to June 30), with the exception of the undergraduate students, postgraduate trainees and the dietetic intern, which shall be two (2) years.<sup>§</sup>
- f) Vacancies that occur during the term of an elected member shall be filled by appointment and/or special elections.

## 4. OFFICERS

- a) The Chair shall hold office for two academic years. When necessary the Council shall elect a new Chair prior to the first Council meeting of the academic year.
- b) The Council shall elect a Vice Chair and shall hold office for two academic years. No automatic extension of term of office is granted to the Vice Chair.
- c) If the Chair is unable to attend a meeting, the Vice Chair will chair the meeting.
- d) The Vice-Chair of Council shall act as Chair of the Governance and Nominations Committee.

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<sup>†</sup> May be members of any of the Divisions

<sup>‡</sup> May be members of any of the Divisions

e) The Secretary to the Council shall be responsible for the administration and minutes of meetings.

## **5. ROLES AND RESPONSIBILITIES**

Members shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the School.

A Member shall have the duty to:

- act in good faith in the best interests of the School and respect the principles of collegiality and fairness;
- become and stay informed as to the guidelines, policies and affairs of Council and the School;
- ensure that information designated as confidential is held in confidence and disclosed only when appropriate;
- attend and be prepared for meetings and provide advance notice to the Secretary if he/she is unable to attend the meeting.

## **6. MEETINGS**

- a) The Chair shall conduct the proceedings of the meetings of Council in conformity with this Constitution and the rules of procedure enacted by the Council. In all cases not provided for, the most recent edition of Bourignot's Rules of Order shall be observed in conducting the business of the Council.
- b) All members of Council are voting members.
- c) The Chair will only vote in the event of a tied vote when a quorum is present and his/her vote shall be final.
- d) The quorum of the Council shall be 50% plus one of members or a simple majority of the seats filled. If quorum is not achieved within a reasonable lapse of time from the scheduled commencement of the meeting, the Chair may rule that the meeting is adjourned.
- e) Council shall meet at least four (4) times during the academic year.
- f) Meetings will be called by the Chair.
- g) Special meetings may be called at any time by petition of ten elected members or by the Chair. Special meetings require only one week notice.
- h) Meetings may be attended by audio or video teleconference.
- i) The Chair shall set the draft agenda for each meeting and circulate it with notice of any motion.
- j) The draft agenda shall be presented to the meeting for approval.

## **7. COMMITTEES**

- a) The Council may establish standing and ad hoc committees as required.
- b) Each standing committee shall have representation from the elected membership of Council.
- c) Membership on committees may include non-members of Council. However, only members of Council may be Chairs of its standing committees.

## 8. AMENDMENTS

- a) Any motion to repeal or amend this Constitution requires an affirmative vote by two-thirds of the voting members present. The Secretary must give notice to all members of any such motion at least 10 days before the meeting at which it is to be presented.
- b) The Constitution will be reviewed in time alignment with the School's strategic plan cycle.

APPROVED by the Academic Council on October 2, 2014, by Joint Senate Committee on October 15, 2014 and by Laurentian University Senate (November 18, 2014) and Lakehead University Senate (December 1, 2014) and in effect, this 1<sup>st</sup> day of December, 2014.

Chair \_\_\_\_\_

Secretary \_\_\_\_\_

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Version	Dates	Authors/Comments
V1.0	May 15, 2007	Revised Version- Approved by Lakehead Senate – April 23, 2007 and Laurentian Senate – May 15, 2007
V2.0	October 1, 2010	Revised Version- Approved by Laurentian Senate – September 21, 2010 and Lakehead Senate – October 1, 2010
V2.1	September 23, 2011	Revision Membership – Approved by Laurentian Senate – September 20, 2011 and Lakehead Senate – 23, 2011
V3.0	October 2, 2014	Academic Council (October 2, 2014), JSC (October 15, 2014) Laurentian U Senate (November 18, 2014) Lakehead U Senate (December 1, 2014)