



Reappointment, Search and Appointment of the Dean, President and CEO for the Northern Ontario School of Medicine

Approved By:	Board of Directors				
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Responsible Portfolio / Unit / Committee:	Board Executive Committee				
Responsible Officer(s):	Board Chair and Secretary				

1. Introduction

The selection of the Dean-CEO of the Northern Ontario School of Medicine (NOSM) is unique compared to other Medical Schools in Canada as NOSM is the only Medical School that is a Corporation under the Ontario Corporations Act and serves as the Faculty of Medicine for both Lakehead University in Thunder Bay and Laurentian University in Sudbury. The Dean is accountable for NOSM's academic activities approved through the Academic Council, and the Joint Senate Committee for NOSM to the two University Senates. In addition, the Dean, as President and CEO of the NOSM Corporation, is also accountable to the Board of Directors for the organization and management of the School.

2. Purpose

This Policy and its related procedures are intended to outline the principles and processes which will be used by the Board of Directors in the search, appointment and reappointment of the Dean-CEO of NOSM

3. Scope and Authority

The key governing provisions for the Dean-CEO are set out in NOSM's By-Laws and within the Relationship Agreement between Lakehead and Laurentian Universities. These provisions direct that an Appointment Committee (herein after referred to as "the Committee") shall be determined jointly by the NOSM Board and the Boards of Lakehead University and Laurentian University to carry out the responsibilities associated with the Reappointment, or Search and Appointment of the NOSM Dean-CEO.

The University Boards of Governors have an interest as the Universities are the Members of the NOSM Corporation.

It is the responsibility of the Chair of the NOSM Board and subsequently the Committee to ensure that the policy and procedures are followed. The committee should be formed expeditiously and begin work in a timely fashion in order to ensure that the transition occurs as smoothly as possible.

This policy does not apply to an appointment made on a temporary basis.

4. Composition of the Committee

The Board will appoint a Committee, constituted as follows:

- NOSM Board Chair (ex-officio)
- NOSM Board Vice Chair (ex-officio)
- 4 members from the NOSM Board of Directors, who are not otherwise associated with the Universities, appointed by the Board following a recommendation by the Nominations and Community Relations sub-committee.
- 1 NOSM Learner, a MD Student or Resident (who is a graduate of the NOSM MD Program), appointed by the Board following a recommendation by the Nominations and Community Relations sub-committee.
- 2 NOSM faculty member nominated by Academic Council
- 1 NOSM Executive Group member, nominated by the Executive Group
- 1 Laurentian University Governor nominated by Laurentian University Board
- 1 Lakehead University Governor nominated by Lakehead University Board
- 1 Laurentian University Senate member nominated by Laurentian University Senate¹
- 1 Lakehead University Senate member nominated by Lakehead University Senate¹

If a member of the Committee ceases to be a member of the constituency from which he or she was appointed, the Chair shall determine whether the individual should continue on the Committee. If there is a vacancy on the Committee, it shall be filled by the Chair from the constituency from which the vacancy arises.

The Chair of the NOSM Board of Directors or designate appointed from the Committee, shall serve as Chair of the Committee.

The Secretary of the Board of Directors shall serve as Secretary of the Committee.

The Committee is intended to reflect the perspectives of the three bodies (NOSM, Lakehead University and Laurentian University).

The membership shall provide for a diverse and broad geographic, gender and cultural representation. This includes, but is not limited to, Indigenous and Francophone representation.

¹ One of the members nominated from the University's Senates must also be a member of the Joint Senate Committee for NOSM.

The Chair of the Committee shall take appropriate action to ensure such diversity on the Committee.

5. Procedures

The following procedures outline the process by which the NOSM Board of Directors carries out the responsibility on the Reappointment, or Search and Appointment of the NOSM Dean-CEO in the event that the Board receives notice that the position of the Dean-CEO is vacant or will become vacant.

5.1 Reappointment Procedures

No later than eighteen (18) months prior to the end of the Dean-CEO's current term, the incumbent shall inform the NOSM Board Chair and Vice Chair of his/her intentions to seek reappointment.

In the event that the Dean-CEO wishes to seek reappointment for a further term, the Committee will act as the Review Committee and should be in place and ready to commence the process at least eighteen (18) months before the end of the contract of the incumbent Dean-CEO.

In instances where the current Dean-CEO is being considered for reappointment, the Committee will consult widely with the internal NOSM community, Lakehead and Laurentian Universities, and with external stakeholders as agreed to by the Committee, in seeking an informed opinion of the performance of the Dean-CEO.

The Chair of the Committee shall provide a report at each Board and/or Board Executive Committee meeting, with the understanding that such reports will be made in general terms only, given the sensitivity and confidentiality of the Committee's work.

5.2 Reappointment Recommendation

At least 12 months prior to the end of the current contract, the Committee should complete the review and submit its recommendation in a report documenting the process completed and the rationale for the recommendation to the NOSM Board Executive. This ensures the Committee has a full year to search for a new Dean-CEO should the incumbent not receive a recommendation for renewal.

The Committee Chair shall meet with the NOSM Board Executive Committee and present its report.

The Board Executive Committee, after considering the report and taking such advice as it deems necessary, shall present its recommendation, *in camera*, to the NOSM Board of Directors.

The Chair or Vice Chair of the Committee shall subsequently present the recommendation *in camera* to the Lakehead and Laurentian University Boards of Governors for approval.

5.3 Search Procedures

If the Dean-CEO notifies the Board that he does not wish to seek reappointment or the Committee does not recommend the reappointment of the Dean, then the Committee should begin its work at least twelve (12) months before the contract of the current Dean-CEO expires with a view to completing the selection process for a new Dean-CEO prior to the departure of the incumbent.

It is at the Committee's discretion to utilize external consultants to assist them with a search provided appropriate budgetary authorization has been granted in advance. The committee will work with the Chief Operating Officer to secure appropriate consulting services, which may include if necessary, the scoping of work, preparation of a Request for Proposal, agreements, etc., in accordance with the Broader Public Sector Accountability Directive. The committee will also participate in the evaluation and selection of a consultant.

During the search and selection process, the Committee should acquaint itself with human rights requirements and NOSM's equity and diversity policies, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include men, women, persons with disabilities, visible minorities, Indigenous and Francophone people, candidates of all sexual orientations and genders, and others who may contribute to the further diversification of the School.

The Committee shall make regular reports on its progress to the Board of Directors.

5.4 Search Recommendation

The Committee shall reach a decision on a recommendation to the NOSM Board Executive Committee by simple majority vote.

The Committee Chair shall meet with the NOSM Board Executive Committee and present its report. The report shall contain a recommendation for action and shall include a rationale for the Committee's choice.

The Board Executive Committee, after considering the report and taking such advice as it deems necessary, shall present its recommendation, *in camera*, to the NOSM Board of Directors for approval.

The Chair or Vice Chair of the Committee shall subsequently present the recommendation *in camera* to the Lakehead and Laurentian University Boards of Governors for ratification. Only if the recommendation is not approved or ratified, the shall Committee recommend a second or further candidate as necessary.

6. Confidentiality of Proceedings

All matters pertaining to Committee proceedings will be strictly confidential. Acceptance of membership constitutes an undertaking to adhere strictly to this condition. Members are required to sign a confidentiality agreement. The Committee shall keep a confidential summary record of its decisions and actions. The Presidents of both Lakehead and Laurentian University are entitled to access of information related to the Committee's work and outcomes.

Personal information is protected by Freedom of Information and Protection of Privacy Act.

7. Discharge of the Committee

After the appointment or reappointment is made, the Committee shall meet to evaluate the process and file a report with the NOSM Board Executive Committee with recommendations for revisions to these procedures if necessary.

After the Boards have approved the appointment or reappointment of the Dean-CEO, the Committee will be discharged of its duties.

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Version	Date	Authors/Comments
1	May 11, 2012	Original Policy Approved by the Board of Directors on May 11, 2012.
	June 16, 2016 – May 2017	June 2016 GK mods based on updating terminology and references, updated language in procedures. Consistent with new format for NOSM April 21, 2017 – extensive revisions ... accepted changes and made clean
2	May 12, 2017	Extensive Edits to document with Deans Review Committee, the Executive Committee and in the Closed Board Session.