

Transition Senate Meeting

Thursday, December 15, 2022 (3:00 – 6:00 pm)

Via [Webex](#)

Housekeeping:			Page	Decision	Discussion	Information/Presentation
Time	#	ITEM				
<ul style="list-style-type: none"> Please sign on a few minutes early to ensure connection in WebEx. Please keep your system on mute unless needing to speak. Use the Chat function to send a message to Gina Kennedy or the moderator – Alexandra Curry, please use the chat function for business only. Guests and members are not required to keep the video on if not speaking. Attendance will be taken from the participants, if you are on the phone, please identify yourself and send an email to governance@nosm.ca. 						
<p>This package contains a combination of links and documents – should you have issues with accessing certain reports please request them through governance@nosm.ca</p>						
Open Meeting Agenda			ACTION REQUIRED			
3:00 PM	1.0	Welcome – David MacLean, Speaker <ul style="list-style-type: none"> Land Acknowledgement and Reflection 				X
3:05 PM	2.0 2.1	Call to Order Agenda Review <ul style="list-style-type: none"> Additions or Edits, Declarations of Conflicts and Approval 		X		
	3.0	Consent Agendaⁱ				
3:10 PM	CA-3.1 CA-3.2 CA-3.3 CA-3.4 CA-3.5 CA-3.6	Minutes of the Meeting – October 6, 2022/ After Meeting Report UMEC Terms of Reference – Approval Academic Fee Schedule 2023-2024 Academic Schedule 2023-2024 AIHEC Committee Terms of Reference Approval of Graduant from NODIP Program	1-5 6-16 17-21 22-24 25-29 30	X X X X X X		
	CA-3.7	Division/Program Reports (included*) <ol style="list-style-type: none"> Division of Clinical Sciences * Division of Medical Sciences * Division of Human Sciences Academic Indigenous Health Education Committee * Admissions Committee * CEPD Advisory Committee * Graduate Studies Committee * Health Sciences Report * PGME Committee * Research Committee * UMEC Report * 	31 34 35 36 38 41 43 45 48 50			X
		Regular Agenda - Recommendations				
3:20 PM	5.0	UME Admissions Committee Policy (Owen Prowse/Katie Biasol)	54-71	X		
3:30 PM	6.0	Responsible Conduct of Research Policy Approval (TC TAI)	72-84	X		
3:40 PM	7.0 7.1	Senate Appeal Policy Review and Recommendations Senate Appeal Policy and Appeal Form	separate	X	X	

	7.2	Appeal Committee Terms of Reference		X		
4:00 PM	8.0	Proposal for Changes to Senate Standing Committees (Sarita Verma)	85-86	X		
4:20 PM	9.0 9.1 9.2 9.3	Proposal for Changes to Senate By-Law (Sarita Verma) Memorandum and Senate By-law (Clean) Senate By-law – track changes Senate Nomination and Elections Guidelines – track changes	87- 104 105-123 124-129	X X		X X
4:50 PM	10.0	Proposal for Election and Notice of Process Changes	130-132	X		
5:25 PM	11.0 11.1 11.2 11.3 11.4 11.5	President’s Report (Sarita Verma) President’s Report – The Future Will See You Now Northern Roots - Blog Chancellor Announced – NOSM University Strategic Plan https://strategicplan.nosm.ca/ November 24 & 25, 2022 – After Meeting Report – Board				X
5:45 PM	12.0	Other Business				
5:50 PM	13.0	Informational Items <ul style="list-style-type: none"> NOSM SC – Student Participation on Committees Report (requested discussion - February 16, 2023) Northern Lights 2023 Northern Constellations 2023 	133-138			X X X
6:00 PM	14.0	Adjournment - Next Regularly scheduled meeting is February 16, 2023 Meeting Schedule - 2022-2023 Meeting Schedule Online Meeting Evaluation link: Tell us How We Are Doing! https://nosm.qualtrics.com/jfe/form/SV_byBWq55jVZPdu3c				

ⁱ **Consent Agenda:** To allow the Senate to complete several matters and devote more of its attention to major items of business, the agenda has been divided between items that are to be presented individually for discussion and/or information and those that are approved and/or received by consent. A Consent Agenda is not intended to prevent discussion of any matter by Senators, but items listed under the consent sections will not be discussed at the meeting unless a Senator so requests. All Senators are supplied with the appropriate documentation for each item, and all items on the Consent Agenda will be approved by means of one motion.

Minutes of the Senate Meeting

Date:	October 6, 2022
Time:	4:00 PM TO 6:00 PM
Location	Virtual Only

Members in Attendance

Ex-Officio: Sarita Verma (President), Rob Anderson, Miriam Cain, Catherine Cervin, James Goertzen, Elizabeth Levin, David Marsh, William McCready, Owen Prowse, Lee Toner, Harshad Telang, Barb Zelek

Human Sciences: Elaine Hogard, Patricia Smith, Ryan Tonkens, Bruce Weaver

Medical Sciences: Neelam Khaper, Sujeenthatharmalingam, David MacLean (Speaker)

Clinical Sciences: Emmanuel Abara, William Hettenhausen, Frances Killbertus, Rayuda Koka, John Lanthier, Sonja Lubbers, Paolo Sanzo, Dave Savage, Britton Sprules

Indigenous Academic: Darrel Manitowabi, Kona Williams

Francophone Academic: Chris Kupsh, Laura Piccinin

MD Students: Camille Ham

Postgraduate Trainees: Pascale Brown

Committee Chairs: Joseph LeBlanc, Alain Simard, TC Tai

Regrets: Ashley Hurley, Rony Atoui, Elaine Innes, Brian Ross, Justin Roy, Doug Boreham, Patty Fink, Popuri Krishna, Alison Lewis, Stone Li, Andres Griborio Guzman, Adriana Bressan

Administration Attendance: Gina Kennedy (University Secretary) and Alexandra Curry (Assistant Secretary) (Recorder)

Guests/Observers in Attendance: Simon Lees (OPSEU 1 Observer), Katie Biasiol, Cara Green, Mike Ravenek, Sophie Regalado

#	ITEM
Open Meeting Minutes	
1.0	<p>Welcome – David MacLean, Speaker</p> <ul style="list-style-type: none"> Land Acknowledgement and Reflection <p>We at NOSM University recognizes that our work, and the work of our community partners take place on traditional Indigenous territories in Northern Ontario, and we are thankful to the first nations, Metis and Inuit people who have cared for these territories across our province.</p>
2.0	<p>Call to Order</p>
2.1	<p>Agenda Review</p> <ul style="list-style-type: none"> Additions or Edits, Declarations of Conflicts and Approval <p>Moved (Lee Toner / William Hettenhausen)</p>

	<p>Be it resolved that the agenda along and consent agenda be approved as presented. CARRIED</p> <p>Quorum was attained. Before moving into the content of the meeting, Dr. Maclean reminded the members of important housekeeping matters for the purpose of the meeting.</p>
Consent Agenda	
<p>3.0 CA-3.1 CA-3.2 CA-3.3 CA-3.4</p>	<p>Minutes of the Meeting – June 16, 2022 Approved and Carried / After Meeting Report NODIP Graduation Electronic Motion - Approved and Carried PGME – BN & PGME Terms of Reference (updated) - Approved and Carried (R. Anderson) Graduate Studies – Briefing Note & MMS Course Descriptions – Approved and Carried (A. Simard)</p>
<p>CA-3.5</p>	<p>Division and Committee Reports (no action reports)</p> <ul style="list-style-type: none"> a) Division of Clinical Sciences b) Division of Medical Sciences c) Division of Human Sciences d) Admissions Committee e) Graduate Studies Committee f) PGME Committee g) Research Committee h) Health Sciences Report i) UMEC Regular Report & UME Annual Report j) UME 2021-2022 Student Performance Summary <p>Reports are included in the meeting package; members are encouraged to review and provide any comments or feedback.</p>
Regular Agenda – Recommendations	
<p>4.0 4.1</p>	<p>UMEC Recommendations (Lee Toner) Briefing Note & 2023-2024 UME Program Course Descriptions (L. Toner)</p> <p>Moved (Lee Toner / Harshad Telang) That the 2023-2024 UME Program Course Descriptions be approved as presented. CARRIED</p>
<p>4.2</p>	<p>Briefing Note & Student Assessment and Promotions Committee (SAPC) Regulations (L. Toner)</p> <p>Moved (Lee Toner / Harshad Telang) That the Student Assessment and Promotions Committee Regulations be approved as presented. CARRIED</p>
<p>5.0 5.1</p>	<p>Recommendations from Faculty Affairs (Harshad Telang) Revised Emeritus Policy</p> <p>Moved (Harshad Telang/ William Hettenhausen) That the Emeritus Policy be approved as amended. Further that the Honorarius Policy be retired. CARRIED</p>

<p>6.0 6.1</p>	<p>Recommendations from Registrar (Miriam Cain) Establishment of the Schedule of Dates Submission/Important Dates</p> <p>Miriam Cain presented the policy for approval noting that there is also a request to waive the first reading due to the need for this policy to be established to set dates for the Senate.</p> <p>Moved (Miriam Cain/ James Goertzen) That the first reading for the Establishment of the Schedule of Dates Policy be granted. CARRIED</p> <p>Moved (Miriam Cain/ James Goertzen) That the Establishment of the Schedule of Dates Policy be approved as presented. * CARRIED</p> <p>*There were a few clerical edits circulated prior to the meeting that will be incorporated into the document before finalization.</p>
<p>6.2</p>	<p>Process and Timeline for Graduation and Convocation Ceremonies</p> <p>Miriam Cain provided an overview of the draft convocation ceremony plan and date. It was noted that it should reflect '2023'.</p> <p>Moved (Miriam Cain/ Joseph LeBlanc) That the Senate approves that the NOSM University Convocation ceremonies will take place in Sudbury on Friday May 26, 2023 as amended. * CARRIED</p> <p>*There were a few clerical edits circulated prior to the meeting that will be incorporated into the document before finalization.</p>
<p>6.3</p>	<p>Homewood Services Information – Learner Support Services</p> <p>This presentation was included for information from Dr. Sherry Mongeau, Director Learner Support Services. Any questions can be directed to Dr. Mongeau.</p> <p>Full Presentation Homewood Health Services</p>
<p>7.0 7.1</p>	<p>Senate Membership and Elections (G. Kennedy)</p> <p>Briefing note & Revised Senate Nomination and Elections Guidelines</p> <p>The following documents have been revised to reflect the changes required to hold a senate election. Over the next year, once the Senate has established a Senate Executive Committee, the documents will be reviewed again and updated as required.</p> <p>Moved (William Hettenhausen / Elaine Hogard) To approve the revised Senate Nomination and Elections Guidelines as presented. CARRIED</p>
<p>7.2</p>	<p>Roles and Responsibilities of Senators</p> <p>This document will assist in providing basic roles and responsibilities for Senators, used in the</p>

	<p>orientation once the new Senate membership is established. These principles have been in existence and are an extension of the information in the regulations, bylaws and other policies.</p> <p>Moved (Emmanuel Abara / William Hettenhausen)</p> <p>To approve the Senate Roles and Responsibilities as presented.</p> <p>CARRIED</p>
<p>7.3</p>	<p>Report - 2022 Election Sample Call and Timelines</p> <p>The Election and Nomination Report PPT was presented to the Transition Senate, providing an overview of the requirements of the Act, Regulation and Bylaws as it relates to the composition of Senate.</p> <p>It was determined From the Act/Bylaws</p> <ul style="list-style-type: none"> • Elected - (this number will vary depending on the numbers for Ex-Officio – such number of individuals elected by the Teaching Staff Senators from among themselves, which number shall be at least twice the total number of all other members of the senate.) • Outlined at the meeting there are 16 Ex-Officio members plus 1 Standing Committee Chair for membership for a current total of 17. • Up to 8 Learners • 2 teaching staff of a university in Ontario, but not members of the Teaching Staff of NOSM University; and are not engaged in the teaching of medicine or health sciences which will be at the recommendation of the President. <p>A discussion ensued. It was confirmed that all new Senators would begin their 3-year term January 2023 (with the exception of Learner Senators). It was also confirmed that the numbers presented today for ex-officio is 17, which interpreted as at least twice the number of all other members of Senate, which would not include Learner Senators, would be 34 elected pursuant to the act/bylaws. The key principles from the previous by-laws and constitution would be maintained:</p> <ul style="list-style-type: none"> • Ensure Diversity amongst the membership, diversity within the divisions and programs • Librarian to be elected from amongst the elected members • Min. 12 Clinical Sciences Division Members • Min. 4 Medical Sciences Division Members • Min. 4 Human Sciences Division Members • Min. 4 Francophone Academic • Min. 4 Indigenous Academic <p>Moved (Sarita Verma /Emmanuel Abara)</p> <p>Moved that the 2022 Election Dates, Timelines and Report is approved as amended.</p> <p>CARRIED as amended</p> <p><i>Amendment #1:</i></p> <p>Moved (Rob Anderson/ Camille Hamm)</p> <p>That the 8 student/ learner positions be as follows: 3 from UME, 2 from Health Sciences, 1 Graduate Student and 2 Residents.</p>

	CARRIED
8.0	<p>Senate Executive Committee Terms of Reference</p> <p>Moved (Rayuda Koka / Emmanuel Abara) That the Senate Executive Committee Terms of Reference be approved as amended. CARRIED as amended</p> <p><i>Amendment #1:</i></p> <p>Moved (Sarita Verma / William Hettenhausen) That the terms of reference be amended to say three Senators appointed from the elected Teaching staff, and one senator appointed from the elected learner. CARRIED</p>
9.0	<p>Remote First Nations Medical Residency Project (J. LeBlanc)</p> <p>Joseph LeBlanc spoke to his Remote First Nations Medical Residency Report. This report provided a 2021-22 narrative report to the Remote First Nations Medical Resident Project-Program Development along with a Detailed Funding Table (Appendix A). It was submitted by Eabametoong First Nation (EFN), the Northern Ontario School of Medicine University (NOSM U), Matawa First Nations Management (MFNM) and Matawa Health Co-operative (MHC) as a tripartite Agreement and equal creators of this unique partnership which has an explicit goal of improving health care access in the Matawa remote First Nations communities in Ontario.</p> <p>Full Report – RFN Medical Residency Project Report</p>
10.0	CEPD Advisory Committee Report and Accreditation Report (J. Goertzen)
10.1	<p>CEPD Report & NOSM U CEPD CACME Internal Quality Review Report</p> <p>James Goertzen provided an overview of the report circulated in the meeting package. He highlighted the CEPD CACME Internal Quality Review Report.</p>
11.0	President's Report (Sarita Verma)
11.1	President's Report – Fall 2022 – Integrity
11.2	Engagement Report
11.3	Strategic Plan Report and Update
11.4	September 21, 2022 – After Meeting Report – Board of Governors
12.0	Other Business
13.0	<p>Meeting Evaluation link: https://nosm.qualtrics.com/jfe/form/SV_byBWq55jVZPdu3c Members were asked to please take a few moments to complete the evaluation, your feedback helps us develop the agendas and Senate</p>
14.0	<p>Meeting Schedule - 2022-2023 Meeting Schedule Online The meeting dates are posted online through 2023 please ensure you have them calendared.</p>
15.0	<p>Informational Items There were no additional items to add</p>
16.0	<p>Adjournment With no further business the meeting adjourned at 5:47 pm.</p>

To: Senate **Date:** November 15, 2022

From: Dr. Lee Toner, Associate Dean, UME

Subject: Terms of Reference – Undergraduate Medical Education Committee

Action Required: INFORMATION APPROVAL/DECISION

Title: Updated Terms of Reference for Undergraduate Medical Education Committee (UMEC)

Executive Summary:

The Terms of Reference for the UMEC of the Senate were updated to reflect some of the changes that have come about as a result of the proclamation of NOSM University. All references to the former “Academic Council” have been changed to “Senate”. References to “school” were changed to “UME Program”. The membership list was adjusted to include reference to “Phase 3 Co-Directors” given the changes recently made in the Phase 3 leadership structure. The Decision Making section was clarified to add an emphasis on decision making by consensus if possible prior to a vote.

The UMEC Terms of Reference were discussed at the August and September 2022 UMEC meetings prior to being approved on October 11th, 2022.

MOTION OR RESOLUTION: “Be it moved that the updated and revised Undergraduate Medical Education Committee (UMEC) Terms of Reference be approved as presented’

Undergraduate Medical Education (UME) Committee

Approval Authority: Senate

Reports To: Senate

Established: 2005 03 (There was/were (a) document(s) before this however they are not found in currently available UME files)

Amendments:

2022 10 11 - There were amendments between 2005 03 and 2022 10 11 however they were not captured in detail in table format

2022 10 11 - Changed Academic Council to NOSM University Senate

Removed Student Accommodations Committee as a UMEC sub committee

Other changes to reflect current practice

2022 12 02 - Removed "...standing committee of the Academic Council/Senate..." language

1.0 Purpose

The Undergraduate Medical Education (UME) Committee is responsible to the Senate for the overall development of the UME program policy and evaluation of the course of study leading to the MD degree.

2.0 Responsibilities

The UME Committee, via its UME Curriculum Committee (UMECC) sub committee, is responsible for overseeing the UME curriculum philosophy, goals, and objectives in a manner that encompasses NOSM University's social accountability mandate; commitment to innovation; vision and mission and values; and the key academic principles agreed upon by the Senate and meets or exceeds CACMS accreditation standards, and that of other relevant standard setting bodies.

The UME Committee will:

- through its UMECC sub committee, be responsible for overseeing all issues related to the UME program's curriculum content, processes, and integration, and recommends appropriate action when necessary.
- ensure that the UME program has processes for Program Evaluation and Continuous Quality Improvement that evaluate the effectiveness of the UME program in meeting the goals of social accountability, CACMS accreditation standards, and that of other relevant standard setting bodies.

-
- ensure that the UME program has effective processes governing student assessment and promotion.
 - refer to the UMECC concerns regarding the implementation of the UME curriculum.
 - receive and act on reports and proposals from sub-committees, working groups, other appropriate groups and individuals considering overall policy.
 - Establish procedures that ensure that all curriculum-related regulations required for the degree program, including those produced and approved by the UMECC, are submitted to the Senate or other bodies as required. This includes course descriptions, calendar contents, and course requirements for the MD degree.
 - be responsible for the development and review of non-curricular UME policies, regulations, and procedures related to academic matters such as student leave policies, regulations governing student assessment, and regulations governing electives. Policies, regulations, and procedures which are entirely operational in nature shall not be subject to review and approval by the UMEC.
 - establish procedures that ensure all course grades, and promotion and graduation decisions are submitted to the appropriate persons or bodies.
 - review which types of student records held by UME are to be incorporated into the Medical Students Performance Record (MSPR) and make alterations as required (this should not be interpreted as the UMEC having control over the content of the MSPR of individual students).
 - liaise and collaborate with the appropriate persons or bodies to ensure that the UME program meets or exceeds the non-curriculum related CACMS accreditation standards and, via its subcommittee, the UMECC, meets or exceeds all curriculum related CACMS accreditation standards.
 - annually, review and revise (if necessary) the UMEC's Terms of Reference, make recommendations where necessary and provide for approval to the Senate in accordance with the guidelines.

Although the UMEC does not ratify decisions of the UMECC, the UMEC can ask the UMECC to reconsider decisions made by the UMECC in light of specific operational or resource constraints.

3.0 Composition

The UME Program invites members based on relevance and direct expertise supportive of the UMEC's mandate. Inactive titles or positions will not be reappointed.

If a new member is added, removed or if a vacancy occurs among the members, the UMEC shall fill the vacancy and/or amend the membership in accordance with the applicable requirements and procedures. Changes will be submitted to the Senate at the next available meeting.

Members (voting):

Associate Dean, UME
 Assistant Dean, Clinical Education
 Chair, UMECC (if not a UMECC voting member via another voting member position)
 Chair or Vice Chair, Program Evaluation Committee
 Chair or Vice Chair, Student Assessment and Promotion Committee
 Chair or Vice Chair or one Co-Chair from each, Theme/Course Committee 1, 2, 3, 4, 5 ICMC, 5
 CMTC, and 6
 Director, Assessment and Program Evaluation
 Assistant Dean, Phase 1 or Phase 1 Committee Vice Chair
 Director, Phase 2 or Phase 2 Committee Vice Chair
 Director, Phase 3 or one of the Co-Directors of Phase 3
 Medical Sciences Division Head or designate*
 Clinical Sciences Division Head or designate*
 Human Sciences Division Head or designate*
 Director, Information Technology or designate*
 Associate Dean, Continuing Education and Professional Development or designate*
 Director, Health Sciences Library or designate*
 Assistant Dean, Learner Affairs or designate*
 Instructional Design representative appointed by the UME Administrative Director, Curriculum
 and Learning Environment
 Senior Director, UME Administration
 UME Administrative Director, Curriculum and Learning Environment
 UME Administrative Manager, Program Delivery
 UME Administrative Manager, Educational Resources
 Director, Indigenous Affairs
 Director, Francophone Affairs
 Global Health Coordinator
 Four (4) Undergraduate student representatives

- One student from each year, elected by the NOSM Student Council for a one-year term, on a schedule that always ensures four voting members. These representatives will be the same as those who are members of the UMECC.

Non-voting invited participants:

UMEC meetings are open to all members of the NOSM University community. Whenever possible all non-members should inform the Chair of the UMEC prior to attending save for members attending at the request of a voting member.

*Only one designate may be appointed and must serve for a term of not less than 12 consecutive months. The identity of the designate must be communicated, in writing, to the UMEC Chair.

**Students may send designates as described in UME statement '*Student Participation on Committees*'

*** The Chairs of both the Theme 5 Introduction to Clinical Medicine Committee and the Theme 5 Clinical Medicine and Therapeutics Committee are voting members of the UMEC.

It is possible that a UMEC member may hold more than one position on the UMEC. In such cases, the Chair(s) of the affected committees will assign a designate with voting privileges.

4.0 Chair and Vice Chair

The UMEC shall have both a Chair and a Vice Chair. The Chair of the UMEC shall be the Associate Dean UME. The Vice Chair is a member of the UMEC, other than a student member, elected by the UMEC members.

The Vice Chair shall have all the powers and perform all the duties of the Chair in the absence or disability of the Chair, or there being a vacancy in the Office of the Chair and shall perform any other duties as may be assigned by the Chair, from time to time.

The Vice Chair serves a minimum three-year term; renewable once.

The Chair will not vote except to break a tie. In the absence of quorum, no voting may take place.

5.0 Reporting

The UMEC, via the Chair, will submit regular reports to the Senate on the activities of the Committee. Draft minutes of UMEC meetings will be approved at the subsequent meeting. Sub-committee(s) of the UMEC:

Student Assessment and Promotion Committee
Program Evaluation Committee
UME Curriculum Committee

Other sub-committees/Working Groups may be convened, as required.

6.0 Meetings and Quorum

The UMEC will meet monthly, and/or at the discretion of the Chair and will meet no fewer than five times per year. Members may request additional meetings.

Quorum for all meetings will be 10 of the Committee voting members.

7.0 Decision Making

The committee will strive to arrive at decisions via consensus. If consensus cannot be reached, a vote will be held. A vote will pass if 50%+1 of voting members present vote in its favour. The Chair will not vote except to break a tie. In the absence of quorum, no voting may take place.

Review Period: Annually or as required

Next Review: 2023 09

Version	Date	Action
		For document history before v8.1 see v8.0 in UME Records Center Archives
8.1	2021 08 05	Approved by UMEC
	2021 10 07	Approved by Academic Council
	2022 08	Opened for revision at UMEC
	2022 09 13	UMEC meeting for discussion
	2022 10 11	Approved by UMEC
	2022 11 28	Submitted to Senate Secretary for Dec 15 Senate vote on approval
	2022 12 02	Removed "...standing committee of the Academic Council/Senate..." language
	2022 12 02	Approved by UMEC Chair's action. Submitted to Senate Secretary for Dec 15 Senate vote on approval

Undergraduate Medical Education (UME) Committee

Approval Authority: Senate

Reports To: Senate

Established: 2005 03 (There was/were (a) document(s) before this however they are not found in currently available UME files)

Amendments:

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Other changes to reflect current practice

2022 12 02 - Removed "...standing committee of the Academic Council/Senate..." language

1.0 Purpose

- The Undergraduate Medical Education (UME) Committee ~~is a standing committee of the Academic Council Senate. The UME Committee~~ is responsible to the ~~Academic Council Senate~~ for the overall development of the UME program policy and evaluation of the course of study leading to the MD degree.

2.0 Responsibilities

The UME Committee, via its UME Curriculum Committee (UMECC) sub committee, is responsible for overseeing the UME curriculum philosophy, goals, and objectives in a manner that encompasses NOSM University's social accountability mandate; commitment to innovation; vision and mission and values; and the key academic principles agreed upon by the Senate and meets or exceeds CACMS accreditation standards, and that of other relevant standard setting bodies.

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goals of social accountability, CACMS accreditation standards, and that of other relevant standard setting bodies.

- ensure that the UME program has effective processes governing student assessment and promotion.
- refer to the UMECC concerns regarding the implementation of the UME curriculum.
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- Establish procedures that ensure that all curriculum-related regulations required for the degree program, including those produced and approved by the UMECC, are submitted to the ~~Academic Council~~ Senate or other bodies as required. This includes course descriptions, calendar contents, and course requirements for the MD degree.
- be responsible for the development and review of non-curricular UME policies, regulations, and procedures related to academic matters such as student leave policies, regulations governing student assessment, and regulations governing electives. Policies, regulations, and procedures which are entirely operational in nature shall not be subject to review and approval by the UMEC.
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- annually, ~~review and revise~~ (if necessary) the UMEC's Terms of Reference, make recommendations where necessary and provide for approval to ~~Academic Council~~ the Senate ~~in accordance with the guidelines.~~

Although the UMEC does not ratify decisions of the UMECC, the UMEC can ask the UMECC to reconsider decisions made by the UMECC in light of specific operational or resource constraints.

3.0 Composition

The ~~School~~ UME Program invites members on the basis of relevance and direct expertise supportive of the UMEC's mandate. Inactive titles or positions will not be reappointed. If a new member is added, removed or if a vacancy occurs among the members, the UMEC shall fill the vacancy and/or amend the membership in accordance with the applicable requirements and procedures. Changes will be submitted to ~~Academic Council~~ the Senate at the next available meeting.

Members (voting):

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Assistant Dean, Clinical Education

Chair, UMECC (if not a UMECC voting member via another voting member position)

Chair or Vice Chair, Program Evaluation Committee

Chair or Vice Chair, Student Assessment and Promotion Committee

Chair or Vice Chair or one Co-Chair from each, Theme/Course Committee 1, 2, 3, 4, 5 ICMC, 5 CMTC, and 6

Director, Assessment and Program Evaluation

Assistant Dean, Phase 1 or Phase 1 Committee Vice Chair

Director, Phase 2 or Phase 2 Committee Vice Chair

Director, Phase 3 or one of the Co-Directors of Phase 3 ~~Assistant Director~~

Medical Sciences Division Head or designate*

Clinical Sciences Division Head or designate*

Human Sciences Division Head or designate*

Director, Information Technology or designate*

Associate Dean, Continuing Education and Professional Development or designate*

Director, Health Sciences Library or designate*

Assistant Dean, Learner Affairs or designate*

Instructional Design representative appointed by the UME Administrative Director, Curriculum and Learning Environment

Senior Director, UME Administration

UME Administrative Director, Curriculum and Learning Environment

UME Administrative Manager, Program Delivery

UME Administrative Manager, Educational Resources

Director, Indigenous Affairs

Director, Francophone Affairs

Global Health Coordinator

Four (4) Undergraduate student representatives

- One student from each year, elected by the NOSM Student Council for a one-year term, on a schedule that ensures four voting members at all times. These representatives will be the same as those who are members of the UMECC.

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The Vice Chair shall have all the powers and perform all the duties of the Chair in the absence or disability of the Chair, or there being a vacancy in the Office of the Chair and shall perform any other duties as may be assigned by the Chair, from time to time.

The Vice Chair serves a minimum three-year term; renewable once.

The Chair will not vote except to break a tie. In the absence of quorum, no voting may take place.

5.0 Reporting

The UMEC, via the Chair, will submit regular reports to ~~Academic Council~~ the Senate on the activities of the Committee. Draft minutes of UMEC meetings will be approved at the subsequent meeting. ~~, via the Chair, shall be made available to the UMECC as soon as they become available.~~

Sub-committee(s) of the UMEC:

Student Assessment and Promotion Committee

Program Evaluation Committee

UME Curriculum Committee

~~Student Accommodations Committee~~

Other sub-committees/Working Groups may be convened, as required.

6.0 Meetings and Quorum

The UMEC will meet ~~bi-monthly, alternating with meetings of the UMECC~~, and/or at the discretion of the Chair and will meet no fewer than five times per year. Members may request additional meetings.

Quorum for all meetings will be 10 of the Committee voting members.

7.0 Decision Making

The committee will strive to arrive at decisions via consensus. If consensus cannot be reached, a vote will be held. A vote will pass if 50%+1 of voting members present vote in its favour. The Chair will not vote except to break a tie. In the absence of quorum, no voting may take place.

Review Period: Annually or as required

Next Review: 2023 09

Version	Date	Action
		For document history before v8.1 see v8.0 in UME Records Center Archives
8.1	2021 08 05	Approved by UMEC
	2021 10 07	Approved by Academic Council
	2022 08	Opened for revision at UMEC
	2022 09 13	UMEC meeting for discussion
	2022 10 11	Approved by UMEC
	2022 11 28	Submitted to Senate Secretary for Dec 15 Senate vote on approval
	2022 12 02	Removed "...standing committee of the Academic Council/Senate..." language
	2022 12 02	Approved by UMEC Chair's action. Submitted to Senate Secretary for Dec 15 Senate vote on approval

To: Senate

Date of Meeting: December 15, 2022

Submitted By: Miriam Cain

Responsible Registrar's Office

Portfolio:

Subject: NOSM University Academic Fee Schedule 2023-24

For Approval

For Recommendation

For Discussion

BACKGROUND:

The NOSM University Academic Fee Schedule outlines the tuition and ancillary fee schedules that will be applied to students attending NOSM University in the MD program, Graduates Studies, and the Northern Ontario Dietetic Internship Program (NODIP).

The Ontario government has frozen Tuition Fees again this academic year and thus no increase in tuition will be taking place. The only changes to the Academic Fee schedule from 2022-23 is that the NODIP tuition has been increased from \$2500 to \$3000 and that the Student Council Health Plan will now be included in the ancillary Fees for NODIP students. Further to this, the Student Council Health Plan fees could be subject to change based on usage throughout this academic year. If a change is made, an amendment will be brought back to Senate accordingly.

MOTION: Move that the NOSM University Academic Fee Schedule 2023-24 be approved.

SUPPORTING MATERIALS:

NOSM University Academic Fee Schedule 2023-24

Academic Fee Schedule 2023-24

MD Program Tuition and Ancillary Fees

Fee Description	Year 1	Year 2+
Annual		
Tuition Fees	\$23,247.00	\$23,247.00
Ancillary Fees	\$761.22	\$681.22
Total Annual Fees	\$24,008.22	\$23,928.22

MD Program Payment Schedule

Payment	Due Date	Year 1	Year 2+
Deposit		-\$1,000.00	
1 st Installment (50% Total Fees less Deposit)	August 15, 2023	\$11,004.11	\$11,964.11
2 nd Installment (50% Total Fees)	December 15, 2023	\$12,004.11	\$11,964.11
Total Annual Fees		\$24,008.22	\$23,928.22

*First year students pay a deposit of \$1000 on admission which credited to their student account prior to August 15, 2023

MD Program Ancillary Fee Details

Fee Description	Year 1	Year 2+
NOSM U Ancillary Fees		
Student Health and Wellness Fee	\$100.00	\$100.00
Campus Safety Fee	\$50.00	\$50.00
Subtotal:	\$150.00	\$150.00
NOSM U Student Council Ancillary Fees		
Student Health Plan**	\$371.17	\$371.17
Canadian Federation of Medical Student (CFMS Dues)	\$80.00	-
Administrative Fee	\$29.89	\$29.89
Executive Portfolio Fee	\$130.16	\$130.16
Subtotal:	\$611.22	\$531.22
Total Ancillary Fees:	\$761.22	\$681.22

* opt out options available

** Fee schedule may be subject to change

Graduate Studies Domestic Tuition and Ancillary Fees

Full-time

Fee Description	All Years
Annual	

Tuition Fees	\$15,000.00
Ancillary Fees	\$501.06
Total Annual Fees	*\$15,501.06

*Ancillary fees charged once per academic year.

Part-time

Fee Description	All Years
Annual	
Tuition Fees	\$7,500.00
Ancillary Fees	\$79.89
Total Annual Fees	*\$7,579.89

*Ancillary fees charged once per academic year.

Graduate Studies Domestic Tuition Payment Schedule

Full-time

Payment	Due Date	Amount
Fall Term	August 15, 2023	*\$5,501.06
Winter Term	December 15, 2023	\$5,000.00
Spring/Summer Term	May 1, 2024	\$5,000.00
Total Annual Fees		**\$15,501.06

* Students who begin the program in the winter or spring/summer term will have the ancillary fees charged accordingly.

**Students entering the first term of graduate studies will pay a deposit of \$1000 on admission which is credited to their student account.

Part-time

Payment	Due Date	Amount
Fall Term	August 15, 2023	*\$2,579.89
Winter Term	December 15, 2023	\$2,500.00
Spring/Summer Term	May 1, 2024	\$2,500.00
Total Annual Fees		**\$7,579.89

* Students who begin the program in the winter or spring/summer term will have the ancillary fees charged accordingly.

** Students entering the first term of graduate studies will pay a deposit of \$1000 on admission which is credited to their student account

Graduate Studies Domestic Ancillary Fee Details

Full-time

Fee Description	All Years
NOSM U Ancillary Fees	
Student Health and Wellness Fee	\$100.00
Subtotal:	\$100.00
NOSM Student Council Ancillary Fees	
Student Health Plan**	\$371.17
Administrative Fee	\$29.89
Subtotal:	\$401.06
Total Annual Ancillary Fees:	\$501.06

* opt out options available

** Fee schedule may be subject to change

Part-time

Fee Description	All Years
NOSM U Ancillary Fees	
Student Health and Wellness Fee	\$50.00
Subtotal:	\$50.00
NOSM Student Council Ancillary Fees	
Administrative Fee	\$29.89
Subtotal:	\$29.89
Total Annual Ancillary Fees:	\$79.89

Graduate Studies International Tuition and Ancillary Fees

Full-Time option only

Fee Description	All Years
Annual	
Tuition Fees	\$35,000.00
Ancillary Fees	\$129.89
Total Annual Fees	\$35,129.89

Graduate Studies International Tuition Payment Schedule

Full-time

Payment	Due Date	Amount
Fall Term	August 15, 2022	*\$11,795.89
Winter Term	December 15, 2022	\$11,667.00
Spring/Summer Term	May 1, 2023	\$11,667.00
Total Annual Fees		**\$35,129.89

* Students who begin the program in the winter or spring/summer term will have the ancillary fees charged accordingly.

** Students entering the first term of graduate studies will pay a deposit of \$1000 on admission which is credited to their student account.

Graduate Studies International Ancillary Fee Details

Full-time

Fee Description	All Years
NOSM U Ancillary Fees	
Student Health and Wellness Fee	\$100.00
Subtotal:	\$100.00
NOSM Student Council Ancillary Fees	
Administrative Fee	\$29.89
Subtotal:	\$129.89
Total Annual Ancillary Fees:	\$129.89

*Ancillary fees charged once per academic year.

Northern Dietetic Internship Program (NODIP)

Fee Description	
Annual	
Tuition Fees	\$3000.00
Ancillary Fees	\$451.06
Total Annual Fees	\$3451.06

NODIP Ancillary Fee Details

Fee Description	Amount
NOSM U Ancillary Fees	
Student Health and Wellness Fee	\$50.00
Subtotal:	\$50.00
NOSM Student Council Ancillary Fees	
Student Health Plan**	\$371.17
Administrative Fee	\$29.89
Subtotal:	\$401.06
Total Annual Ancillary Fees:	\$451.06

* opt out options available

** Fee schedule may be subject to change

NODIP Payment Schedule

Payment	Due Date	46 weeks
Tuition and Ancillary Fees	August 15, 2023	\$3,451.06

To: Senate

Date of Meeting: December 15, 2022

Submitted By: Miriam Cain

Responsible Registrar's Office

Portfolio:

Subject: NOSM University Academic Schedule 2023-24

For Approval

For Recommendation

For Discussion

BACKGROUND:

The NOSM University Academic Schedule outlines the deadlines learners and Faculty must keep for the university to maintain registration, learner records which includes final grades, and student accounts. This Academic schedule that will be applied to learners registered in courses at NOSM University in the MD program and Graduates Studies.

The academic schedules and been approved by administration and Associate/Assistant Deans at both Graduate Studies and the MD program.

MOTION: Move that the NOSM University Academic Schedule 2023-24 be approved.

SUPPORTING MATERIALS:

NOSM University Academic Schedule 2023-24



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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2023-24 Academic Year

Master of Medical Studies Academic Schedule

Fall Term 2023 (Sept - December)	
First Day of Classes	September 5, 2023
Final Day to Add	September 18, 2023
Final Day to Withdraw	November 3, 2023
Reading Week	October 9-13, 2023
Last Day of Classes	December 4, 2023
Exam Period	December 8-15, 2023
Marks Due	December 22, 2023

Winter Term 2024 (January–April)	
First Day of Classes	January 8, 2024
Final Day to Add	January 19, 2024
Application to Graduate and Attend Convocation in Spring 2023	January 31, 2024
Reading Week	February 19-23, 2024
Final Day to Withdraw	March 8, 2024
Last Day of Classes	April 12, 2024
Exam Period	April 15-22, 2024
Marks Due	April 30, 2024
Masters Program Requirements Completed to Graduate Spring Convocation	May 10, 2024
Convocation Ceremonies	May 24, 2024

Spring/Summer Full Term 2024 (May-August)	
First day of classes	May 6, 2024
Final day to add	May 9, 2024
Final day to withdraw	June 7, 2024
Last day of classes	July 19, 2024
Exam Period	July 22-26, 2024
Marks Due	August 2, 2024

MD Program Academic Schedule

Fall/Winter (Year Long) 2023/24 Term	
Year 4 First Day of Classes	April 24, 2023
Year 3 First Day of Classes	September 5, 2023
Year 1 First Day of Classes	September 5, 2023
Year 2 First Day of Classes	September 11, 2023
Christmas Break	December 25 -January 5, 2024
Final Day to Withdraw (drop)	February 9, 2024
Application to Graduate and Attend Convocation in Spring Convocation	January 31, 2024
Year 1 & 2 Reading Week	March 11-15, 2024
UME Promotion to year 4	April 12, 2024
Graduands List due Senate for Spring 2024 Convocation	Senate meetings schedule TBA
Convocation Ceremonies	May 24, 2024
UME Phase 1 (Year 1 and Year 2) Promotion	August 9, 2024
Phase 1 reassessment & remediation period	July 1, 2024 - August 9, 2024

To: Senate **Date:** December 1, 2022

From: Dr. Joseph LeBlanc, Chair AIHEC

Subject: AIHE Committee ToR

Action Required: INFORMATION APPROVAL/DECISION

Background:

Academic Indigenous Health Education Committee terms of reference was reviewed and updated accordingly. Key changes were formatting, updating to NOSM U and meetings.

Motion: Moved that the Academic Indigenous Health Education Committee Terms of Reference be approved as presented.

Academic Indigenous Health Education Committee

Approval Authority: Senate

Reports To: Senate

Established: 2019 10 10

Amendments: 2020 10 01, 2022 12 15

1.0 Purpose

The role of Senate is to provide strategic academic governance for all NOSM University academic programs, and make recommendations upon academic matters related to said programs within the context of:

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

Functioning as a Committee of Senate, the Academic Indigenous Health Education Committee will:

1. Recommend to Senate and its committees, processes, principles, and program outcomes that support NOSM U's education and research programs improving the health of the Indigenous Peoples and communities of Northern Ontario.
2. Advise Senate on academic matters related to Indigenous Health Education at NOSM U by making recommendations for the consideration of Senate Committees and their subcommittees (e.g. UME Committee, UME Curriculum Committee, Postgraduate Education Committee)

2.0 Scope

The committee functions in collaboration with other committees of Senate to advance the social accountability mandate of the university with respect to academic issues related to Indigenous Health Education.

3.0 Academic Indigenous Health Education Committee Function

The Committee shall further the goals and objectives of NOSM U's social accountability mandate including but not limited to, consideration of the Expert Panel on Indigenous Relations Report (September 11, 2018), the Canadian Association of University Teachers (CAUT) Policy on Indigenizing the Academy¹ and the Truth and Reconciliation Commission of Canada Report².

¹ <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/indigenizing-the-academy>

² <http://nctr.ca/reports.php>

Functions include but are not limited to:

- a) Oversee and facilitate the creation of an Indigenous Health Academic Network across Northern Ontario.
- b) Collaborate with other committees of Senate as appropriate.
- c) Reviews and makes recommendations to Senate and its committees concerning internal and external reports relevant to Indigenous health.
- d) Make recommendations to the Senate and its committees with respect to the metrics and evaluation strategies for academic outcomes related to Indigenous Health.
- e) Review and make recommendations to the Terms of Reference for the Committee as required.
- f) Perform such other duties as directed from time to time by Senate.

4.0 Process for Indigenous Health Education Committee

In collaboration with Senate committees, develop and recommend academic policies and processes related to the following aspects of Indigenous Health at NOSM University:

4.1 Honouring Traditional Knowledge Systems and Practices³

- (a) Opportunities for health professional learners to participate in land-based and ceremonial experiences under the guidance of Knowledge Keepers, including credentialed electives or electives.
- (b) A policy environment that supports the ability to follow Indigenous protocols.
- (c) Appointment policies or processes to formally recognize Knowledge Keepers.

4.2 Indigenous Student and Resident Support, Mentorship and Retention¹

- (a) Regular environmental scans to understand the strengths and gaps in NOSM University programs.
- (b) Understand and supplement previous student needs assessments with new information as necessary to assess unmet student support needs.
- (c) Build on current student support programs and expand opportunities for mentorship and community connections.

4.3 Education across the Spectrum¹

Partner with diverse Indigenous communities in discussing the outcomes for university-wide curricula in Indigenous health to assist the Committee in making recommendations to Senate Committees and their subcommittees.

³ http://www.umanitoba.ca/faculties/health_sciences/indigenous/media/AppendixD-IndigenousImplementationCommittee-approvedTOR-Dec12-2017.pdf

4.4 Closing the Gap in Admissions⁴

In collaboration with the Admissions Committee, oversee and make recommendations related to:

- (a) Working in partnership with Indigenous education authorities, Indigenous educators, and other faculty members to develop programs to enhance opportunities for First Nations, Métis and Inuit learners to complete high school with adequate math and science skills for university entrance into pre-requisite courses for the health professional programs.
- (b) Developing and distributing outreach materials that highlight the contributions of Indigenous peoples to math, science, human science, and health.
- (c) The review and strengthening of criteria and admissions processes to facilitate entrance of qualified Indigenous learners.

5.0 Membership

The Senate strives to achieve membership on its committees that is reflective of its commitment to diversity and inclusion. This should be considered in the appointment of Committee members, including but not limited to various skillsets, disciplines, divisions, and programs within NOSM University.

The Chair (must be a NOSM University Indigenous Faculty member) and Vice-Chair shall be elected annually by the committee. The Chair shall be a member of the Senate by virtue of this appointment.

The composition of the committee will be as follows:

- 3 NOSM U Faculty members who self-identify as First Nations, Métis or Inuit
- 3 Faculty members – one from each NOSM U faculty Division
- 2 Indigenous Community members
- NOSM U Director of Indigenous Affairs
- 2 Indigenous Elders
- Minimum of 3 learners who self-identify as First Nations Métis or Inuit: one recommended by the NOSM University Student Council, one a medical resident and one a health sciences learner.

The Committee may also invite non-voting participants who bring expertise in relevant areas to the meetings.

⁴ http://www.umanitoba.ca/faculties/health_sciences/indigenous/media/AppendixD-IndigenousImplementationCommittee-approvedTOR-Dec12-2017.pdf

Members are selected for a 3-year term, at which point their membership may be renewed in 2-year increments to ensure continuity of membership, with the exception of learner appointments which will be a one-year term renewable up to 2 years.

The membership will be requested through a general “request for interest” through each of the constituencies. Should there be more interest than vacancies, the Committee will follow the election procedures as outlined in the Nominations and Elections Policy of the Senate.

6.0 Reporting

The Committee reports to and is accountable to the Senate. Through the Chair, the Committee shall provide a written report to the Senate, as required.

7.0 Meetings and Quorum

Meetings will take place quarterly, at 5pm EST on the 3rd Wednesday of October, January, March, and May or more frequently at the call of the Chair. Meetings will be held in person, or via video or teleconferencing.

Quorum for the meetings shall be a simple majority of the voting members.

Members absent or unable to participate for three consecutive meetings will be asked to resign from the Committee.

Review Period: Annually or as required

Next Review: 2025 01 01

To:	Senate	Date of Meeting: December 15th, 2022
Submitted By:	Miriam Cain	
Responsible Portfolio:	Registrar's Office	
Subject:	Approval of graduand from the Northern Ontario Dietetic Internship Program (NODIP)	
<input checked="" type="radio"/> For Approval <input type="radio"/> For Recommendation <input type="radio"/> For Discussion		

REQUESTED ACTION:

The Senate is being asked to approve the following graduand from the NOSM University Northern Ontario Dietetic Internship Program (NODIP) for the academic year 2021-2022 as a late addition to list graduate list formally approved by electronic vote on July 22, 2022. These requirements are schedule to be completed by each graduand typically in July of each program year. This graduand required a leave of absence from March 2022 – August 2022, delaying the completion of her program.

MOTION - Moved by Miriam Cain Seconded by _____

BE IT RESOLVED THAT, having met all the requirements for the Certificate of Dietetic Internship with the Northern Ontario Dietetic Internship Program at the NOSM University upon the recommendation of the Associate Dean, Postgraduate Medical Education and Health Sciences and the Program Manager, NODIP, that the NOSM U senate approve the graduand Jordan Dubie.

Further that subject to the right of the Program Manager, NODIP to initiate late changes or completions with the University Registrar up to February 28th, 2023.

Current Activities

1. Membership

- The Clinical Sciences Division (CSD) currently has 1834 members

2. Faculty Appointments

- We continue to recruit new faculty as interest in the University expands. Currently, there are approximately 28 applicants being considered for appointments.
- A targeted recruitment initiative is underway to encourage NOSM U's 2022, self-declared francophone and Indigenous graduates who are practicing in northern Ontario to join our division.

3. Academic Registrants

- There are 7 Academic Registrants being considered for appointment and 55 Academic Registrants currently at NOSM.
- An Academic Registrant Peer Network has been established co-led by Dr. Nisha Nigil and Dr. Ghazala Basir and will meet later in the Fall. Dr. Biman will be the Section Chair support for this group.
- We are working with the Academic Health Science Centres to ensure our Academic Registrant faculty are well supported to achieve their academic and scholarly deliverables.

4. Reappointments for Clinical Faculty

- 416 reappointment offers were sent out for 2022. We continue to follow up with faculty who have yet to sign their offer.

5. Promotions for Clinical Faculty

- There are 34 promotion applications in the Clinical Sciences Division this 2022-23 cycle. The Joint and Stipendiary Faculty Promotions Committee had their orientation meeting on November 16 and will begin reviewing applications in December.

6. Faculty Wellness

- Dr Prashant Jani has been hired as the new Faculty Wellness Director. We look forward to implementing new wellness initiatives under his leadership.

7. Faculty Recognition

- The NOSM U Awards of Excellence and Scholarship call for nominations will occur in December. We look forward to reviewing the nominations that outline the outstanding contributions our faculty are making.
- The Office of Faculty Affairs receives information via faculty and NOSM U Communications regarding nominees/recipients of awards external to NOSM. This information is only shared at the discretion of the faculty, or as we come across it. The following is a list of NOSM U faculty we are aware of who have won an external award last two years.
- Congratulations to Dr. Anjali Oberai of Wawa for being named the Ontario College of Family Physicians Family Doctor of the Year and Dr. Adam Moir of Dryden for receiving the Ontario College of Family Physicians Community Educator of the Year Award.

2021 External Faculty Award Recipients			
Title	First Name	Last Name	Award Name
Dr.	Amer	Alaref	Certificate of Merit Award (Radiological Society of North America - RSNA)
Dr.	Tara	Baron	Community Partnership Award 2021 (sudbury.com)
Dr.	Jane	Fogolin	RCPSC - Competence by Design (CBD) Innovator
Dr.	Robert	Hamilton	OMA Life Membership Award
Dr.	Edward	Hirvi	CAME Award
Dr.	Brent	Kennedy	PCTA Leadership Award
Dr.	Roy	Kirkpatrick	Rural Specialist Merit Award (SRPC)
Dr.	Louisa	Marion-Bellemare	Ontario College of Family Physicians (OCFP) 2021 Award of Excellence
Dr.	Michael	Mason	PARO - Excellence in Clinical Teaching Award
Dr.	Janet	McElhanev	Jonas Salk Award
Dr.	Venkadesan	Rajendran	Centenary Medal of Distinction (Canadian Physiotherapy Association)
Dr.	Julie	Samson	Ontario College of Family Physicians (OCFP) 2021 Award of Excellence
Dr.	Sarita	Verma	Medical Post Canadian Healthcare Network 2021 Physician Power List
Dr.	Stephen	Viherjoki	Rural Service Award (SRPC)
Dr.	Janice	Willett	OMA Section Service Award
Dr.	Barb	Zelek	SRPC Rural Mentorship Award
Dr.	Barb	Zelek	OCFP Ontario Family Physician of the Year
2022 External Faculty Award Recipients			

Dr.	Sarah	Newbery	Certificate of Merit (CAME)
Dr.	Teresa	Bruni	2022 Canadian Pediatric Society's Distinguished Paediatrician Award
Ms.	Lisa	Bishop	2022 Lewirokwas Cape Award for Midwives
Dr.	Shannon	Wiebe	Canadian Association of Emergency Physicians - Emergency Physician of the Year
Dr.	Barb	Zelek	SRPC Rural Long Service Award
Dr.	Ranjit	Baboolal	TBRHSC Professional Staff Award.
Dr.	Janet	McElhanev	Posthumous - Ronald Cape Distinguished Service Award by the Canadian Geriatric Society.
	Wawa Primary Care Team		EMRAP Rappies Award - Best podcast of 2021. https://www.emrap.org/episode/emrap2021august/ruralmedicine
Dr.	Ken	Foster	G. William N. Fitzgerald Award for excellence in rural surgery at the Canadian Surgical Forum
Dr.	Pawan	Kumar	Golden Heart Award from the North Bay Hospital Foundation through the impact he has had on a patient and the patient's family experience

8. Faculty Evaluation

- Faculty evaluation is being maintained between two evaluation software programs at present: One45 and Elantra. The goal is to have all Phases of Undergrad education in the Elantra system by September 2023. All Postgraduate education programs are currently being evaluated through Elantra.

9. Future initiatives

We are aiming to hire a Public Health and Preventative Medicine Section Chair and Project Lead. The role is currently posted on NOSM U's career page of the website.

In a shared initiative with the Office of Research, NOAMA/PCTA and CSD, we have hired a research assistant supported in part through NOHFC that will do an environmental scan of clinical faculty research. Initial results of the scan have been presented at the LEG Lead and Administrators meeting in November and at the CSD meeting in November.

10. Thank you

Thank you Dr. Cervin on behalf of the NOSM U clinical faculty for your work. Best wishes in your retirement.

The Medical Sciences Division actively participates in all areas of the school. Its faculty are actively involved in teaching, governance, serving on committees, and other scholarly activities at the Northern Ontario School of Medicine. Faculty of the Division are also heavily involved in various research projects. The Division currently has 50 appointments.

1. Membership

- a) Full-Time Faculty: Laurentian: 9 Lakehead: 6
- b) Joint Faculty (half time appointments): Laurentian: 1
- c) Emeritus Faculty: Laurentian: 1
- d) Honorarius Faculty Laurentian: 1
- e) Stipendiary Faculty Laurentian: 21 Lakehead: 6 International: 2
- f) Cross-Appointed Faculty: Laurentian: 3 Lakehead: 0
- g) Administrative Assistant: Pam Lemieux

2. Hiring

Chris Thome and Suji Tharmalingam have signed employment offers from NOSM U as full-time Tenure Track Faculty.

3. Teaching Activities

Dr. Marina Ulanova is currently supervising one MSc Biology student and one Biology Honours thesis student: co-supervising one MSc Chemistry student.

4. Research Activities

5. Sabbatical Leaves

Dr. Amadeo Parissenti is on sabbatical leave from July 1, 2022, to June 30, 2023

6. Reappointments

One faculty member has not accepted their reappointment as of this report.

7. Quarterly Divisional Meetings

The last Medical Sciences Quarterly Divisional Meeting took place on November 16, 2022.

8. Announcements

To: Senate **Date:** November 30, 2022

From: Joseph LeBlanc, AIHEC co-chair

Subject: Academic Indigenous Health Education Committee Update

Action Required: INFORMATION DISCUSSION

Meetings

The committee last met on November 17, 2022, and the co-chairs held an open forum on November 15, 2022. The committee has revised their Terms of Reference, which passed unanimously through online vote that closed on December 1, 2022. The changes reflect members' interests in setting the meeting dates in line with reporting requirements for Senate.

The next meeting will be January 18, 2022 and 5pm EST.

Terms of Reference Update Attached

To: NOSM University Senate **Date:** December 15, 2022

From: Dr. Owen Prowse

Subject: Senate Standing Committee Report – Admissions Committee

Action Required: INFORMATION DISCUSSION

UME Application Statistics for E2023		
Total Applications	1,692	
Another Gender	7	0.4%
Female	1033	62%
Male	564	33%
Undeclared	88	5%
Self-identified Indigenous *	79	5%
Self-identified Francophone **	254	15%
MMTP Stream	40	2%

* Of the 79 Self-Identified Indigenous applicants 48 applied to the Indigenous Admissions Stream

** Of the 254 Self-Identified Francophone applicants 155 applied to the Francophone Admissions Stream

Note: Since 2019 there has been a slight decline in the overall number of applications to NOSM University’s UME Program (this is consistent with most Ontario medical schools). We believe this is because we have been consistent in our messaging to applicants that NOSM University is recruiting and admitting applicants from the North with the hope that they will remain in the North.

We know that the number of applicants within our target demographics remain consistent even with the decline in total application numbers.

- 40% of our applicants have consistently been from Northern Ontario or Rural/Remote rest of Canada
- 5% self-identify as Indigenous
- 15% self-identify as Francophone.

These numbers are much stronger as we look at the learners being admitted to NOSM University.

Over the last two admissions cycles, except for the University of Ottawa, medical schools across Ontario have all experienced a decline in overall application numbers.

This topic was reviewed at the recent MAC-COFM meeting and the Ontario Admission Deans were not particularly concerned or surprised by the decrease in applications.

To: NOSM University Senate **Date: 28 November 2022**
From: Dr. James Goertzen
Chair, CEPD Advisory Committee and Associate Dean, CEPD
Subject: CEPD Advisory Committee Report (September – November 2022)
NOSM U Senate Meeting December 15, 2022

Action Required: INFORMATION DISCUSSION

CEPD Advisory Committee Meeting Highlights

September 15, 2022

- CACME CEPD IQR completed with decanal sign-off and development of action plan. The action plan will be incorporated into the CEPD annual business plan for 2022-23.
- CEPD is awaiting CFPC and RCPSC Program Audits which are a companion to the IQR.
- CFPC Training program and shadow audits continuing (Mainpro+ 2:1 and 3:1 credits) with CEPD team.
- Large increase in CEPD workload with accreditation and logistical support of CPD conferences and education activities scheduled in October and November. Range of CPD formats including in-person, virtual, and hybrid.
- Human resource update: two staff members are on medical leaves, and the pending departure of the CEPD Director.

November 17, 2022

- CME Committee revised TOR discussed and accepted.
- CFPC Training program and shadow audits continuing (Mainpro+ 2:1 and 3:1 credits) with CEPD team.
- CFPC and RCPSC Program Audits were recently received and are in review by the CEPD team.
- Increase in CEPD workload with accreditation and logistical support of multiple conferences: *Pan Northern Emergency Rounds, Pan Northern Clinical Rounds, Pan Northern Leadership Rounds, Palliative Care Rounds, Six Annual Northern Ontario Women's Health Conference, Nephrology Journal Club, Northeastern Ontario Geriatrics Refresher Day, Finding Your Turn North: Planning for Your Future Career, Camp Fire Chats: Conversations with NOSM U Faculty, C4 Critical Care, NOAMA LEG Lead & Administrators, Ontario Psychiatric Association Mental Health & Addictions Conference, Medical Education in the Future.*
- CEPD scholarly activities recap: National Accreditation Conference workshop and International Congress on Academic Medicine submissions.
- Human resource update: additions of a Project Manager and a new Director to the CEPD team.

CEPD Advisory Sub-Committee Highlights and Innovations

Faculty Development Committee September 21, October 19, and November 17, 2022

- Dr. Sarah McIsaac provides brief faculty development presentations at the beginning of each meeting for committee members.
- Planning for Northern Constellations 2023 is underway.

Continuing Medical Education Committee September 28, 2022

- Revised committee TOR approved.

-Committee membership includes patient representatives and community representatives with the exploration of their contributions and input in the planning of CME activities in Northern Ontario.

Quality Improvement and Research Working Group November 14, 2022

-Review of CFPC/RCPSC program evaluation templates on required bias questions. The Quality Improvement PDSA cycle is in progress with preliminary data discussed. Further bias question refinements and revised PDSA cycle planned.

CACME CEPD Internal Quality Review (IQR)

-Quality improvement action plan developed based on IQR findings and incorporated into CEPD Business Plan 2022-23.

-CFPC and RCPSC Program Audits recently received. Helpful recommendations on areas for improvement are provided. Plans to develop an audit action plan with revisions and improvements to CEPD office processes. The audit action plan will be incorporated into CEPD Business Plan 2022-23.

CEPD Scholarly Activity Highlights

-National Accreditation Conference (October 17 & 18, 2022) CEPD workshop:

Cook, C., Goertzen, J. *Optimizing CPD Program Evaluation Response Rates: Strategies and Best Practices.*

-Hearing Our Voices will provide detailed Indigenous cultural safety training online program evaluation data, particularly in impact and need assessment for future programming. Lakehead University Research Ethics Board waiver received, and HOV Scientific Planning Committee (membership includes NOSM U Indigenous faculty) will provide oversight for future scholarly activity.

-International Congress on Academic Medicine (April 13-18, 2023) CEPD submissions:

1. Cook, C., Goertzen, J., MacLeod, T. *Best Practices for Session, Program, and Conference Evaluations: Strategies from the world of CPD.*

2. McIsaac, S., Shaw, K. *Speak Up: Responding to Microaggressions to Promote Equity, Diversity, Inclusion, and Accessibility.*

3. Cook, C., Shaw, K. *Analyzing Learning in a CPD Program Through a CanMEDS Lens: A Qualitative Approach.*

CEPD Learning Hub (Online programs)

Hear Our Voices (Indigenous cultural safety training) and Setting the Table (foundational faculty development modules) are available on CEPD Learning Hub. Programs accessible by NOSM U faculty, learners, and staff.

<https://cepd.nosm.ca/>

Northern Constellations 2023: May 6 & 7, 2023 (In-person/Thunder Bay)

NOSM U's Annual Faculty Development Conference will return to an in-person format. The conference will feature plenary speakers, interactive workshops (75 minutes), and educational innovations (15 minutes). Call for sessions is open:

[Northern Constellations 2023](#)

Northern Lights 2023: Pan Northern Leadership Forum March 2 & 3, 2023 (Virtual)The leadership forum theme will be *Engaging others through personal influence, communication, and Collaboration*. An opportunity for NOSM U faculty, staff, and learners to network and further development their leadership skills. Registration is open:

[Northern Lights 2023](#)

Learner evaluations: What did we find? (Medical education quality improvement 2021-22)

January 2021-September 2022: nine urban specialty LEGs participated. LEGs provide UME Phase 3 and PGME Residency education teaching with a membership of 184 faculty members. 4,352 Faculty Affairs, UME, and PGME learner evaluations were compiled and themed. Educational strengths and areas for improvement for each LEG were identified along with faculty and LEG action plans. Further details:

[NOSM U CEPD Infographic 2022 November LEG Learner Evaluations](#)

Date: November 28, 2022 (for Senate meeting December 15, 2022)

Committee Name: Graduate Studies Committee

Submitted by: Dr. Alain Simard (Assistant Dean, Graduate Studies, *Chair – Graduate Studies Committee*)

The Graduate Studies Committee reviews, considers, and recommends matters for overall academic development of policies and practices pertaining to the graduate programs offered by NOSM University.

The Graduate Studies Committee oversees NOSM University's graduate programs and reviews all proposed course offerings to ensure they encompass the University's vision, mission, values, and key academic principles.

MEETINGS

This report covers the Graduate Studies Committee meeting held on October 5, 2022.

MEMBERSHIP

Since the last report, [Isabella Scola-Lawryshyn](#) has replaced [Linda Liboiron-Grenier](#) as the Recording Secretary.

Summary of vacant positions: 0

MATTERS FOR DECISION

The Graduate Studies Committee does not have any matters for decision.

OUTSTANDING MATTERS

The Graduate Studies Committee does not have any outstanding matters with Senate.

MATTERS FOR NOTING

Student Admission– There were three applicants to the MMS program for this year. All three applicants were admitted, and all three accepted their offers: bringing the enrolment in the MMS program to 11 students.

MMS January 2023 Intake – Admissions for the January 2023 MMS intake closed on October 28, 2022. There are two applicants being reviewed for the January start date: one domestic and one international.

Supervisory Update – The Graduate Studies Committee has decided that no official call for supervisors will be made this year. Interested faculty will be accepted on a rolling basis.

New Process for Graduate Studies Program – Since developing an Institutional Quality Assurance Process (IQAP) there is a processual change: moving forward, all curriculum changes and changes to existing programs will be done at the Program Committee level.

MMS Course-Based Program Update – The Graduate Studies Committee has begun discussing the possibility of expanding MMS to non-MDs. The Program Committee will soon discuss potential courses to be offered as part of the course-based MMS.

International Stream Update – There is currently one international student application. Work continues by the Graduate Studies Office to ensure policies and procedures are in place prior to decision on the international applicant.

Committee Membership Update – Division Heads are being contacted in respect to extending memberships of expiring committee members. If the members wish not to continue, then an election process will be pursued.

REPORTS FROM SUB COMMITTEES

Master of Medical Studies Program Committee

The Master of Medical Studies Program Committee (MMS Program Committee) is a committee of the Graduate Studies Committee (GSC), a standing committee of Senate. The MMS Program Committee will review and consider applications for admission to the Master of Medical Studies program at NOSM University. This committee will also review and consider faculty applications for supervisory status in the Master of Medical Studies (MMS) program.

The MMS Program Committee last met on November 16, 2022; updates are as follows:

- Two applicants for the January 2023 start date were reviewed: both were recommended for admission.
- A Supervisory Privileges applicant was reviewed: Committee Member privileges were recommended.
- Revisions were made to the Supervisory Privileges Application Procedure Policy.
- Work continues on identifying potential courses for the MMS Course-based option.

SUPPORTING DOCUMENTS

None.

NOSM UNIVERSITY
Health Sciences
Report to NOSM University Senate

To: NOSM University Senate

From: Dr. Robert Anderson, Associate Dean, Postgraduate Medical Education and Health Sciences
Dr. Mike Ravenek, Manager, Health Sciences
Ms. Cara Green, Manager, Dietetic Intern Program (NODIP)

Meeting Date: December 15, 2022

NORTHERN ONTARIO DIETETIC INTERNSHIP PROGRAM (NODIP) UPDATES

Eleven new and one returning dietetic learner have initiated their practicum training. The returning dietetic learner will be completing her program December 23rd, 2022 and has been approved by the Registrar to graduate.

NODIP has increased the tuition (registration) fee payment from \$2,500 to \$3,000 for the 2023-24 program year to address program costs.

Admissions will be including NODIP in their registration services beginning with the 2023-24 program year. New with this process is a requirement for a 5% non-refundable tuition deposit upon acceptance to the program.

Work is underway to integrate the new Integrated Competencies for Dietetic Education and Practice (ICDEP v 3.0, 2022) into NODIP's curriculum. This is a requirement by the Partnership for Dietetic Education and Practice (PDEP) for August 2023 in alignment with the 2024 Canadian Dietetic Registration Exam sittings. Working groups of expert RD preceptors have been established. Education on curriculum changes, including new/enhanced placements, and revised performance evaluation reports will be rolled out in the spring and summer of 2023.

NODIP's accreditation remains on hold. NODIP applied for a membership with the new service provider for dietetics accreditation (EQual/Accreditation Canada) this past September. Following review of NODIP's application and receipt of membership fees, EQual will facilitate a new accreditation review cycle in the coming months.

NODIP's only support position remains vacant as the role is being examined. Interim support is being provided by a contractual Registered Dietitian who is familiar with NODIP and will hold a seat on the NODIP Committee.

REHABILITATION SCIENCES (RS) PROGRAM – VISITING PLACEMENT PARTNERSHIPS

The RS program works with the rehabilitation programs based at the universities in Southern Ontario to provide placement opportunities in Northern Ontario for Occupational Therapy (OT), Physiotherapy (PT), Speech-Language Pathology (SLP) and Audiology (AUD) students. The Program consists of two main streams - the Northern Studies Stream (NSS), representing its partnership with McMaster University; and the Rehabilitation Studies Stream (RSS), representing its relationship with the University of Toronto, the University of Ottawa, Queen's University and Western University.

A webinar entitled *Envisioning the Future of the Rehabilitation Sciences Program at NOSM University* was delivered on November 16, 2022, with over 70 clinicians from Northern Ontario taking part. The webinar presented the rationale and current conceptual framework for evolving the program into a satellite campus partnership with McMaster University's School of Rehabilitation Science, in addition to a smaller-scale version of the visiting learner placements for other

schools. The [link to the webinar](#) recording has been circulated to all of the program's clinical partners in Northern Ontario with a [Feedback Form](#) that is open until January 20, 2023. This feedback will help to continue to shape the conceptual framework and will contribute to a Ministry funding proposal that will be prepared for the NOSM U Health Sciences Programs. The current conceptual framework will be shared with existing university partners of the program in December at an upcoming Ontario Council of University Programs in Rehabilitation Sciences (OCUPRS) meeting.

Along with the NODIP Manager Cara Green, Dr. Ravenek surveyed clinical partners across Northern Ontario on their current and projected HHR challenges, in addition to the consequences of those challenges. Over 50 partners responded to the survey. As a follow-up to this survey, the programs are holding 8 focus groups the week of November 21, 2022, to gather input on education-based strategies that NOSM U should consider in working with partners to try and better manage and overcome these challenges. The Centre for Social Accountability is providing the support of a Research Assistant to analyze the data and create summary reports that will be shared with partnering HHR task forces and will inform organizational planning. Vacancies for Rehabilitation Science positions, as tracked by the program, [reached a new high of 123](#) in November 2023.

MEDICAL PHYSICS RESIDENCY EDUCATION PROGRAM (MPREP)

Dr. Ravenek is providing management support to the Program's faculty leaders, i.e., Dr. McGhee (Program Director) and Dr. Oliver (Associate Program Director) who are located respectively at TBRHSC and HSN.

The current program residents are progressing well and were able to complete cross-site training together at TBRHSC and HSN in November. The program works to arrange this cross-training for each resident at least once each residency. This cross-training was supported by the credentialing of the residents through the PGME credentialing process this year.

Drs. Ravenek, McGhee and Oliver are reviewing current program policies and procedures to update and align them with broader changes in policy and structure at NOSM U. Once completed, as appropriate, policies will be sent to the Program Committee and Senate for approval.

The next Program Committee meeting is scheduled for December 21, 2022. Membership on the committee is being reviewed with recent leadership changes at both HSN and TBRHSC.

Integration of MPREP into Elentra is ongoing and being led by Dr. Oliver. Support is being provided by the Elentra team at NOSM U.

The annual report to the program's accreditor, the Commission on Accreditation of Medical Physics Education (CAMPEP), will be submitted in the spring-summer 2023.

PHYSICIAN ASSISTANT (PA) PROGRAM – NOSM, U OF TORONTO AND MICHENER CONSORTIUM

Dr. Ravenek is providing management support to the program's Medical Director (Dr. Jeff Golisky, NOSM U Faculty Member in Family Medicine), and the NOSM U-based program staff. Dr. Ravenek also sits on the program's Management Committee.

Over the fall, Dr. Ravenek worked with NOSM U Faculty Affairs and the program staff to promote placement needs through faculty newsletter communications. He also reached out to a number of LEGs to offer presentations and information sessions on the profession and the program, based on targeted needs for the program.

Advocacy work has been completed in an attempt to grow the number of PA positions in Ontario PA programs, including a proposal for the development of a Northern Ontario Stream for the PA Consortium. The program is awaiting notification on the outcome of this work.

The program is also awaiting notification of the outcome of a funding request submitted through the CFPC for federal funding to support the development of enhanced skills training for practicing PAs in priority settings, including Northern Ontario. An announcement is anticipated early in 2023.

NOSM UNIVERSITY Postgraduate Medical Education Report to NOSM University Senate

To: NOSM University Senate
From: Dr. Robert Anderson - Chair, Postgraduate Medical Education Committee (PGMEC)
Meeting Date: December 15, 2022

POSTGRADUATE MEDICAL EDUCATION COMMITTEE UPDATES

The PGMEC last met on November 3rd, 2022. Relevant updates since the last submitted report include:

Program Improvement and CQI Oversight Policy

- Feedback from the final reports of the CanRAC Accreditation Committee (June 2022) at both the institution and program levels identified Continuous Quality Improvement (CQI) as persistent theme of improvement for PGME.
- Two new policies have been developed to lay the foundation and principles that will underlie the strategies to meet both institutional and program standards related to CQI going forward.
- PGME Program Improvement and CQI Oversight Policy (approved) [Link to Policy HERE](#)
- Program Specific CQI Policy Template (**approved**) [Link to Policy HERE](#)

Report on Sensitive Information (*Ms. J. Turcotte Russak & Ms. C. Graves*)

- Another theme of improvement within accreditation reports regarding how sensitive information is shared by PGME
- Three levels of information are being reviewed: Confidential, Sensitive, Highly Sensitive
- Need to address all related NOSM U and PGME policies and come up with procedures (including a decision tree) for common information management scenarios across the unit.

PGMEC Staff and Faculty Development Series:

- The first event for the series took place at the annual retreat [October 15 & 16th 2022](#) (in person).
- The focus of the first event was on Hidden Curriculum with guest speaker [Dr. Javeed Sukhera](#) who focused on Equity, Diversity and Inclusion
- Other sessions were led by Dr. Robert Anderson on the NOSM U PGME plan for expansion and various team building activities.
- The second event is tentatively scheduled for 2023.

ACCREDITATION UPDATE

New Program Accreditation and QI Oversight Program Implementation

- In order to support and oversee accreditation Areas For Improvement (AFIs) and general quality improvement work, the PGME Office, in collaboration with the Accreditation and CQI Subcommittee, will be checking in regularly with programs (as per the new policy linked above).
- In September 2022, the PGME Office Accreditation Team rolled out the first phase of the new QI oversight program with a focus on programs with a college follow-up due by 2024 (full follow-up schedule below)
- A custom online dashboard (example below) has been created for the institution and each program that is meant to function as a digital and collaborative data management tool and online work plan.
- A first round of program reports on AFI workplans will be reviewed by the Accreditation and Quality Improvement Oversight Committee in December 2022.
- The second round of reports will be submitted to the committee in spring 2023 and includes programs with a follow-up by regular review in 2029.

Program Accreditation Follow-up Schedule 2022-2023

Program	Lead	Accreditation Status	PGME & ASC Follow-Up Schedule	Next External Accreditation Review
Institution	Dr. Robert Anderson	Accredited Institution	Follow-Up Report December 2022	2-year Follow-Up APOR 2024
Anesthesia	Dr. R. Boscarol	Accredited Program	Follow-Up Report April 2023	Regular Review 2029
Family Medicine Enhanced Skills	Dr. P. Miron (Interim)	Accredited Program	Follow- Up Report December 2022	2-year Follow-up External Review - 2024
Family Medicine	Dr. P. Miron	Accredited Program	Follow- Up Report December 2022	2-year Follow-up External Review - 2024
General Surgery	Dr. E. Davenport	Accredited Program	Follow- Up Report December 2022	2-year Follow-Up APOR 2024
Internal Medicine	Dr. S. Cameron	Accredited Program	Follow- Up Report December 2022	2-year Follow-up External Review - 2024
Orthopedic Surgery	Dr. T. Marion	Accredited Program	Follow-Up Report April 2023	Regular Review 2029
Pediatrics	Dr. T. Baron	Accredited Program	Follow-Up Report April 2023	Regular Review 2029
Public Health and Preventive Medicine	Dr. E. Groot	Accredited Program	Internal Review 2023	Regular Review Delayed - 2024
Psychiatry	Dr. C. Cheng	Accredited Program	Follow- Up Report December 2022	2-year Follow-up External Review - 2024
Surgical Foundations	Dr. R. Atoui	Accredited Program	Follow- Up Report December 2022	2-year Follow-Up APOR 2024

PGME Accreditation and QI Dashboard

Below is a screenshot of the dashboard prototype that includes:

1. General Standards: A place to track all QI work for each Accreditation Requirement
2. Program AFI and QI Action Plan Reports
3. Quick links to most commonly used Accreditation and NOSM sites
4. Most recent College Accreditation Reports
5. Collaborative News Centre
6. CanAMS Instrument Working Space

Home + New Page details Analytics Published 9/30/2022

General Standards
CanAMS Instruments
Program AFI Action Plan ...
Notebook
Recycle bin
Edit

Next Accreditation Activity
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External Accreditation Visit September 2024

News
+ Add

Keep your team updated with news on your team site

Quick links
CanAMS/Royal College
Strategic Plan | NOSM's Strategic Plan 2020-2025
Accreditation Standards::CanRac
Learn about a team site

CanERA/College Reports See all
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EXPANSION UPDATE

- MOH approved 15-residency position increase for 2023: 5 PGY-3 Enhanced Skills, and 10 PGY-1 (total 15 positions)
- Three new programs NOSM U will be starting in 2023:
 - PGY3 Addictions Medicine
 - Sports and Exercise Medicine, and
 - Obstetrics/Gynecology - collaborative program under UofT accreditation until 2025, at which time it will obtain NOSM U new program status (RCPSC new program application in progress)

LEADERSHIP UPDATES

- Dr. Mike Franklyn is the inaugural Program Director for the new Addictions Medicine Program effective September 2022
- Dr. Bryan Lemenchick is the inaugural Program Director for the new Sports Medicine Program, effective September 2022

Date: November 28, 2022 (for Senate meeting on December 15, 2022)

Committee Name: Research Committee

Submitted by: Dr. T.C. Tai (Assistant Dean, Research, *Chair – Research Committee*)

The Research Committee reviews the development of research programs on behalf of Senate in a manner that encompasses the NOSM University Academic Principles embodied in the Strategic Directions and Mission of the University.

MEETINGS

This report covers the Research Committee meeting held on October 5, 2022.

MEMBERSHIP

- **Yifan Zhang** put her name forward to be the Graduate Student Representative on the Research Committee as of September 27, 2022.
- **Isabella Scola-Lawryshyn** has replaced **Linda Liboiron-Grenier** as the Recording Secretary as of October 3, 2022.
- **Kathryn Culliton** was elected as the new Research Committee Representative, replacing **Dayton Kelly** as of October 11, 2022.
- *Summary of vacant positions:* 1

MATTERS FOR DECISION

The Research Committee has submitted a Briefing Note to Senate for approval of the Responsible Conduct of Research (RCR) Policy.

MOTION OR RESOLUTION:

Moved by Dr. David Marsh Seconded by Dr. TC Tai:

- That the Responsible Conduct of Research Policy be approved as presented.
- Further, that the Review and Investigation of Alleged Research Misconduct Policy and Procedure be retired.

OUTSTANDING MATTERS

The Research Committee does not have any outstanding matters with Senate.

MATTERS FOR NOTING

Centre for Social Accountability (CSA) Annual Report – CSA Annual reports will be completed yearly in June: the 2021-2022 Report outlines progress in governance, applying to and receiving grants, and in connecting with community-led research projects.

Northern Health Research Conference (NHRC) 2022 – NHRC was held on June 24, 2022, featuring a hybrid model of delivery: feedback on this was generally positive. Of 137 registrants (69 online, 68 in-person) it is estimated that 80 attended.

ROMEO Update – ROMEO launched on October 1st, 2022. The Research Office is now working toward configuring internal NOSM University awards in the system. Faculty, students, and residents have been added to the system.

Responsible Conduct of Research (RCR) Policy – The Research Committee has reviewed the RCR Policy, and feedback has been incorporated. There was consensus by the members of the Research Committee to present the RCR Policy to Senate for approval.

NOSM University and Laurentian University Agreement – The agreement between NOSM University and Laurentian University has not yet been signed: it will likely mirror the agreement with Lakehead University.

Canadian Council on Animal Care (CCAC) Update – CCAC leadership has advised the Research Office that it can take up to one year before CCAC Certification is given, and a further 18 months for Tri-Agency approval.

Work with University of Waterloo – NOSM University has applied with the University of Waterloo for a Canada First Research Excellence Fund grant. Waterloo sent two senior staff members to Thunder Bay to assist NOSM University Administration with understanding the expectations for Tri-agency approval.

Health Research Town Hall Series – The Health Research Town Hall session, titled “Ethics and Research,” was held on October 11, 2022.

NOSM University Advisory Council on Climate Change – The group met on September 13, 2022. The name has been changed to the Action Committee on Climate Change. Several applications have been funded under the NOSM University 10K Social Accountability Challenge.

Environmental Scan Update – An environmental scan of research being done by clinical faculty is in progress and is being supported on a collaborative basis with the Research Office.

REPORTS FROM SUB COMMITTEES

Research Awards Committee

The Research Awards Committee promotes the overall research goals of NOSM University through the development and distribution of internal awards and prizes generated, or received, by the University for research purposes.

The following changes have been made to the Research Awards Committee membership:

- Dr. Scott Sellick is the Human Sciences Representative as of October 11, 2022.
- Dr. Neelam Khaper is the Medical Sciences Representative as of October 11, 2022.
- Dr. Mohammed Shurrab has extended his membership through until 2025.
- Isabella Scola-Lawryshyn replaced Linda Liboiron-Grenier as Recording Secretary as of October 3, 2022.

The committee continues to review and adjudicate awards on a regular basis. Their last meeting was on November 22, 2022, updates are as follows:

- A call for Supervisors for the 2023 Summer Medical Student Award was sent out on November 1, 2022.
- The Student Open Access Publication Fund Award has been launched.
- The Research Awards Committee is currently reviewing award guidelines and application forms.

SUPPORTING DOCUMENTS

None.

Date: November 28, 2022

Committee Name: Undergraduate Medical Education Committee (UMEC)

**Submitted by: Lee Toner, MD, Associate Dean UME
for the December 15, 2022, NOSM University Senate meeting**

UMEC has met two times (October 11 and November 8, 2022) since submitting its previous regular report to the NOSM University Senate for the Senate's October 6, 2022, meeting. The December 13 meeting has been cancelled as it conflicts with a NOSM U Board retreat; the Committee plans to meet next on January 10, 2023.

Report from the UME Committee (UMEC) since UMEC's previous report to Academic Council:

At the October 11 meeting

The following documents were approved:

- (Revised) Phase 1 Interruptions to Student Attendance and Leaves of Absence
- (Revised) Phase 2 Interruptions to Student Attendance and Leaves of Absence
- UME Governance Realignment
- **UME Committee Terms of Reference (submitted with this report for Senate vote on approval)**

In addition to standing reports, the following reports or updates were received and/or discussed:

- That the Senate has approved the following for development only at this point: Rural Generalist CS, Indigenous Peoples' Health and Wellness CS, and Francophone Curricular Initiative.
- That, over the next 12 months, the Program must show significant and meaningful change.
- The NOSM U Student Council presented a report regarding the student representative experience/engagement serving on UME committees including ideas to improve this. Chairs of all subcommittees with student representatives were tasked to consider and implement where feasible.
- Upcoming CEPD offerings

At the November 8 meeting

The following were approved:

- (Revised) Student Assessment and Promotion Committee Terms of Reference

In addition to standing reports, the following reports or updates were received and/or discussed:

- Dr. Verma highlighted the ten areas identified by the Limited Site Visit Accreditation Team in their exit letter, reminded that the accreditation preparation never ends, and emphasized the need for significant, imminent Program reform.
- As "Collaborative Specializations" is officially recognized by the Council of Ontario Universities as an intra-university graduate field of study that provides additional multidisciplinary experiences for students enrolled and completing the degree requirements for one of several approved master's and/or PhD programs. Since UME students are not enrolled in a master's and/or PhD graduate program what the Program currently calls Collaborative Specializations must be renamed. Discussions are ongoing.
- Social Accountability and Health Care Service Delivery (Dr. Alex Anawati)
- Office of Admissions and Learner Recruitment (Katie Biasiol)
- Upcoming CEPD offerings

Report from the UME Curriculum Committee (UMECC) since UMEC's previous report to Academic Council:

UMECC has met twice (October 6 and November 3) since UMEC/UMECC submitted its previous regular report to the NOSM University Senate for the Senate's October 6, meeting. The Committee plans to meet next on December 1.

At the October 6 meeting

The following were approved:

- Theme 2 Committee Terms of Reference
- Phase 1 Committee Terms of Reference
- (REVISED) 2022-2023 Phase 1 Promotion and Reassessment/Remediation Plan (PaRRP)
- Curriculum Renewal Framework and Process

The following were provided for information:

- Upcoming CEPD offerings

The following reports or updates were received and/or discussed:

- Global Health Strategy and Guidance or International Partnerships Report (Dr. Alex Anawati)
- The NOSM U Student Council presented a report regarding the student representative experience/engagement serving on UME committees including ideas to improve this. Chairs of all subcommittees with student representatives were tasked to consider and implement where feasible.
- Planetary Health (Dr. Elaine Blacklock)
- Curriculum Renewal and Content Monitoring reports
 - Theme 2 Committee
 - Pediatrics Clinical Discipline
 - Family Medicine Clinical Discipline
 - 2021-2022 Phase 1 End of Year report

At the November 3 meeting

The following were approved:

- Theme 4 Committee Terms of Reference

- 2023-2023 UME Program Academic Curriculum Schedule

The following were provided for information:

- Upcoming CEPD offerings

The following reports or updates were received and/or discussed:

- Accreditation Limited Site Visit team exit letter summary
- It is necessary to rename the Program's current offerings called Collaborative Specializations as these offerings do not adhere to the Ontario Universities Council on Quality Assurance definition.
- Indigenous Peoples' Health and Wellness CS update
- Francophone Curriculum Initiative Pilot update
- Curriculum Renewal and Content Monitoring reports
 - UMECC approved the following motions:

That the UMECC support the next steps in this work by creating a Phase 1 Basic and Integrated Medical Sciences curriculum renewal team (T4C Chair, T5C - ICMC Co-Chair or designate, Lab faculty, ID, Clinical Faculty PE Analyst, Timetable Committee representative, Administrative Manager of Educational Resources, Administrative Manager of Program Delivery, and others, TBD) to work through decision-making on leveling and realignment to produce an updated module order and timetable.

That the UME Curriculum Committee support further work, with consultation of Themes 1 and 2 and the ID team and contingent on workload adjustments, to address the gap(s) of inability to add Theme 3 resources to CBLs and misalignment, exploring leveling and delivery solutions, identifying resources and timing issues and report back.

Upcoming scheduled UME Committee meeting dates:

December 13
January 10, 2023
February 14
March 14
April 11
May 9
June 13

UMEC membership list as of 2022 11 01

Voting member position	Name		Term (if applicable)
Global Health Coordinator	Anawati, Alex	MD	until 2023 06 30
UME Administrative Director, Curriculum and Learning Environment	Bachiu, Jeff	EdD	
Assistant Dean, Clinical Education	Baldisera, Tara	MD	
Director, Francophone Affairs	Barbeau-Rodrigue, Danielle		
UME Administrative Manager, Educational Resources	Boyd, Tamara		
UME Administrative Manager, Program and Delivery	Camilli, Sherrie-Ann		
Theme 6 Chair	Carrier, Morgan	MD	
Director, Health Sciences Library or designate	Dumond, Jennifer		
Senior Director, UME Administration	Friesen, John		
Associate Dean, CEPD or designate	Goertzen, James	MD	
Theme 5 Clinical Medicine and Therapeutics Cmte Chair	Hirvi, Ed	MD	
Chair, Program Evaluation Committee	Hogard, Elaine	PhD	
Director, Assessment and Program Evaluation	Hogard, Elaine	PhD	Has only one vote
Theme 2 Co-Chair	Hudson, Geoff [Allain, Michelle]	PhD	
Phase 2 Director or Phase 2 Committee Vice Chair	Istvan, Peter	PhD	
Year 4 student representative	Kelly, Dayton		May 22-Apr 23
Director IT or designate	Kelly, Steve		
Medical Sciences Division Head or designate	Lanner, Carita	PhD	
Director, Indigenous Affairs (Joseph is attending during Yolanda's absence)	LeBlanc Joseph***	PhD	
Theme 4 Committee Chair (or Vice Chair)	Lees, Simon	PhD	
Human Sciences Division Head or designate	Levin, Elizabeth	PhD	
Theme 1 Committee Chair	Maar, Marion	PhD	
Year 1 student representative	Mackereth, Eden		Nov 22-Sept 23
ID representative (Assistant ID)	Migneault, Alisha		
Phase 3 Co-Director	Morriello, Florence [Coccimiglio, John, MD]	MD	
Year 2 student representative	Olibris, Brieanne	PhD	May 22-Apr 23
Clinical Sciences Division Head or designate	Osman, Elrasheed	MD	
Theme 5 Introduction to Clinical Medicine Cmte Co-Chair	Robinson, Anne [Clark, Sarah, MD]	MD	
Assistant Dean, UME, Learner Affairs or designate	Shack, Jason [Mongeau, Sherry, PhD]	MD PhD	
Phase 1 Assistant Dean or Phase 1 Committee Vice Chair	Suntres, Zach	PhD	
UMECC Co-Chair, Phase 1 Assistant Dean	Suntres, Zach	PhD	Has only one vote
Chair, SAPC (or Vice Chair)	Suntres, Zach	PhD	Has only one vote
Year 3 student representative	Thomas, Sophie		May 22-Apr 23
Associate Dean, UME and UMEC Chair	Toner, Lee	MD	
Theme 3 Co-Chair	Smith, Pat [Urajnik, Diana]	PhD	
Director, Indigenous Affairs - In Yolanda's absence the Associate Dean, Equity & Inclusion is attending in her place	Wanakamik, Yolanda		See ***Joseph LeBlanc, above

To: Senate **Date:** December 15, 2022

From: Dr. Owen Prowse, Assistant Dean Admissions

Subject: UME Admissions Policy Changes for Approval

Title: UME Admissions Policy Changes for Approval

Executive Summary:

The UME Admissions Policy had undergone a review and significant revisions have been made to reflect the transition to NOSM University.

MOTION OR RESOLUTION: Move that the revised UME Admissions Policy is approved as presented.

Policy Recommendations:

The revised policy has been updated and streamlined to reflect current UME Admissions practices, eligibility requirements, UME Admissions process, and NOSM University status. The policy revisions include.

- Clarification and updates of the admissions eligibility requirements
- Updated language for admissions application stream and special consideration requests
- Admissions process language updates
- Title changes to reflect the transition to NOSM University and to reflect that this policy specifically relates to the UME Admissions process
- Minor stylist and editorial changes made to be consistent with current practice

Consulted or Recommended Sources:

The suggested changes were presented to and approved by the following committees:

- Admissions Committee – November 21, 2022

Attachments/Appendixes:

- Admissions Policy with Track changes highlighting the requested revisions

ADMISSIONS POLICY (UME PROGRAM)

Approval Authority: Senate

Established On: 2005 04 25

Category: Academic

1.0 PURPOSE

This policy governs the admissions requirements and process for applicants to the Undergraduate Medical Education (UME) Program at NOSM University.

2.0 SCOPE

The Office of Admissions and Learner Recruitment utilizes and implements this policy in the processing of applications as it relates to the Undergraduate Medical Education program (UME) at NOSM University. The Assistant Dean Admissions, in conjunction with the UME Admissions Committee including the Francophone and Indigenous Admissions Subcommittees, the Registrar and the Associate Dean UME are responsible for overseeing the implementation, administration and interpretation of this policy.

3.0 DEFINITIONS

For the purposes of this policy:

- OMSAS means Ontario Medical School Application Service
- GPA means Grade point average

4.0 POLICY TERMS

4.1 Ontario Medical School Application Service (OMSAS)

Application to the Undergraduate Medical Education (UME) Program at NOSM University is through the Ontario Medical School Application Service (www.ouac.on.ca/OMSAS). The official admissions policy for the UME Program is published in the Ontario Medical School Application and Instruction Booklet available on the OMSAS website.

All deadlines relevant to the application process are published in the OMSAS Instruction booklet. These deadlines are strictly observed. This includes not only the application itself but the receipt of all relevant documentation. Applicants are advised to follow the application instructions precisely. Failure to meet the deadlines or to follow the application instructions will result in disqualification.

4.2 Important Dates

The following is a list of general dates. For more detailed information, contact.

www.ouac.on.ca/omsas.

- Mid-July: OMSAS online application opens.
- Beginning of October: Deadline for submitting applications.
- Beginning of October: All transcripts and academic documents must be received by OMSAS

4.3 Eligibility

The minimum admission requirement is a 4-year undergraduate university degree, or equivalent, from a recognized institution in any discipline. No preference is given to a particular discipline over another.

A minimum Grade Point Average (GPA) of 3.0 on a scale of 4.0 is required. Only grades from undergraduate university programs will be used in the calculation of the GPA. The GPA calculation is cumulative of all undergraduate university degree level study completed at the time of application. For those applicants whose 4-year degree is completed through a transfer of credits from a college, they are required to have completed a minimum of ten full course credits, twenty half course credits or, a combination of, at the university degree level. The GPA may be adjusted if an applicant has applied to and been granted an exceptional circumstance or a disability-based consideration.

It is recommended that applicants with majors in science complete at least two (2) full course equivalents* in arts, social sciences and/or humanities, and that applicants pursuing majors in arts, social sciences and/or humanities complete at least two (2) full course equivalents* in science. The completion of recommended courses will be considered at the selection stage of the Admissions Process and could support an offer of admission to candidates who adhere to the recommendation.

*Two (2) full course equivalents refer to two (2) full year course credits, four (4) semester courses, or a combination of one (1) full course credit and two (2) semester courses.

Designation of a course as “Arts, Social Sciences, Humanities, or Science” is determined by the institution that the applicant is attending or attended.

Students may apply in the final year of their 4-year undergraduate degree program. However, proof of completion of the 4-year undergraduate degree is required by June 30 of the year of potential enrolment.

Applicants who have completed graduate degrees by the application deadline are required to have met the GPA cut-off with their undergraduate grades, but for the purposes of further screening will have 0.2 added to their undergraduate GPA. Applicants will only receive one 0.2

bonus; they will not receive the additional 0.2 for more than one graduate degree. There will be no additional score added to the GPA or other credit given for applicants who have not completed a graduate degree.

An applicant must be either a Canadian citizen or a permanent resident of Canada by the application deadline for the year in which they apply.

4.4 Transcript Requirements

Applicants are required to report and provide official transcripts for all post-secondary courses/programs attended, including graduate degree work. This includes community colleges, CEGEPs, junior colleges, colleges, and pre-university programs, etc. or graduate school attended. All transcripts must go directly to OMSAS either electronically via the Electronic Request Form or by mail. Failure to report all courses, programs or grades on the Academic Record will result in disqualification of the application.

Applicants who are submitting transcripts for post-secondary education completed at universities outside of Canada or in the United States will be required to have their foreign documents assessed by the World Education Service (WES). This requirement applies to coursework that may have been completed as part of an exchange program, as a visiting student, etc. The evaluation must include a program equivalency conversion, an overall grade point average conversion for each year of study, as well as a course-by-course conversion. This requirement will be waived for those applicants completing foreign coursework of two semesters or less.

4.5 Skills and Abilities

Students in medicine must be able to communicate with patients and colleagues, make observations about patients, gather information, and analyze data in order to arrive at medical judgments. All applicants are responsible for reviewing the Essential Skills and Abilities Requirements on the OMSAS and University websites as well as contacting the Learner Support Services if they require accommodation to undertake the Undergraduate Medical Education program at NOSM University.

4.6 English Language Proficiency

Students at NOSM University must be proficient in written and spoken English. All application materials must be submitted in English except for specific documentation required for the Francophone Admission Stream and the Confidential Assessment Form (CAF) which can be submitted in English or French. The University reserves the right to deny admission to any applicant whose ability in written and spoken English is judged to be inadequate.

4.7 Admission Streams

The UME Program currently has the following streams through which an applicant can apply:

General Admission Stream

Applicants do not need to select the General Admission Stream in their application. An application will automatically be considered through the General Admission Stream if the applicant:

- did not apply to any other admission stream(s) or;
- did not meet the requirement of the other application stream(s)

Indigenous Admission Stream

Indigenous applicants may choose to either self-identify as Indigenous and apply to the general admission stream or apply to the Indigenous Admission Stream. Applicants who choose to apply through the Indigenous Admission Stream may receive a slightly higher context score.

Those who wish to be considered through the Indigenous Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

All required documentation must be submitted to OMSAS by the application deadline.

Applications submitted to the Indigenous Admission Stream with all the required documentation will be reviewed by the Indigenous Admissions Subcommittee. Applicants who do not meet the requirements to be considered through the Indigenous Admission Stream will be considered for admission through the general admission stream.

Francophone Admission Stream

Francophone applicants may choose to either self-identify as a Francophone and apply to the general admission stream or apply to the Francophone Admission Stream. Applicants who choose to apply through the Francophone Admission Stream may receive a slightly higher context score.

Those who wish to be considered through the Francophone Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

All required documentation must be submitted to OMSAS by the application deadline.

Applications submitted to the Francophone Admission Stream will all the required documentation will be reviewed by the Francophone Admission Subcommittee. Applicants who

do not meet the requirements to be considered through the Francophone Admission Stream will be considered for admission through the general stream.

Applicants to the Francophone Admission Stream who are invited to interview at NOSM University will be required to demonstrate their proficiency in spoken French by participating in a French language fluency evaluation.

Military Medical Training Program (MMTP) Admission Stream

NOSM University's UME program participates in an agreement with the Department of National Defense (DND) in creating additional training positions for Regular Force Members of the Canadian Armed Forces (CAF), subsidized under the Military Medical Training Program (MMTP). Canadian Forces members, who are supported and funded by the DND would be eligible to apply for these positions and offers of admission will be made to those that qualify. Applicants must be serving in the Canadian Armed Forces as a Regular Force Member to apply through the MMTP admission stream.

Applicants who do not meet the requirement for the MMTP Admission Stream will be considered through the General Admission Stream.

4.8 Special Consideration Requests

NOSM University recognizes that some applicants may have faced barriers along their path to applying to medicine. As part of our commitment to equity and inclusion, we wish to mitigate barriers where possible while ensuring fairness for all applicants. Applicants may apply for special consideration through the following:

- Disability-based Consideration Requests – unaccommodated medical
- Exceptional Circumstances - serious personal difficulties such as socio-cultural and/or financial

5.0 ADMISSION PROCESS

The final selection for Admission to the Undergraduate Medical Education Program is based on the application score (GPA, autobiographical sketch and supplementary questions, and context score), the interview score, comments provided from the interview, and consideration of the Confidential Assessment Forms (CAF). The admissions process will award a higher context score to applicants with significant living experience in northern, rural and remote Ontario and rural and remote rest of Canada. Indigenous and Francophone applicants who apply through the respective stream(s) may also receive a higher context score.

Selection procedures include:

Stage 1:

- Application is examined to ensure that it is complete and that minimum requirements are met.

Stage 2:

- All applications are initially screened based on three (3) components:
 - Grade Point Average (GPA)
 - Autobiographical Sketch and School Submission Questions
 - Context Score (Not considered for MMTP applicants)

Stage 3:

- Invitation to interview

Stage 4:

- The final selection of applicants receiving an offer of admission is based on a combination of the pre-interview (50%) and the interview (50%) scores and a complete file review by the Admissions Selection Committee.

Stage 5:

- Offers of admission are sent to the top ranked candidates based on the number of available UME seats. A waiting list is also maintained.

5.1 Falsification of Application Information

NOSM University reserves the right to determine the veracity of any and all statements in the application. If any application information is found to be false or misleading, concealed or withheld, the application will be disqualified. If this is discovered after an offer of admission is sent, the offer will be withdrawn. If these circumstances are discovered after admittance into the medical program, the student will be required to withdraw from the program and is barred from applying to NOSM University for 5 years.

5.2 Additional Admission Requirements

Successful applicants will be required to meet all registration conditions outlined in the offer package no later than September 30 of the 1st year of admission into the program.

Failure to comply with any of these requirements may result in students being denied access to clinical settings and/or removal from the UME program.

5.3 Unsuccessful Applicants

Applicants who are not invited for an interview will receive a letter in late January or early February of the year following application indicating that they have been unsuccessful at that stage in the

admissions process. Those applicants who are interviewed will be sent notification the second week of May as to their status: offer of admission, on the waiting list or unsuccessful.

Applications are not held over from one year to the next. Unsuccessful applicants are required to reapply through OMSAS with a new application for the following admissions cycle.

5.4 Transfers

Due to the integrated nature of the curriculum, the NOSMU Undergraduate Medical Education program cannot accept transfer students except for students registered in the NOSM Undergraduate Medical Education programs at Lakehead University or Laurentian University.

6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Assistant Dean, Admissions in the Office of Admissions and Learner Recruitment at admissions@nosm.ca.

7.0 RELATED DOCUMENTS

Essential Skills and Abilities Required: <https://www.ouac.on.ca/omsas/omsas-essential/>

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Admissions Committee
- b. Responsible Officer: Assistant Dean, Admissions
- c. Procedural Authority: Director, Admissions and Learner Recruitment
- d. Procedural Officer: Admissions Officer

Review and Revision History

Review Period: Annually

Date for Next Review: 2023 September

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
2005 04 25	Original Policy
2008 05 20	Revision and Update – approved by Senates
2010 02 26	Transcript requirements – revision to calendar

2012 04 17	Transfer revision – due to integrated nature of the curriculum. Formatting changes
2016 04 16	GPA and language updates
2019 10 11	Nominal wording changes
2020 01 21	Wording changes / New Template formatting approved at Senates
2022	Revisions to section 2.0 – with current scope, updated titles 5.3 Transfers amendment to language

ADMISSIONS POLICY (~~UMEMD~~ PROGRAM)

Approval Authority: ~~NOSM University~~ Senate

Established On: 2005 04 25

Amendments: **list all amendments YYYY-MM, etc**

Category: Academic

1.0 PURPOSE

This policy governs the admissions requirements and process for applicants to the Undergraduate Medical Education (UME) Program at ~~the NOSM University, Northern Ontario School of Medicine (NOSM).~~

2.0 SCOPE

The Office of Admissions and Learner Recruitment utilizes and implements this policy in the processing of ~~candidate~~ applications as it relates to the Undergraduate Medical Education Program (UME) at ~~the NOSM University, Northern Ontario School of Medicine (NOSM).~~ The Assistant Dean Admissions, in conjunction with the UME Admissions Committee including the Francophone and Indigenous Admissions Subcommittees, the Registrar and the Associate Dean UME are responsible for overseeing the implementation, administration and interpretation of this policy.

3.0 DEFINITIONS

For the purposes of this policy:

- OMSAS means Ontario Medical School Application Service
- GPA means Grade point average

4.0 POLICY TERMS

4.1 Ontario Medical School Application Service (OMSAS)

Application to the Undergraduate Medical Education (UME) Program at NOSM University, Northern Ontario School of Medicine (NOSM) is through the Ontario Medical School Application Service (www.ouac.on.ca/OMSAS). The official admissions policy for the UME Undergraduate Medical Education Program is published in the Ontario Medical School Application and Instruction Booklet available on the OMSAS website.

All deadlines relevant to the application process are published in the OMSAS Instruction booklet. These deadlines are strictly observed. This includes not only the application itself but the receipt of all relevant documentation. Applicants are advised to follow the application instructions precisely. Failure to meet the deadlines or to follow the application instructions will result in

disqualification.

4.2 Important Dates

The following is a list of general dates. For more detailed information, contact www.ouac.on.ca/omsas.

- Mid-July: OMSAS online application [opens available](#).
- Beginning of October: ~~Last day Deadline~~ for submitting applications.
- Beginning of October: All transcripts and academic documents must be received by ~~this date~~ [OMSAS](#)

4.3 Eligibility

~~The minimum admission requirement is a 4-year undergraduate university degree, or equivalent, from a recognized institution in any discipline. The minimum requirement is a 4-year undergraduate university degree or equivalent in any discipline from a recognized Canadian university or equivalent.~~ No preference is given to a particular discipline over another.

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~~Applicants who are 25 years of age or older by the application deadline in the year in which they apply will be considered a Mature Applicant. The minimum requirement for Mature Applicants will be a 3-year university degree in any discipline.~~

A minimum Grade Point Average (GPA) of 3.0 on a scale of 4.0 is required. Only grades from undergraduate university programs will be used in the calculation of the GPA. The GPA calculation is cumulative of all undergraduate university degree level study completed at the time of application. ~~For those applicants whose 4-year degree is completed through a transfer of credits from a college, they are required to have completed a minimum of ten full course credits, twenty half course credits or, a combination of, at the university degree level. The GPA may be adjusted if an applicant has applied to and been granted an exceptional circumstance or a disability-based consideration.~~

~~While there are no specific course requirements, the Northern Ontario School of Medicine is looking for students with a broad undergraduate education.~~

~~It is recommended that applicants with majors in science complete at least two (2) full course equivalents* in arts, social sciences and/or humanities, and that applicants pursuing majors in arts, social sciences and/or humanities complete at least two (2) full course equivalents* in science. The completion of recommended courses will be considered at the Selection stage of the Admissions Process and could support an offer of admission to candidates who adhere to the recommendation.~~

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~~*Two (2) full course equivalents refer to two (2) full year course credits, four (4) semester courses, or a combination of one (1) full course credit and two (2) semester courses.~~

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~~Designation of a course as "Arts, Social Sciences, Humanities, or Science" is determined by the institution that the applicant is attending or attended.~~

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~~For example, these students with majors in science are expected to include some arts, social~~

~~sciences and/or humanities courses in their degree programs while those students with majors in arts, social sciences and/or humanities are expected to include some science courses in their degree programs.~~

Students may apply in the final year of their 4-year undergraduate degree program. However, proof of completion of the 4-year undergraduate degree is required by June 30th of the year of potential enrolment. ~~The following are accepted as equivalent to a 4-year undergraduate university degree:~~

- ~~• A Diplome d'études collégiales (DEC) from the Province of Quebec plus an undergraduate degree from a Quebec university.~~
- ~~• A prescribed Qualifying Year after a 3-year degree (leading to eligibility for graduate studies), which is identified as such on the transcript, or in a letter from the Registrar.~~
- ~~• A 4th-year diploma after a 3-year degree for Laurentian graduates.~~
- ~~• Formal conversion of a 3-year degree to a 4-year degree (and identified as such on the transcript).~~

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Applicants who have completed Graduate Degrees by the application deadline are required to have met the GPA cut-off with their undergraduate grades, but for the purposes of further screening will have 0.2 added to their undergraduate weighted GPA, determined from their undergraduate grades. ~~Applicants will only receive one 0.2 bonus; they will not receive the additional 0.2 for more than one graduate degree.~~ There will be no additional score added to the GPA or other credit given for applicants who have not completed a Graduate degree.

An applicant must be either a Canadian citizen or a permanent resident of Canada by the application deadline for the year in which they apply.

4.4 Transcript Requirements

Applicants are required to report and provide official ~~supply~~ transcripts for all post-secondary courses/programs attended, including graduate degree work. This includes community colleges, CEGEPs, junior colleges, colleges, and pre-university programs, etc. or graduate school attended, degree credit courses in which they have been registered, including grades that they have received for these courses. All transcripts must go directly to OMSAS either electronically via the Electronic Request Form or by mail. Failure to report all courses, programs or grades on the Academic Record will result in disqualification of the application.

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Applicants who are submitting transcripts for post-secondary education completed at universities outside of Canada or in the United States will be required to have their foreign documents assessed by the World Education Service (WES). This requirement applies to coursework that may have been completed as part of an exchange program, as a visiting student, etc. The evaluation must include a program equivalency conversion, an overall grade point average conversion for each year of study, as well as a course-by-course conversion. This requirement will be waived for those applicants completing foreign coursework of two semesters or less.

4.5 Skills and Abilities

Students in medicine must be able to communicate with patients and colleagues, make observations about patients, gather information and analyze data in order to arrive at medical judgments. All Applicants are responsible for reviewing the Essential Skills and Abilities Requirements on the OMSAS, and University websites as well as contacting the Learner Support Services if they require accommodation to undertake the Undergraduate Medical Education Program at NOSM University. who may need accommodation to undertake the Undergraduate Medical Education Program at the Northern Ontario School of Medicine are advised to review the Essential Skills and Abilities Required on the OMSAS or NOSM website and to contact the NOSM Learner Support Services Office for more information.

4.6 English Language Proficiency

Students at ~~the NOSM University Northern Ontario School of Medicine~~ must be proficient in written and spoken English. All application materials must be submitted in English except for specific documentation required for the Francophone Admission Stream and the Confidential Assessment Form (CAF) which can be submitted in English or French. The ~~University School~~ reserves the right to deny admission to any applicant whose ability in written and spoken English is judged to be inadequate.

4.7 ~~Indigenous Admissions Streams~~

The UME Program currently has the following streams through which an applicant can apply:

General Admission Stream

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Applicants do not need to select the General Admission Stream in their application. An application will automatically be considered through the General Admission Stream if the applicant:

- did not apply to any other admission stream(s) or;
- did not meet the requirement of the other application stream(s)

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Indigenous Admission Stream

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Indigenous applicants may choose to either self-identify as Indigenous and apply to the general admission stream or apply to the Indigenous Admission Stream. Applicants who choose to apply through the Indigenous Admission Stream may receive a slightly higher context score.

~~Indigenous applicants may choose either the general admissions stream or the Indigenous Admissions Stream. Indigenous applicants choosing either stream will be required to fill in the on-line application form through OMSAS. Those who wish to be considered for the Indigenous Admissions Stream will also be required to submit:~~

Those who wish to be considered through the Indigenous Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

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- ~~• A letter declaring Indigenous ancestry and giving specific information about First Nation, Treaty, community or organizational affiliation. The letter should request consideration under the alternate process and should expand on the applicant's academic and personal background, as well as reasons and motivation for wishing to become a physician.~~
- ~~• A letter of recommendation from the First Nation, Band Council, Tribal Council, Treaty, community or organizational affiliation~~
- ~~• Proof of Indigenous ancestry.~~

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All This required documentation must be submitted to OMSAS by the application deadline, for the year in which they apply. Applications submitted to the Indigenous Admission Stream with all the required documentation will be reviewed by the Indigenous Admissions Subcommittee. Applicants who do not meet the requirements to be considered through the Indigenous Admission Stream will be considered for admission through the general stream.

Francophone Admission Stream

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Francophone applicants may choose to either self-identify as a Francophone and apply to the general admission stream or apply to the Francophone Admission Stream. Applicants who choose to apply through the Francophone Admission Stream may receive a slightly higher context score.

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Those who wish to be considered through the Francophone Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

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All required documentation must be submitted to OMSAS by the application deadline. Applications submitted to the Francophone Admission Stream will all the required documentation will be reviewed by the Francophone Admission Subcommittee. Applicants who do not meet the requirements to be considered through the Francophone Admission Stream will be considered for admission through the general stream.

Applicants to the Francophone Admission Stream who are invited to interview at NOSM University will be required to demonstrate their proficiency in spoken French by participating in a French language fluency evaluation.

~~Applicants considering the Indigenous Admissions Stream are strongly urged to contact the Office of Admissions and Learner Recruitment for further information.~~

Military Medical Training Program (MMTP) Admission Stream

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~~NOSM University's UME Program participates in an agreement with the Department of National Defense (DND) in creating additional training positions for Regular Force Members of the Canadian Armed Forces (CAF), subsidized under the Military Medical Training Program (MMTP). Canadian Forces members, who are supported and funded by the DND would be eligible to apply for these positions and offers of admission will be made to those that qualify. Applicants must be serving in the Canadian Armed Forces as a Regular Force Member to apply through the MMTP admission stream.~~

~~Applicants who do not meet the requirement for the MMTP Admission Stream will be considered through the General Admission Stream.~~

4.8 Special Consideration Requests

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~~NOSM University recognizes that some applicants may have faced barriers along their path to applying to medicine. As part of our commitment to equity and inclusion, we wish to mitigate barriers where possible while ensuring fairness for all applicants. Applicants may apply for special consideration through the following:~~

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- ~~• Disability-based Consideration Requests – unaccommodated medical~~
- ~~—Exceptional Circumstances - serious personal difficulties, such as socio-cultural and/or financial~~

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5.0 ADMISSION PROCESS

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~~The final selection for Admission to the Undergraduate Medical Education Program is based on the application score (GPA, autobiographical sketch and supplementary questions, and context score), the interview score, comments provided from the interview, and consideration of the Confidential Assessment Forms (CAF). The score of the admissions questionnaire, the score from the interview and reference letters. The admissions process policies and procedures will award give a higher context score advantage to applicants with significant living experience in northern, rural and remote Ontario and rural and remote rest of Canada. Indigenous and Francophone applicants who apply through the respective stream(s) may also receive a higher context score from the following groups:~~

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- ~~• Rural, remote and northern urban origin applicants from Northern Ontario~~
- ~~• Indigenous applicants~~

- ~~Franso-Ontarian applicants~~
 - ~~Rural applicants from elsewhere in Ontario~~
 - ~~Rural, remote and northern urban applicants from elsewhere in Canada~~
- ~~Selection procedures for the Northern Ontario School of Medicine include:~~

Selection procedures include:

Stage 1:

- Application is examined to ensure that it is complete and that minimum requirements are met.

Stage 2:

- All applications are initially screened based on three (3) components:
 - o Grade Point Average (GPA)
 - o Autobiographical Sketch and School Submission Questions
 - o Context Score (Not considered for MMTP applicants)
- ~~Admissions questionnaire is scored and GPA is confirmed.~~

Stage 3:

- Invitation to interview ~~(approximately 300).~~

Stage 4:

~~The final selection of applicants receiving an offer of admission is based on a combination of the pre-interview (50%) and the interview (50%) scores and a complete file review by the Admissions Selection Committee. Final score for all applications of interview candidates completed and ranking determined.~~

Stage 5:

- Offers of admission are sent to the top 64 candidates based on the number of available UME seats. ~~-Waiting list developed. A waiting list is also maintained.~~

5.1 Falsification of Application Information

NOSM University reserves the right to determine the veracity of any and all statements in the application. If any application information is found to be false or misleading, concealed or withheld, the application will be disqualified. If this is discovered after an offer of admission is sent, the offer will be withdrawn. If these circumstances are discovered after admittance into the medical program, the student will be required to withdraw from the program and is barred from applying to NOSM University for 5 years.

5.15.2 Additional Admission Requirements

Successful applicants will be required to meet all registration conditions outlined in the offer package no later than September 30 of the 1st year of admission into the program.

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~~Failure to comply with any of these requirements may result in students being denied access to clinical settings and/or removal from the UME program.~~

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~~Successful applicants are required to provide proof of up-to-date immunization status. Information on specific requirements is included with the offer of admission. Also, a current Basic Cardiac Life Support Certificate and a current Criminal Records Check is required. Failure to comply with any of these requirements may result in students being denied access to clinical settings. Proof must be provided by 30 September of the year of admission.~~

5-25.3 Unsuccessful Applicants

Applicants who are not invited for an interview will receive a letter in late January or early February of the year following application indicating that they have been unsuccessful at that stage in the admissions process. Those applicants who are interviewed will be sent notification the second week of May as to their status: ~~offer of admission~~~~accepted~~, on the waiting list or unsuccessful.

Applications are not held over from one year to the next. Unsuccessful applicants ~~will be~~~~are~~ required to reapply through OMSAS with a new application for the following admissions cycle.

5-35.4 Transfers

Due to the integrated nature of the curriculum, the ~~NOSM~~ Undergraduate Medical Education Program cannot accept transfer students except for students registered in the NOSM Undergraduate Medical Education Program at Lakehead University or Laurentian University.

6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Assistant Dean, Admissions in the Office of Admissions and Learner Recruitment.

admissions@nosm.ca

7.0 RELATED DOCUMENTS

Essential Skills and Abilities Required <https://www.ouac.on.ca/omsas/omsas-essential/>

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Admissions Committee
- b. Responsible Officer: Assistant Dean, Admissions
- c. Procedural Authority: Director, Admissions and Learner Recruitment
- d. Procedural Officer: Admissions Officer

Review and Revision History

Review Period: Annually

Date for Next Review: 2023 September

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
2005 04 25	Original Policy
2008 05 20	Revision and Update – approved by Senates
2010 02 26	Transcript requirements – revision to calendar
2012 04 17	Transfer revision – due to integrated nature of the curriculum. Formatting changes
2016 04 16	GPA and language updates
2019 10 11	Nominal wording changes
2020 01 21	Wording changes / New Template formatting approved at Senates
2022	Revisions to section 2.0 – with current scope, updated titles 5.3 Transfers amendment to language

To: Senate **Date:** November 28, 2022 (RE: December 15, 2022 Senate mtg.)

From: Dr. T.C. Tai (Assistant Dean, Research, Chair – Research Committee)
Note: Dr. David Marsh, Vice Dean, Research, Innovation and International Relations will speak to this briefing at the meeting.

Subject: Responsible Conduct of Research Policy Approval

Action Required: INFORMATION APPROVAL/DECISION

Title:

Responsible Conduct of Research Policy Approval

Executive Summary:

NOSM University recognizes the importance of research, including innovation and scholarly inquiry, in the advancement of new knowledge. As such, NOSM University requires all research, innovation and scholarly inquiry conducted by its faculty, staff, and learners, and under its auspices be performed in the most rigorous and responsible manner according to the guidelines established by the Tri-Agency Framework: Responsible Conduct of Research (as it is amended from time to time).

The Responsible Conduct of Research (RCR) Policy sets out the responsibilities of NOSM University and researchers in establishing a positive and supportive environment of research, and the procedures to be followed in the event of allegations of research misconduct.

Context or Scope of Problem:

The Responsible Conduct of Research Policy replaces the Review and Investigation of Alleged Research Misconduct Policy and Procedure which was written (prior to the establishment of NOSM University) to align with the research integrity and research misconduct policies of Lakehead and Laurentian Universities. The RCR policy adheres to the [Tri-Agency Framework: Responsible Conduct of Research Framework \(2016\)](#), and is a requirement in order to be eligible to administer Tri-Agency funds. The Tri-Agency is made up of the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council (SSHRC).

This policy applies to all research, including innovation and scholarly inquiry, that is conducted under the auspices of NOSM University by faculty, staff, and learners. This policy applies to funded and non-funded research conducted by NOSM University researchers and to all aspects of research from application for research funds, to the conduct of research, and to the dissemination of research results.

This policy applies to all members of the NOSM University community engaged in research under NOSM University’s auspices or jurisdiction, regardless of the location of the research. Nothing herein will be construed to restrict the academic freedom of NOSM University researchers. This policy shall not be applied to Unit 1 members in any way that is inconsistent with the Collective Agreement between NOSM University and Unit 1 OPSEU Local 677.

<p>MOTION OR RESOLUTION: “Moved by Dr. David Marsh Seconded by Dr. TC Tai that the Responsible Conduct of Research Policy be approved as presented. Further, that the Review and Investigation of Alleged Research Misconduct Policy and Procedure be retired.”</p>
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Policy Alternatives: Not applicable.

Policy Recommendations: The Responsible Conduct of Research Policy will govern all research, innovation and scholarly inquiry conducted by NOSM University faculty, staff, and learners, and provides the standard framework to review research violations and misconduct. The RCR Policy is also a requirement to be eligible to administer Tri-Agency funds.

Consulted or Recommended Sources:

- Review and Investigation of Alleged Research Misconduct Policy and Procedure
- [Tri-Agency Framework: Responsible Conduct of Research Framework \(2016\)](#)
- Research Committee (two readings and approval). The Research Committee includes all three Division Heads.
- OPSEU Local 677 Unit 1 Collective Agreement
- Additional consultation and review by NOSM University governance and legal counsel, Faculty Affairs leadership, and OPSEU Local 677 Unit 1

Communications Strategy:

The approved NOSM University Responsible Conduct of Research Policy will be:

- Confirmed at a Research Committee meeting, with direction to divisional representatives to bring the information back to their next divisional meeting
- Posted on the Research Office SharePoint site
- Highlighted in the Research Office newsletter '*Research Matters*'
- Sent for inclusion in the NOSM University '*Pulse*' newsletter
- Forwarded to Faculty Affairs for inclusion in the Faculty Handbook
- Sent (link) to Human Resources to include in the NOSM University-wide policy and procedure repository

Attachments/Appendixes:

1. NOSM University Responsible Conduct of Research Policy_2022.12.15



POLICY

RESPONSIBLE CONDUCT OF RESEARCH

Approval Authority: Senate

Established On: [pending Senate approval]

Amendments: N/A

Category: Academic

1.0 POLICY STATEMENT

NOSM University recognizes the importance of research, including innovation and scholarly inquiry, in the advancement of new knowledge. As such, NOSM University requires all research, innovation and scholarly inquiry conducted by its faculty, staff, and learners, and under its auspices be performed in the most rigorous and responsible manner according to the guidelines established by the Tri-Agency Framework: Responsible Conduct of Research (as it is amended from time to time).

This policy sets out the responsibilities of NOSM University and researchers in establishing a positive and supportive environment of research, and the procedures to be followed in the event of allegations of research misconduct.

2.0 SCOPE

This policy applies to all research, including innovation and scholarly inquiry, that is conducted under the auspices of NOSM University by faculty, staff, and learners. This policy applies to funded and non-funded research conducted by NOSM University researchers and to all aspects of research from application for research funds, to the conduct of research, and to the dissemination of research results. Researchers are expected to follow applicable law(s), ethical and professional standards, guidelines, policies, and contractual obligations relevant to the research.

This policy applies to all members of the NOSM University community engaged in research under NOSM University's auspices or jurisdiction, regardless of the location of the research. Nothing herein will be construed to restrict the academic freedom of NOSM University researchers. This policy shall not be applied to Unit 1 members in any way that is inconsistent with the Collective Agreement between NOSM University and Unit 1 OPSEU Local 677.

This policy adheres to the Responsible Conduct of Research (RCR) Framework, which describes institutional, researcher, and Agency responsibilities with respect to responsible conduct of research and lists specific violations that constitute breaches of Agency policies. To apply for or hold Agency funds, researchers are required to adhere to the RCR Framework.

The following list of activities constitutes research misconduct and is derived from Section 3.1 of the [RCR Framework](#):

Breaches of Agency Research Integrity Policies:

- a. *Fabrication*: Making up data, source material, methodologies or findings, including graphs and images.

- b. *Falsification*: Manipulating, changing, or omitting data, source material, methodologies or findings, including graphs and images, without appropriate acknowledgement, such that the research record is not accurately represented.
- c. *Destruction of research data or records*: The destruction of one's own or another's research data or records or in contravention of the applicable funding agreement, institutional policy and/or laws, regulations and professional or disciplinary standards. This also includes the destruction of data or records to avoid the detection of wrongdoing.
- d. *Plagiarism*: Presenting and using another's published or unpublished work, including theories, concepts, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission.
- e. *Redundant publication or self-plagiarism*: The re-publication of one's own previously published work or part thereof, including data, in any language, without adequate acknowledgment of the source, or justification.
- f. *Invalid authorship*: Inaccurate attribution of authorship, including attribution of authorship to persons other than those who have made a substantial contribution to, and who accept responsibility for, the contents, of a publication or document.
- g. *Inadequate acknowledgement*: Failure to appropriately recognize contributors.
- h. *Mismanagement of Conflict of Interest*: Failure to appropriately identify and address any real, potential or perceived conflict of interest, in accordance with the Institution's policy on conflict of interest in research, preventing one or more of the objectives of the RCR Framework (Article 1.3) from being met.

Misrepresentation in an Agency Application or Related Document:

- a. Providing incomplete, inaccurate, or false information in a grant or award application or related document, such as a letter of support or a progress report.
- b. Applying for and/or holding an award when deemed ineligible by CIHR, NSERC, SSHRC, or any other research funding organization world-wide for reasons of breach of responsible conduct of research policies such as ethics, integrity, or financial management policies.
- c. Listing of co-applicants, collaborators, or partners without their agreement.

Mismanagement of Grants or Award Funds:

Using grant or award funds for purposes inconsistent with the policies of NOSM University or the Agencies; misappropriating grants and award funds; contravening financial policies, namely the [Tri-Agency Guide on Financial Administration](#), Agency grants and awards guides; or providing incomplete, inaccurate or false information on documentation for expenditures from grant or award accounts.

Breach of Agency Policies or Requirements for Certain Types of Research:

Failing to meet policy requirements or, to comply with relevant policies, laws, or regulations, for the conduct of certain types of research activities; failing to obtain appropriate approvals, permits or certifications before conducting these activities.

Breach of Agency Review Processes:

- a. Non-compliance with the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#).
- b. Participating in an Agency review process while under investigation.

3.0 DEFINITIONS

- a. *Agency(ies)*: Canada's three federal granting agencies: Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC). Also known as the Tri-Agency and granting councils.
- b. *Allegation*: A written statement that asserts that there has been research misconduct conducted by a NOSM University researcher or under the auspices of NOSM University.
- c. *Complainant(s)*: The individual(s) submitting an allegation of research misconduct against a member of the NOSM University community.
- d. *Designated Officer*: The person, normally the Vice Dean, Research, Innovation and International Relations (RIIR), responsible for overseeing an allegation of research misconduct. In the case where a conflict of interest arises between the Vice Dean, RIIR and either the Complainant(s) or the Respondent(s), the President will designate the responsibility for the investigation to a senior academic member of NOSM University.
- e. *Innovation*: Development of a new product or modification of a product established through systematic inquiry and testing.
- f. *Inquiry*: Preliminary review of an allegation of research misconduct to determine if an investigation is necessary.
- g. *Investigation*: A formal review, carried out by an Investigation Committee, to review an allegation of research misconduct.
- h. *Investigation Committee*: A committee appointed by the Vice Dean, RIIR, or designate, to review and report on the determination of whether research misconduct has occurred.
- i. *Learner*: A student in an undergraduate, graduate or diploma program of NOSM University, postdoctoral scholar, medical resident or clinical fellow or anyone in an educational training program who is directly supervised by a NOSM University faculty or staff member.

- j. *Research*: An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation, including innovation and scholarly inquiry.
- k. *Researcher*: A faculty member, staff person or learner engaged in research activity, including innovation and scholarly inquiry.
- l. *Research Misconduct*: The purposeful action of not adhering to practices of responsible conduct of research. Activities that are part of the normal process of academic and scholarly research activity such as honest error, conflicting data, or differences in opinion or interpretation of research data do not in their own right constitute research misconduct.
- m. *Respondent(s)*: The individual(s) against whom an allegation of research misconduct has been made.
- n. *Scholarly Inquiry*: Seeking new knowledge through systematic and critical questioning.

4.0 POLICY TERMS AND PROCEDURES

NOSM University adheres to the highest standards and practices with respect to research and fosters an environment of research integrity upholding ethical standards and intellectual honesty. NOSM University takes measures to ensure its faculty, staff and learners are provided with information on the responsible conduct of research, including awareness of educational and training opportunities on research best practices and integrity.

Researchers are expected to adhere to the highest standards in conducting research, including honesty, openness, accountability and fairness in proposing and performing research, recording and analyzing data, using methodologies, and reporting and publishing results. Researchers adhere to the Conflict of Interest Policy of NOSM University and identify real, potential, or perceived conflicts of interest in research.

The Research and Graduate Studies Office posts annually the number and general nature of confirmed findings of breaches of research misconduct by NOSM University researchers.

The Research and Graduate Studies Office reports annually to the [Secretariat on Responsible Conduct of Research](#) (SRCR) the number of allegations of research misconduct, and the number and nature of confirmed breaches that involve Agency funds.

4.1 Reporting an Allegation of Research Misconduct

- 4.1.1 Allegations of research misconduct against a NOSM researcher are to be made in writing directly to the Vice Dean, RIIR, and include the date, description of the alleged misconduct, and signature of the Complainant(s).
- 4.1.2 The Vice Dean, RIIR, or designate, shall ensure allegations are investigated promptly, fairly and judiciously and in a confidential manner that is consistent, as appropriate, with related policies, agreements and procedural fairness.

- 4.1.3 An allegation that is received anonymously will be considered if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is based, without the need for further information from the Complainant(s).
- 4.1.4 Allegations that are directed against the Vice Dean, RIIR, are to be made in writing directly to the President. In the case of an allegation of misconduct directed against one of the Executive Group, it will be the responsibility of the President and Vice Dean, RIIR (as appropriate) to determine how the allegation will be addressed.
- 4.1.5 NOSM University acknowledges the responsibility to protect, to the extent possible, the Complainant(s) making an allegation in good faith or providing information related to an allegation from reprisals.
- 4.1.6 NOSM University acknowledges the responsibility to protect the privacy of both the Complainant(s) and Respondent(s) to the extent possible. As noted in this policy, there are instances where a violation of research misconduct must be externally reported and may pose limits to confidentiality. All those contacted regarding the allegation of misconduct in the course of an inquiry or investigation will be explicitly informed that the process is confidential.
- 4.1.7 NOSM University, or at the request of the Agency, in exceptional circumstances may take immediate action to protect participants in research (human and animal) or the administration of grant or award funds. This may include freezing grant or award accounts, requiring a second authorized signature on all accounts, or other measures deemed necessary to safeguard participants.
- 4.1.8 If the allegation related to conduct that occurred at another institution (whether as an employee, a student or in some other capacity), the Vice Dean, RIIR, or designate, will contact the other institution, and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry and investigation, if warranted. NOSM University, having received the allegation, must communicate to the Complainant(s) which institution will be the point of contact for the allegation.

4.2 Inquiry

- 4.2.1 An allegation of research misconduct will be reviewed within ten working days of receipt. Normally, an inquiry will be the responsibility of the Vice Dean, RIIR. If the Vice Dean, RIIR is in a conflict of interest with either the Complainant(s) or the Respondent(s), or is named in the allegation, the Vice Dean, RIIR will refer the allegation to the President, who will designate the responsibility for the inquiry to a senior academic member of NOSM University.
- 4.2.2 The first step in an inquiry is the notification of the Respondent(s), who will be informed in writing of the inquiry, including a copy of the written allegation.
- 4.2.3 The Vice Dean, RIIR, or designate, will notify the Agency or the [SRCR](#), in writing as defined in the RCR Framework.

- 4.2.4 The Vice Dean, RIIR, or designate, will conduct an inquiry, which will include review of the allegation and any documentation related to the allegation that is deemed necessary to determine if an investigation is required. During the inquiry phase the Respondent(s) will be permitted a fair opportunity to respond if they wish to do so in a reasonable time of not more than ten working days of notification. The Respondent(s) will be informed that they have the right to representation at any meetings between the Respondent(s) and the Vice Dean, RIIR, or designate. Any statements made by the Respondent(s) during such meetings will be without prejudice. If the Respondent(s) is a member of NOSM Unit 1 OPSEU Local 677, the union will be provided with a copy of the notification (at the union address designated by the union) alleging research misconduct at the same time that it is made available to the Respondent(s).
- 4.2.5 Following the inquiry, if it is determined that there are no grounds for the allegation of research misconduct and that there will not be an investigation, the Vice Dean, RIIR, or designate, will provide a written report, that includes sufficient evidence as to why the allegation is unfounded and the recommendation that an investigation is unwarranted. If following the inquiry, the Vice Dean, RIIR, or designate, recommends an investigation the Vice Dean, RIIR, or designate, will notify the President.
- 4.2.6 It will be the responsibility of the Vice Dean, RIIR, or designate, to notify the appropriate individuals or offices of NOSM University regarding the outcome of the inquiry, including the President, the Complainant(s), and the Respondent(s).
- 4.2.7 If the inquiry determines there is a breach, and the Respondent(s) accepts responsibility, and an investigation will reveal no further information, then the matter concludes with the inquiry. The Respondent(s) and the Complainant(s) will be notified, and the case will be considered closed.
- 4.2.8 If an investigation is required the Vice Dean, RIIR, or designate, will notify the Complainant(s) and the Respondent(s) of this and the allegation will be forwarded to an Investigation Committee for detailed review as described in this policy.
- 4.2.9 If an outside agency has been notified of an allegation of research misconduct against a NOSM University Researcher, including the SRCR, the agency will be contacted by the Vice Dean, RIIR, or designate, on the outcome of the inquiry.

4.3 Investigation

- 4.3.1 The Vice Dean, RIIR, or designate, will appoint an Investigation Committee consisting of at least three members, one of whom will be external to NOSM University, following the guidelines from the RCR Framework. The chair of the Investigation Committee will be selected from one of the non-external members. The Investigation Committee will include members who are senior members of their respective institutions and as necessary at least one member will have knowledge of the relevant research area. All members of the

Investigation Committee must be without conflict of interest, real, potential, or perceived.

- 4.3.2 The Office of the President provides administrative support for the investigation including support to the Investigation Committee and assistance in the preparation of the report. The Investigation Committee will be provided with additional support as necessary.
- 4.3.3 In the case of an investigation of research misconduct that involves Agency funds the Vice Dean, RIIR, or designate, is responsible for ensuring notification to the SRCR.
- 4.3.4 Both the Complainant(s) and the Respondent(s) will have an opportunity to review the membership of the Investigation Committee and comment on members that may be in conflict of interest. Any objection to the Investigation Committee membership will be made in writing, within ten working days of receipt of notice of its membership, to the Vice Dean, RIIR, or designate, for a final decision on its membership.
- 4.3.5 The Investigation Committee will review the allegation from the Complainant(s), the response from the Respondent(s), and any material that it deems necessary to decide on the validity of the allegation. Any evidence (properly identified and labelled) that the Investigation Committee uses in its determination will be available to the Respondent(s) in a timely manner.
- 4.3.6 The Respondent(s) and the Complainant(s) will have the opportunity to be heard and provide evidence on their behalf, and to choose an advisor who may attend meetings with them. The name and position of the advisor must be provided to the Investigation Committee at least three working days in advance of any meeting. If the Respondent(s) is a member of the Unit 1, OPSEU Local 677, they will be informed of and have the right to be represented by the union.
- 4.3.7 The Investigation Committee may call witnesses to appear before the hearing and if doing so, the Investigation Committee must prepare detailed reports on the nature of the information obtained from the witnesses. This information will be available to the Respondent(s) for a period of up to three working days.
- 4.3.8 The Investigation Committee will prepare a written report of its investigation for the Vice Dean, RIIR, or designate within 30 working days of formation of the Investigation Committee. The report will include a list of meetings (attendees, dates and times), list of documents reviewed, summaries of interviews conducted, the determination of whether misconduct has occurred, and recommendations of the Investigation Committee. Any finding of fraud or misconduct in research, innovation or scholarly inquiry will require clear, cogent, and convincing proof of deliberate deception.
- 4.3.9 The decision of the Investigation Committee will normally be made by consensus. However, if necessary, the decision will be based on a majority vote.

- 4.3.10 The Respondent(s), and if the Respondent(s) is a member of the Unit 1, OPSEU Local 677, the union will receive a copy of the report to review. Response by the Respondent(s) to the report must be submitted to the Chair of the Investigation Committee, with a copy to the Vice Dean, RIIR, or designate, within ten working days of receipt of the report to review.
- 4.3.11 The Vice Dean, RIIR, or designate, will provide a copy of the final report to the Respondent(s), the President, and if the Respondent(s) is member of the Unit 1, OPSEU Local 677, the union, within five working days of receipt of the final report from the Investigation Committee.
- 4.3.12 Depending on the case and how the Complainant(s) was affected by the breach, the Vice Dean, RIIR or designate will provide the outcome, a redacted version, or the full report, as appropriate.
- 4.3.13 NOSM University's decision on findings of the Investigation Committee may be subject to grievance arbitration and will follow the grievance arbitration procedure as provided in the Unit 1, OPSEU Local 677 Collective Agreement (Articles 2.17 and 7.3).
- 4.3.14 NOSM University's decision on findings of the Investigation Committee where the Respondent(s) is not a member of the Unit 1, OPSEU Local 677 may be subject to appeal by filing a written notice of appeal to the Chair of Senate within 30 days of the receipt of the decision. The sole grounds for an appeal are that there was a substantial procedural error in the application of this policy.

4.4 Reporting the Outcome of the Investigation Committee

- 4.4.1 On receipt of the final report, the Vice Dean, RIIR, or designate, will notify the Respondent(s)'s supervisor, or the Provost and Vice-President, Academic, if the Respondent(s) is a learner. Disciplinary action will be taken in accordance with the related applicable policy (i.e., Code of Conduct) or collective agreement, as appropriate.
- 4.4.2 If, after an investigation, NOSM University decides not to take disciplinary action against the Respondent(s), or if an arbitration board decides in the Respondent(s) favour, the President or designate, will:
 - 4.4.2.1 take such steps as may be necessary and reasonable to protect the reputation and credibility of the Respondent(s), including written notification of the decision to all agencies, publishers, or individuals who were informed by NOSM University of the investigation; and
 - 4.4.2.2 remove all documentation concerning the allegation of misconduct from the Respondent(s)'s official file, and shall, at the sole discretion of the Respondent(s), destroy the documentation or transfer it to the Respondent(s).
- 4.4.3 If the allegation of misconduct is upheld, NOSM University will retain the decision and any arbitration report, the latter of which will be a public document.

- 4.4.4 NOSM University will take disciplinary action against the Complainant(s) if it is found that they made unfounded allegations of fraud or misconduct in research or scholarly activity that were reckless, malicious, or not in good faith.
- 4.4.5 NOSM University will take such steps as may be necessary and reasonable: to protect the rights, positions, and reputations of the Complainant(s), who in good faith made allegations of research misconduct, or whom it calls as witnesses in an investigation to minimize disruption to the research of the person making the allegation and of any third party whose research may be affected by the securing of evidence relevant to the allegation during the course of the investigation; and to ensure that any disruption in research, teaching, community service or learning resulting from allegations of misconduct does not adversely affect future decisions concerning the careers or education of those referenced above.
- 4.4.6 In the case of an allegation of research misconduct that involves Agency funds the Vice Dean, RIIR, or designate, is responsible for ensuring a report is prepared and submitted to the SRCR. The report will include the specific allegation; a summary of the Investigation Committee's finding(s) and reason for the finding(s); the process and timelines followed for the inquiry and investigation; the researcher's response to the allegation, investigation, and findings, and any measures the researcher has taken to rectify the breach; the Investigation Committee's decisions and recommendations, and actions taken by NOSM University.
- 4.4.7 If the research has been funded by an outside agency, the responsibility to inform the funding agency of the outcome of the investigation resides with the Vice Dean, RIIR, or designate.
- 4.4.8 If work has been published or submitted for publication, the Vice Dean, RIIR, or designate, will be responsible to inform the publisher concerned of the outcome of the investigation, as well as the Complainant(s) and the Respondent(s) and if the Respondent(s) is a member of the Unit 1, OPSEU Local 677, the union. If the outside agency or publisher has been informed of the proceedings before a judgment has been rendered, the Vice Dean, RIIR, or designate, will send a copy of the final decision to the agency or publisher concerned.

5.0 ROLES AND RESPONSIBILITIES

The Vice Dean, RIIR is the contact for the Tri-Agency Framework on Responsible Conduct of Research and is responsible for ensuring that all matters related to this policy are maintained and up to date.

Responsibilities of NOSM University:

- a. Promote responsible conduct of research.
- b. Ensure regular updating of this policy.

- c. Establish and update, as required, guidelines for addressing allegations of research misconduct based on the RCR Framework.
- d. Ensure the management of grant funds adheres to standards set out in the Agreement on the Administration of Agency Grants and Awards by Research Institutions.

Responsibilities of Researchers:

- a. Adhere to responsible research practices in applications for funds, and supervision of learners.
- b. Promote responsible conduct of research.
- c. Comply with the policies governing use of Tri-Agency funds.
- d. Manage grant and award funds in a responsible manner, in adherence with this policy.

6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Vice Dean, RIIR: vice.dean.research@nosm.ca

7.0 RELATED DOCUMENTS

[Tri-Agency Framework](#): *Responsible Conduct of Research*

[Secretariat on Responsible Conduct of Research \(SRCR\)](#)

[OPSEU 677 Unit 1 Collective Agreement](#)

NOSM University [Faculty Handbook](#)

[Academic Freedom Policy](#)

[Conflict of Interest Policy with Commercial Entities](#)

Academic Integrity Policy

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Senate
- b. Responsible Officer: Vice Dean, RIIR
- c. Procedural Authority: Research Committee
- d. Procedural Officer: Assistant Dean, Research

Review and Revision History

Review Period: 5 years or as required

Date for Next Review: 2027 12

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
2022 03 15	D. Marsh, P.Fink (replaces Review and Investigation of Alleged Research Misconduct Policy and Procedure)
2022 06 02	Research Committee – First Reading
2022 10 05	Research Committee – Second Reading and Approval [Approved by Research Committee on October 5, 2022]
	Senate - Approval [pending Senate meeting on December 15, 2022]

Memorandum

Dated: December 5, 2022

Subject: Notice of Proposed Changes to Senate Committees

Moved by: Dr. Sarita Verma / **Seconded by:**

Whereas the previous structure of committees adopted by Academic Council is as follows:

- Academic Indigenous Health Education Committee
- Admissions Committee Appeals Committee
- Continuing Education and Professional Development Advisory Committee
- Graduate Studies Committee
- Postgraduate Medical Education Committee
- Research Committee
- Governance and Nominations Committee (dissolved October 6, 2022)
- Undergraduate Medical Education Committee

Whereas the Act allows Senate to create committees and subcommittees to fulfill its responsibilities but does not identify the committees. Senate is free to create and disband committees as it sees fit in determining how best to fulfill its responsibilities. The Terms of Reference of each committee should outline its mandate and other terms of reference for operation.

Whereas the Senate Executive Committee (approved October 6) will continue to make recommendations to Senate on agendas, policies, regulations and requirements pertaining to curriculum, admissions, and studies and will become a business committee not a standing committee once the new Senate has been reconstituted.

Whereas the Appeal Committee is struck on an ad hoc basis when Appeals are made to Senate it shall be only exist as needed.

Whereas the Academic Indigenous Health Education Committee has no other portfolio to report to Senate and was recommended by an expert panel, it will continue to be a standing committee reporting to the Senate.

Further that all committees referenced above make the necessary changes to reflect this action.

Resolved that the Senate approve the disbanding of the following committees as committees of Academic Council/Transitional Senate:

- Admissions Committee
- Appeals Committee
- Continuing Education and Professional Development Advisory Committee

- Graduate Studies Committee
- Postgraduate Medical Education Committee
- Research Committee
- Undergraduate Medical Education Committee
- Executive Committee

Rationale:

With the power vested in Senate by the NOSM University Act, 2021, the Regulations state in Section 21 (k) (Powers of Senate) to create councils and committees to exercise its powers.

All previous committees of Academic Council (NOSM) will continue their roles and duties in the academic programs. The Associate Dean and/or Assistant Dean will develop terms of reference and membership for each portfolio and present any proposals or recommendations for academic changes or revision to their programs to Senate as required.

Memorandum

Dated: December 5, 2022

Subject: Notice of Proposed Changes to Senate By-law

MOTION #1 - Notice of Proposed Amendments to Senate By-law

Moved by: Dr. Sarita Verma / Seconded by:

Moved that Senate approve the amendments to Senate By-law presented today.

Rationale:

With the power vested in Senate by the NOSM University Act, 2021, the by-law was enacted on April 7, 2022.

Further the Senate Nominations and Elections Guidelines approved on October 6, 2022, are amended and appended to By-Law

BY-LAWS OF THE SENATE OF

NORTHERN ONTARIO SCHOOL OF MEDICINE
UNIVERSITY / UNIVERSITÉ DE L'ÉCOLE DE MÉDECINE
DU NORD DE L'ONTARIO

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SCHEDULE “A” A-1

**NORTHERN ONTARIO SCHOOL OF MEDICINE UNIVERSITY
/ UNIVERSITÉ DE L'ÉCOLE DE MÉDECINE DU NORD DE
L'ONTARIO**

SENATE BY-LAWS

being a by-law relating generally to the conduct of the affairs of the Senate

BE IT ENACTED as a by-law of the Senate as follows:

PART I – INTERPRETATION

SECTION 1 – INTERPRETATION

1.1 In this By-law and in all other by-laws and resolutions of the Senate, unless the context otherwise requires:

- (1) “**Act**” means the *Northern Ontario School of Medicine University Act, 2021* (Ontario), and where the context requires, includes the Regulations and any statute that may be substituted therefor, as amended from time to time.
- (2) “**Board**” means the board of governors of the University.
- (3) “**By-law**” means this Senate by-law.
- (4) “**Chancellor**” means the chancellor of the University, if one is appointed.
- (5) “**Deputy Speaker**” means the deputy speaker of the Senate, a Senator elected by the Senate from among the elected Senators to fulfill the responsibilities of the Speaker or Secretary whenever such Officer is unable or unavailable to fulfill their duties responsibilities.
- (6) “**ex-officio**” means membership “by virtue of office” and includes all rights, responsibilities, and power to vote, unless otherwise provided.
- (7) “**Officer**” means an officer described in Section 7.
- (8) “**President**” means the president of the University.
- (9) “**Registrar**” means the registrar of the University.
- (10) “**Regulations**” means the regulations made under the *Act*.
- (11) “**Secretary**” means the secretary of the Senate, who is responsible for preparing and distributing Senate agenda and minutes and for maintaining the official Senate records in the manner described in this By-law.
- (12) “**Senate**” means the senate of the University.

- (13) “**Senator**” means a member of the Senate.
- (14) “**Senate Committees**” means the committees established by the Senate.
- (15) “**Speaker**” means the speaker of the Senate, a Senator elected by the Senate from among the elected Senators to conduct Senate meetings.
- (16) “**Students**” means all learners registered at the University.
- (17) “**Teaching Staff**” means professors, associate professors, assistant professors, lecturers, instructors, and all others employed or contracted to do the work of teaching or giving instruction at the University.
- (18) “**University**” means the Northern Ontario School of Medicine University / Université de l’école de médecine du nord de l’Ontario.
- (19) “**Vice-President**” means the vice-president of the University, if one is appointed.

1.2 In this By-law and in all other by-laws and resolutions of the Senate hereafter passed, unless the context otherwise requires, words importing the singular number include the plural number and vice-versa; words importing one gender include all genders; and headings are used for convenience of reference and do not affect the interpretation of the by-law or resolution.

PART II – UNIVERSITY OBJECTS AND SPECIAL MISSIONS

SECTION 2 – OBJECTS AND SPECIAL MISSIONS

2.1 **Objects.** The objects of the University are:

- (1) to provide undergraduate and post-graduate medical health education and other programs and, in doing so, advance the highest quality of learning, teaching, research and professionalism;
- (2) to shape the medical profession and allied health services in a way that improves their responsiveness to the distinct needs of rural, remote, Indigenous and Francophone communities; and
- (3) to contribute to the advancement of healthcare in northern Ontario by facilitating student appreciation of the opportunities for quality educational and professional careers in northern Ontario.

2.2 **Special Mission.** It is the special mission of the University to provide programs that are innovative and responsive to the needs of individual students and to the unique healthcare needs of the people of northern Ontario and other northern regions of Canada, which includes people living in rural, remote, Indigenous and Francophone communities.

PART III – SENATE

SECTION 3 – SENATE AUTHORITY, POWERS, DUTIES, AND COMPOSITION

- 3.1 **Authority.** The Senate was established in 2022 by the Legislature of the Province of Ontario by virtue of the *Act*.
- 3.2 **Powers and Duties.** In accordance with the Regulations, the Senate has, subject to the approval of the Board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power:
- (1) to make recommendations to the Board with respect to the establishment, change, or termination of programs and courses of study, schools, faculties, divisions, and portfolios;
 - (2) to make recommendations to the Board or the President on the allocation or use of University resources for academic purposes;
 - (3) to advise the President on staffing needs for academic purposes;
 - (4) to appoint the associate deans of academic portfolios and the heads of academic divisions, as may be required from time to time;
 - (5) to determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, honorary degrees, certificates, and diplomas of the University;
 - (6) to oversee the accreditation of programs and courses of study;
 - (7) to conduct examinations, appoint examiners, and decide all matters relating thereto;
 - (8) to hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;
 - (9) to award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement;
 - (10) to authorize the chancellor, the vice-chancellor, or such other person as may be determined by the Senate, to confer degrees, honorary degrees, certificates, and diplomas on behalf of the University;
 - (11) to create councils and committees to exercise its powers; and

- (12) to make by-laws regulating its proceedings and generally for the conduct and management of its activities, including in respect of any matters referred to in the Regulations as being set out in the Senate's by-laws.

3.3 Composition. In accordance with Section 7 of the Act, the Senate shall be composed of:

- (1) the following *ex-officio* Senators:
 - (a) the President;
 - (b) the Chancellor, if one is appointed;
 - (c) the Vice-President and provost of the University, if one is appointed;
 - (d) the Registrar;
 - (e) the vice dean or associate dean of each academic portfolio;¹
 - (f) the senior associate dean;²
 - (g) the head of each academic division of the University, or the person designated by the head from within the teaching staff of each division;³
 - (h) the assistant dean of admissions;
 - (i) the assistant dean of graduate studies;
 - (j) the assistant dean of research;
 - (k) the director of research and health sciences library;
 - (l) the chair of each standing committee of the Senate, or the person designated by the chair from within each standing committee⁴; and
- (2) the following elected Senators:
 - (a) such number of individuals, not exceeding eight, elected by the Students from among themselves;

¹ As of March 31, 2022, there are two new Vice Deans at NOSM University – Vice Dean Research, Innovation and International Relations and Vice Dean, Clinical Relations.

² There are no Senior Associate Deans as of March 31, 2022

³ There are three (3) Divisions as of April 1, 2022

⁴ As of December 15, 2022, all Standing Committees of the previous Academic Council and Transition Senate are disbanded and there is one (1) Standing Committee namely the Academic Indigenous Health Education Committee. The Senate Executive Committee referred to in Section 8 is a Business Committee that has membership already present on Senate.

- (b) such number of individuals elected by the Teaching Staff from among themselves, which number shall be at least twice the total number of all other Senators; and
- (3) two individuals appointed by the Senate who:
 - (a) are members of the teaching staff of a university in Ontario, but not members of the Teaching Staff of the University; and
 - (b) are not engaged in the teaching of medicine or health sciences.
- 3.4 In order that the Senate membership is as broadly representative of the University's academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance, and the diversity of academic and cultural traditions when choosing or electing their Senate representatives.
- 3.5 Membership on the Senate cannot be delegated, except according to explicit provisions in this By-law.
- 3.6 Nominations for the election of Senators shall be made in accordance with this By-law and the nominating and election procedures adopted by the Senate and attached as Schedule "A", which forms an integral part of this By-law.

SECTION 4 – TERM

- 4.1 The Senate year shall commence on July 1 and end on June 30 of the following year.
- 4.2 In accordance with the Regulation, the term of office for a Senator who is a Student shall be one year. Each such Student Senator shall be eligible for re-election for one further term of one year. If a Student Senator graduates during their term of office, they may continue to sit as a Senator for the remainder of their one-year term.
- 4.3 The Senate shall fix the term of office for the first slate of Senators who are not Students. Thereafter, the Senators to be elected pursuant to Section 3.3(2) or appointed pursuant to Section 3.3(3) shall be elected or appointed for a term of three years.
- 4.4 Each Senator shall be eligible for re-election or re-appointment provided that the Senator shall not be elected or appointed for a term that will result in the Senator serving more than two consecutive terms. A Senator who has served their maximum term of office is eligible for re-election or re-appointment after one year's absence from the Senate. An individual elected or appointed to the Senate to fill a vacancy may be re-elected or reappointed upon the expiry of the term that they were elected or appointed to complete and are eligible for further re-election or re-appointment.

SECTION 5 – VACANCY

5.1 A vacancy on the Senate occurs if:

- (1) a Senator's term expires;
- (2) a Senator, by notice in writing to the University resigns, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
- (3) a Senator ceases to be eligible for election or appointment to the Senate before the end of the Senator's term;
- (4) a Senator is incapable of continuing to act as a Senator and the Senate by resolution declares the membership to be vacated; or
- (5) the Senate by resolution declares a Senator's membership on the Senate to be vacated when the Senate determines that a Senator has failed to comply with Section 6.1.

5.2 If a Senator, who has not been granted a leave of absence, fails to attend three regular Senate meetings in one Senate year, the Senate may by resolution declare such membership vacant.

5.3 If a vacancy occurs on the Senate:

- (1) the remaining Senators may exercise all the powers of the Senate;
- (2) prior to three months before the completion of the term, the Senate shall fill the vacancy in accordance with the procedures described in this By-law (i.e., through a request to the representative body for election or appointment of a Senator); and
- (3) if the vacancy is for a remaining term that is three months or less, the vacancy may be left unfilled, or it may be filled by a qualified person for the remainder of the vacated term in accordance with Senate policy.

5.4 If the Senator who fills a vacancy on the Senate is reappointed or re-elected upon the expiry of their term, the Senator is subsequently eligible for further reappointment or re-election only after one year's absence from the Senate.

SECTION 6 – CONDUCT AND ATTENDANCE

6.1 Senators shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the University. A Senator shall have the duty to: act in good faith in the best interests of the University; respect the principles of collegiality and fairness; become and stay informed as to the guidelines, policies, and affairs of the Senate and the University; ensure that information

designated as confidential is held in confidence and disclosed only when appropriate; make themselves available to their constituencies and keep their peers informed of major issues before the Senate.

- 6.2 Senators have an obligation to represent their constituents by attending Senate meetings; therefore, regular attendance and advance preparation is a requirement. The Secretary shall remind Senators of the attendance requirement prior to the beginning of the Senate year. Once a Senator has failed to attend three regular Senate meetings, without leave from the Speaker, the Senate Executive Committee will recommend to the Senate that the Senator's seat be declared vacant. The responsibility of informing the Senator will be that of the Secretary.
- 6.3 Senators who find they have an occasional scheduling conflict with Senate meetings such as teaching/laboratory or any other University-related commitment should appeal to the Secretary for attendance relief from the Senate. Such absences should be communicated in advance to the Secretary.
- 6.4 Teaching Staff members who are on authorized leaves of any kind shall not be obligated to serve on the Senate while on leave.

SECTION 7 – OFFICERS

- 7.1 The Senate shall appoint the following Officers:
 - (1) Speaker; and
 - (2) Deputy Speaker.
- 7.2 The Speaker shall, when present, preside at all Senate meetings and shall represent the Senate as may be required or appropriate.
- 7.3 In the absence of the Speaker, the Deputy Speaker shall fulfill the duties and responsibilities of the Speaker. In the absence of the Secretary, the Deputy Speaker shall record minutes of a Senate meeting.
- 7.4 The Speaker and Deputy Speaker shall be elected at a June Senate meeting from among the Teaching Staff members of the Senate, and shall hold office for two academic years, renewable once for a further term of two academic years.
- 7.5 The President shall appoint the Secretary.
- 7.6 The Secretary shall be responsible for recording the minutes of each Senate meeting, and for such other duties set out in this By-law.

SECTION 8 – COMMITTEES

- 8.1 The Senate may establish, merge, and dissolve committees from time to time.

- 8.2 The Senate Committees shall be:
- (1) the Senate Executive Committee;
 - (2) other standing committees, being those committees whose duties are normally continuous; and
 - (3) *ad hoc* committees, being those committees appointed for specific duties and whose mandate shall expire with the completion of the tasks assigned.
- 8.3 The functions, duties, responsibilities, and powers of the Senate Committees shall be provided in the Senate resolution by which a Senate Committee is established or in terms of reference or a committee charter adopted by the Senate.
- 8.4 Unless otherwise provided by a Senate by-law or resolution, the Senate shall appoint the chair, the vice-chair (if any), and the members of each Senate Committee.
- 8.5 Elections and appointments to the Senate and all Senate Committees shall be made on or before the June Senate meeting of each year. All Senate Committee members shall serve for a one-year term, commencing July 1; however, the Senate may remove a Senate Committee member.
- 8.6 Membership on Senate Committees (other than the Senate Executive Committee) may include non-members of Senate; however, only Senators may serve as the chair of a Senate Committee.

SECTION 9 – PROCEDURES FOR MEETINGS

- 9.1 Unless decided otherwise by the Senate:
- (1) the Senate shall meet at least four times during each academic year; and
 - (2) the Senate and each Senate Committee, respectively, shall fix the date, time, and place of its meetings.
- 9.2 The Speaker may call special Senate meetings. If 50% of the Senators so request in writing, the Speaker shall call a special Senate meeting. At such a meeting, the Senators shall only consider business that is specified in the notice calling the meeting, except that new business may be introduced by the unanimous consent of the Senators present.
- 9.3 Notice of regular meetings shall be given to the Senators through electronic communication and shall be included in the academic calendar, which shall be made available to the public on the University's website. Notice of special meetings shall be given to the Senators through electronic communication with 72 hours' notice (excluding Saturdays, Sundays, and statutory holidays) to be given to each Senator and to be posted on the University's website.

- 9.4 The Senate Executive Committee shall prepare the agenda for each regular Senate meeting. Any Senator(s) requesting that business be considered by the Senate shall submit all items and supporting documentation proposed for the inclusion in the agenda to the Secretary at least two weeks prior to the regularly scheduled Senate meeting. The Secretary shall provide each Senator with, and post on the University's website, a meeting agenda not fewer than 72 hours prior to each meeting. No motion introducing a matter other than that listed in the agenda shall be taken into consideration at any regular Senate meeting except when accepted for consideration by at least a two-thirds majority of the Senators present.
- 9.5 All Senate meetings shall be open to the public, subject to Section 9.7.
- 9.6 All Senate Committee meetings shall be closed to the public, subject to this By-law, a Senate resolution, the terms of reference for the Senate Committee, or any Senate- approved general committee policy.
- 9.7 Where deemed appropriate by the Speaker or a majority of the Senators, the Senate may consider any matter in an *in-camera* session. Individuals present at a Senate meeting other than members of Senate shall not be permitted to participate in an *in camera* session unless otherwise permitted by the Speaker or a majority of the Senators. The Speaker may at any time during a Senate meeting, declare the meeting, or any part of it, *in camera*. For greater certainty, but without limiting the foregoing, it generally will be appropriate for the Senate to meet *in camera* to discuss matters of a personal nature concerning an individual, including matters concerning individual Students, Teaching Staff, or non-academic employees, or to discuss a confidential matter or any other matter the disclosure of which might be prejudicial to the University or an individual (unless the consent of that individual to the discussion of such matters in an open forum is first obtained).
- 9.8 The Speaker shall, when present, preside at all Senate meetings. If the Speaker is absent or otherwise unavailable, the Deputy Speaker shall preside at a Senate meeting. If the Speaker and Deputy Speaker are both absent or otherwise unavailable, the Senate shall appoint any elected Senator to preside at the meeting.
- 9.9 In accordance with the Regulations, a quorum of the Senate consists of a majority of the members of the Senate.
- 9.10 Senate Committee meetings may be called as provided in their terms of reference.
- 9.11 The Senate and any Senate Committee may hold meetings by such telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Senator or Senate Committee member so participating in the meeting is deemed to be present at the meeting.
- 9.12 In exceptional circumstances where time is of the essence and there is no reasonable possibility of convening a meeting, electronic voting is permissible at a

Senate meeting. The use of electronic voting is to be determined by the Senate Executive Committee, or when this is not possible, the Speaker. In circumstances where electronic voting is necessary, the wording of the motion and any background material shall be circulated to the Senators and posted on the University's website prior to the date scheduled for the vote. Normally, a period of no less than 48 hours (excluding Saturdays, Sundays, and statutory holidays) will be provided for Senators to electronically post comments and/or questions about the motion, with this electronic discussion accessible to all Senators and posted on the University's website. Immediately following this period, Senators will be asked to vote on the motion and their votes must be recorded with the Secretary on or before a specific date and time. Voting will be on the motion as presented. The result of the electronic vote shall be transmitted to the Senate and the number of votes shall be reported in the minutes. Senators may request that their own vote be reported in the minutes. Where secret ballots are necessary, the Senate Executive Committee will consult with the information technology department to ensure the anonymity of the responses.

- 9.13 A record of the proceedings of each Senate and Senate Committee meeting shall be kept. The minutes of meetings shall be submitted for approval at the next meeting of the Senate or Senate Committee, as applicable. After adoption by the Senate or Senate Committee, the minutes of meetings of open sessions are public documents.
- 9.14 Any questions of procedure at or for any Senate or Senate Committee meetings that have not been provided for in the *Act* or Regulations, this By-law, by Senate resolution, or in the terms of reference for a Senate Committee, or by Senate-approved general committee policy shall be determined by the Speaker or other presiding officer of the meeting in accordance with *Bourinot's Rules of Order*.
- 9.15 Each Senator and each Senate Committee member entitled to vote at a Senate or Senate Committee meeting, respectively, shall be entitled to one vote on each matter. Voting may not be by proxy.
- 9.16 Unless otherwise specified in the *Act*, business arising at any Senate or Senate Committee meeting shall be decided by a majority of votes, provided that:
 - (1) subject to Sections 9.12, 9.16(3) and Part V11.3, votes shall be taken in the usual way by show of hands or voice vote among all Senators or voting Senate Committee members (as applicable) present;
 - (2) the Speaker will only vote to break a tie;
 - (3) votes shall be taken by written ballot if so demanded by the Speaker or presiding officer of the meeting or any Senator present; and
 - (4) a declaration by the Speaker or presiding officer of the meeting that a resolution, vote, or motion has been carried and an entry to that effect in the minutes shall be admissible in evidence as *prima facie* proof of that fact

without proof of the number or proportion of the votes recorded in favour of or against such resolution, vote or motion.

PART IV – OTHER MATTERS

SECTION 10 – NOTICE

- 10.1 In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 10.2 The accidental omission to give notice of any Senate or Senate Committee meeting, or the non-receipt of any notice by any Senator or Senate Committee member, or any error in any notice not affecting its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. For the purpose of sending notice to any Senator or Senate Committee member for any meeting or otherwise, the address of the Senator or Senate Committee member shall be their last address, e-mail address, or fax number recorded on the books of the University. Any Senator or Senate Committee member may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

PART V – AMENDMENTS TO BY-LAWS

SECTION 11 – AMENDMENTS TO BY-LAWS

- 11.1 Subject to the *Act* and Regulations, the Senate may make, amend, or repeal any by-law that regulates the affairs of the Senate.
- 11.2 Notwithstanding any other provision of this By-law, a notice of motion to make, amend, or repeal any by-law of the Senate, together with the draft of the proposed by-law or amendment, shall be given at least 10 calendar days before the meeting at which it is presented for approval.
- 11.3 Any such enactment, amendment, or repeal of the by-laws of the Senate must be approved at a Senate meeting by an affirmative vote of at least two-thirds of the voting members of the Senate. Unless otherwise provided, a by-law, amendment, or repeal passed by the Senate is effective from the date of the Senate resolution.

SECTION 12 – EFFECTIVE DATE AND REPEAL

12.1 This By-law shall be effective immediately following approval by the Senate.

12.2 The Constitution of the Academic Council in effect prior to the University’s continuance under the *Act* is repealed as of the effective date of this By-law.

ENACTED by the Transition Senate on April 7, 2022.

Chair _____

Secretary _____

SCHEDULE "A"

SENATE NOMINATING AND ELECTION PROCEDURES

Senate elections are managed centrally by the University Secretary/Chief Electoral Officer and are held annually in preparation for the upcoming academic year.

1. Call for Nominations

The University Secretary/Chief Electoral Officer shall circulate a call for nominations within those constituencies that have Senators whose term of office is expiring or who are otherwise resigning from their position at the end of the academic year. The call shall state the number of vacancies to be filled, the terms of office, the eligibility requirements to stand for nomination and to vote, the date and hour for the closing of nominations, and the date and method of the vote. The nomination period shall be at least five working days. To be eligible for nomination, candidates shall be:

- Teaching Staff in good standing, either full time or stipendiary from one of the divisions, or a Student in good academic standing; and
- available to attend all Senate meetings.

For the purposes of this Schedule "A", a "**Student**" shall mean a person formally registered at the University in a full-time course or program of study or a resident. A Student may be registered in an undergraduate, a graduate, NODIP, health sciences, or a postgraduate program.

2. Nominations Process

All nominations for Senate positions must be made in writing and endorsed by at least one other member of that constituency, except for Student nominations. All nominations must be accompanied by a declaration/statement by the nominee that they are a member in good standing of the constituency they are being nominated for and, if elected, agree to attend and participate in all scheduled Senate meetings, and agree to be bound by the By-laws.

Nomination Period: The nomination period shall be posted by the University Secretary/Chief Electoral Officer.

Nomination Forms: The appropriate official nomination form (electronic) shall be distributed and posted on the Senate website, and must be completed as indicated.

- The eligibility of all Teaching Staff nominees and nominators shall be verified by the University Secretary/Chief Electoral Officer.
- Student eligibility shall be confirmed with the Registrar's office.

- All nominees must confirm their acceptance of the nomination through the means indicated on the form.
- The University Secretary/Chief Electoral Officer must receive all nomination forms by the close of nominations – incomplete nominations or forms will be disqualified.

3. Elections

Elections shall be held in a **fair and transparent manner** for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their declarations/statements, shall be collated by the University Secretary/Chief Electoral Officer.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions shall be made for those who are unable to vote online. Only those members of the specified constituency may nominate and vote for the nominee of that constituency. No minimum voter turnout is required to validate an election.

Elections shall be conducted and completed no later than March 31 (except for the inaugural year).

Student Nominations

Only Students may nominate and vote for Student candidates.

Teaching Staff Nominations

The Teaching Staff shall elect the Teaching Staff Senators from among themselves, the total number of which shall be at least twice the total number of all other Senators, and proportionately divided amongst the Clinical Sciences Division, Medical Sciences Division, and Human Sciences Division based upon the number of Teaching Staff including non-unionised stipendiary staff identified by Faculty Affairs at the beginning of an election year namely the 1st of January of that year. Within this total number of Teaching Staff Senators, four must be self-identified as Indigenous, four must be self-identified as Francophone, and two must be stipendiary (one from the Medical Sciences Division and one from the Human Sciences Division). Teaching Staff Senators may be counted more than once as Indigenous, Francophone, or stipendiary.

Only Teaching Staff in the Clinical Sciences Division may nominate and vote for Teaching Staff candidates in the Clinical Sciences Division. Teaching Staff in the Medical Sciences Division and the Human Sciences Division may nominate and vote for candidates in both the Medical Sciences Division and Human Sciences Division.

Posting for Senate Website

Each candidate must supply a short candidate profile to be published in the election electronic communications.

Acclamation

If at the close of nominations, the number of candidates is equal to or less than the number of seats available for that constituency, the candidates shall be acclaimed.

4. Election Results

All election results shall be reported at the first available meeting date of the Senate Executive Committee and Senate. Once all candidates have been notified of the election results, the names of those elected shall be posted on the Senate website.

5. Senate Committee Nominations

The University Secretary shall issue to all Senators and respective Divisions a call for nominations or request for volunteers for the vacant position(s). Nominations shall remain open for no more than 14 business days, unless otherwise determined by the requesting committee. A representative elected or appointed to fill the vacancy of a committee member shall hold office for the remaining term of that committee member. Nominations for standing committees and/or other committees of the University shall follow their respective Terms of Reference.

6. Posting of Results

The election results shall be posted on the Senate website.

7. Interpretation

Questions of interpretation regarding these senate nominating and election procedures shall be referred to the University Secretary at governance@nosm.ca.

BY-LAWS OF THE SENATE OF

NORTHERN ONTARIO SCHOOL OF MEDICINE
UNIVERSITY / UNIVERSITÉ DE L'ÉCOLE DE MÉDECINE
DU NORD DE L'ONTARIO

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**NORTHERN ONTARIO SCHOOL OF MEDICINE UNIVERSITY
/ UNIVERSITÉ DE L'ÉCOLE DE MÉDECINE DU NORD DE
L'ONTARIO**

SENATE BY-LAWS

being a by-law relating generally to the conduct of the affairs of the Senate

BE IT ENACTED as a by-law of the Senate as follows:

PART I – INTERPRETATION

SECTION 1 – INTERPRETATION

1.1 In this By-law and in all other by-laws and resolutions of the Senate, unless the context otherwise requires:

- (1) **“Act”** means the *Northern Ontario School of Medicine University Act, 2021* (Ontario), and where the context requires, includes the Regulations and any statute that may be substituted therefor, as amended from time to time.
- (2) **“Board”** means the board of governors of the University.
- (3) **“By-law”** means this Senate by-law.
- (4) **“Chancellor”** means the chancellor of the University, if one is appointed.
- (5) **“Deputy Speaker”** means the deputy speaker of the Senate, a Senator elected by the Senate from among the elected Senators to fulfill the responsibilities of the Speaker or Secretary whenever such Officer is unable or unavailable to fulfill their duties responsibilities.
- (6) **“ex-officio”** means membership “by virtue of office” and includes all rights, responsibilities, and power to vote, unless otherwise provided.
- (7) **“Officer”** means an officer described in ~~Section 7~~[Section 7](#).
- (8) **“President”** means the president of the University.
- (9) **“Registrar”** means the registrar of the University.
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- (12) “**Senate**” means the senate of the University.
- (13) “**Senator**” means a member of the Senate.
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- (16) “**Students**” means all learners registered at the University.
- (17) “**Teaching Staff**” means professors, associate professors, assistant professors, lecturers, instructors, and all others employed or contracted to do the work of teaching or giving instruction at the University.
- (18) “**University**” means the Northern Ontario School of Medicine University / Université de l’école de médecine du nord de l’Ontario.
- (19) “**Vice-President**” means the vice-president of the University, if one is appointed.

1.2 In this By-law and in all other by-laws and resolutions of the Senate hereafter passed, unless the context otherwise requires, words importing the singular number include the plural number and vice-versa; words importing one gender include all genders; and headings are used for convenience of reference and do not affect the interpretation of the by-law or resolution.

PART II – UNIVERSITY OBJECTS AND SPECIAL MISSIONS

SECTION 2 – OBJECTS AND SPECIAL MISSIONS

2.1 **Objects.** The objects of the University are:

- (1) to provide undergraduate and post-graduate medical health education and other programs and, in doing so, advance the highest quality of learning, teaching, research and professionalism;
- (2) to shape the medical profession and allied health services in a way that improves their responsiveness to the distinct needs of rural, remote, Indigenous and Francophone communities; and
- (3) to contribute to the advancement of healthcare in northern Ontario by facilitating student appreciation of the opportunities for quality educational and professional careers in northern Ontario.

2.2 **Special Mission.** It is the special mission of the University to provide programs that are innovative and responsive to the needs of individual students and to the unique healthcare needs of the people of northern Ontario and other northern

regions of Canada, which includes people living in rural, remote, Indigenous and Francophone communities.

PART III – SENATE

SECTION 3 – SENATE AUTHORITY, POWERS, DUTIES, AND COMPOSITION

3.1 **Authority.** The Senate was established in 2022 by the Legislature of the Province of Ontario by virtue of the *Act*.

3.2 **Powers and Duties.** In accordance with the Regulations, the Senate has, subject to the approval of the Board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power:

- (1) to make recommendations to the Board with respect to the establishment, change, or termination of programs and courses of study, schools, faculties, divisions, and portfolios;
- (2) to make recommendations to the Board or the President on the allocation or use of University resources for academic purposes;
- (3) to advise the President on staffing needs for academic purposes;
- (4) to appoint the associate deans of academic portfolios and the heads of academic divisions, as may be required from time to time;
- (5) to determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, honorary degrees, certificates, and diplomas of the University;
- (6) to oversee the accreditation of programs and courses of study;
- (7) to conduct examinations, appoint examiners, and decide all matters relating thereto;
- (8) to hear and determine appeals from the decisions of the faculty councils on examinations and on applications for admission;
- (9) to award fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement;
- (10) to authorize the chancellor, the vice-chancellor, or such other person as may be determined by the Senate, to confer degrees, honorary degrees, certificates, and diplomas on behalf of the University;
- (11) to create councils and committees to exercise its powers; and

- (12) to make by-laws regulating its proceedings and generally for the conduct and management of its activities, including in respect of any matters referred to in the Regulations as being set out in the Senate's by-laws.

3.3 Composition. In accordance with Section 7 of the Act, the Senate shall be composed of:

- (1) the following *ex-officio* Senators:
- (a) the President;
 - (b) the Chancellor, if one is appointed;
 - (c) the Vice-President and provost of the University, if one is appointed;
 - (d) the Registrar;
 - (e) the vice dean or associate dean of each academic portfolio;¹
 - (f) the senior associate dean;²
 - (g) the head of each academic division of the University, or the person designated by the head from within the teaching staff of each division;³
 - (h) the assistant dean of admissions;
 - (i) the assistant dean of graduate studies;
 - (j) the assistant dean of research;
 - (k) the director of research and health sciences library;
 - (l) the chair of each standing committee of the Senate, or the person designated by the chair from within each standing committee⁴; and
- (2) the following elected Senators:

¹ As of March 31, 2022, there are two new Vice Deans at NOSM University – Vice Dean Research, Innovation and International Relations and Vice Dean, Clinical Relations.

² There are no Senior Associate Deans as of March 31, 2022

³ There are three (3) Divisions as of April 1, 2022

⁴ As of December 15, 2022, all Standing Committees of the previous Academic Council and Transition Senate are disbanded and there is one (1) Standing Committee namely the Academic Indigenous Health Education Committee. The Senate Executive Committee referred to in Section 8 is a Business Committee that has membership already present on Senate.

- (a) such number of individuals, not exceeding eight, elected by the Students from among themselves;
 - (b) such number of individuals elected by the Teaching Staff **Senators** from among themselves, which number shall be at least twice the total number of all other Senators; and
- (3) two individuals appointed by the Senate who:
- (a) are members of the teaching staff of a university in Ontario, but not members of the Teaching Staff of the University; and
 - (b) are not engaged in the teaching of medicine or health sciences.
- 3.4 In order that the Senate membership is as broadly representative of the University's academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance, and the diversity of academic and cultural traditions when choosing or electing their Senate representatives.
- 3.5 Membership on the Senate cannot be delegated, except according to explicit provisions in this By-law.
- 3.6 **Nominations for the election of Senators shall be made in accordance with this By-law and any the nominating and election procedure(s) procedures adopted by the Senate from time to time and attached as Schedule "A", which forms an integral part of this By-law.**

SECTION 4 – TERM

- 4.1 The Senate year shall commence on July 1 and end on June 30 of the following year.
- 4.2 In accordance with the Regulation, the term of office for a Senator who is a Student shall be one year. Each such Student Senator shall be eligible for re-election for one further term of one year. If a Student Senator graduates during their term of office, they may continue to sit as a Senator for the remainder of their one-year term.
- 4.3 The Senate shall fix the term of office for the first slate of Senators who are not Students. Thereafter, the Senators to be elected pursuant to Section ~~3.3(2)~~3.3(2) or appointed pursuant to Section 3.3(3) shall be elected or appointed for a term of three years.
- 4.4 Each Senator shall be eligible for re-election or re-appointment provided that the Senator shall not be elected or appointed for a term that will result in the Senator serving more than two consecutive terms. A Senator who has served their maximum term of office is eligible for re-election or re-appointment after one

year's absence from the Senate. An individual elected or appointed to the Senate to fill a vacancy may be re-elected or reappointed upon the expiry of the term that they were elected or appointed to complete and are eligible for further re-election or re-appointment.

SECTION 5 – VACANCY

5.1 A vacancy on the Senate occurs if:

- (1) a Senator's term expires;
- (2) a Senator, by notice in writing to the University resigns, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
- (3) a Senator ceases to be eligible for election or appointment to the Senate before the end of the Senator's term;
- (4) a Senator is incapable of continuing to act as a Senator and the Senate by resolution declares the membership to be vacated; or
- (5) the Senate by resolution declares a Senator's membership on the Senate to be vacated when the Senate determines that a Senator has failed to comply with Section ~~6-16.1~~6.1.

5.2 If a Senator, who has not been granted a leave of absence, fails to attend three regular Senate meetings in one Senate year, the Senate may by resolution declare such membership vacant.

5.3 If a vacancy occurs on the Senate:

- (1) the remaining Senators may exercise all the powers of the Senate;
- (2) prior to three months before the completion of the term, the Senate shall fill the vacancy in accordance with the procedures described in this By-law (i.e., through a request to the representative body for election or appointment of a Senator); and
- (3) if the vacancy is for a remaining term that is three months or less, the vacancy may be left unfilled, or it may be filled by a qualified person for the remainder of the vacated term in accordance with Senate policy.

5.4 If the Senator who fills a vacancy on the Senate is reappointed or re-elected upon the expiry of their term, the Senator is subsequently eligible for further reappointment or re-election only after one year's absence from the Senate.

SECTION 6 – CONDUCT AND ATTENDANCE

- 6.1 Senators shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the University. A Senator shall have the duty to: act in good faith in the best interests of the University; respect the principles of collegiality and fairness; become and stay informed as to the guidelines, policies, and affairs of the Senate and the University; ensure that information designated as confidential is held in confidence and disclosed only when appropriate; make themselves available to their constituencies and keep their peers informed of major issues before the Senate.
- 6.2 Senators have an obligation to represent their constituents by attending Senate meetings; therefore, regular attendance and advance preparation is a requirement. The Secretary shall remind Senators of the attendance requirement prior to the beginning of the Senate year. Once a Senator has failed to attend three regular Senate meetings, without leave from the Speaker, the Senate Executive Committee will recommend to the Senate that the Senator's seat be declared vacant. The responsibility of informing the Senator will be that of the Secretary.
- 6.3 Senators who find they have an occasional scheduling conflict with Senate meetings such as teaching/laboratory or any other University-related commitment should appeal to the Secretary for attendance relief from the Senate. Such absences should be communicated in advance to the Secretary.
- 6.4 Teaching Staff members who are on authorized leaves of any kind shall not be obligated to serve on the Senate while on leave.

SECTION 7 – OFFICERS

- 7.1 The Senate shall appoint the following Officers:
 - (1) Speaker; and
 - (2) Deputy Speaker.
- 7.2 The Speaker shall, when present, preside at all Senate meetings and shall represent the Senate as may be required or appropriate.
- 7.3 In the absence of the Speaker, the Deputy Speaker shall fulfill the duties and responsibilities of the Speaker. In the absence of the Secretary, the Deputy Speaker shall record minutes of a Senate meeting.
- 7.4 The Speaker and Deputy Speaker shall be elected at a June Senate meeting from among the Teaching Staff members of the Senate, and shall hold office for two academic years, renewable once for a further term of two academic years.
- 7.5 The President shall appoint the Secretary.

7.6 The Secretary shall be responsible for recording the minutes of each Senate meeting, and for such other duties set out in this By-law.

SECTION 8 – COMMITTEES

8.1 The Senate may establish, merge, and dissolve committees from time to time.

8.2 The Senate Committees shall be:

- (1) the Senate Executive Committee;
- (2) other standing committees, being those committees whose duties are normally continuous; and
- (3) *ad hoc* committees, being those committees appointed for specific duties and whose mandate shall expire with the completion of the tasks assigned.

8.3 The functions, duties, responsibilities, and powers of the Senate Committees shall be provided in the Senate resolution by which a Senate Committee is established or in terms of reference or a committee charter adopted by the Senate.

8.4 Unless otherwise provided by a Senate by-law or resolution, the Senate shall appoint the chair, the vice-chair (if any), and the members of each Senate Committee.

8.5 Elections and appointments to the Senate and all Senate Committees shall be made on or before the June Senate meeting of each year. All Senate Committee members shall serve for a one-year term, commencing July 1; however, the Senate may remove a Senate Committee member.

8.6 Membership on Senate Committees (other than the Senate Executive Committee) may include non-members of Senate; however, only Senators may serve as the chair of a Senate Committee.

SECTION 9 – PROCEDURES FOR MEETINGS

9.1 Unless decided otherwise by the Senate:

- (1) the Senate shall meet at least four times during each academic year; and
- (2) the Senate and each Senate Committee, respectively, shall fix the date, time, and place of its meetings.

9.2 The Speaker may call special Senate meetings. If 50% of the Senators so request in writing, the Speaker shall call a special Senate meeting. At such a meeting, the Senators shall only consider business that is specified in the notice

calling the meeting, except that new business may be introduced by the unanimous consent of the Senators present.

- 9.3 Notice of regular meetings shall be given to the Senators through electronic communication and shall be included in the academic calendar, which shall be made available to the public on the University's website. Notice of special meetings shall be given to the Senators through electronic communication with 72 hours' notice (excluding Saturdays, Sundays, and statutory holidays) to be given to each Senator and to be posted on the University's website.
- 9.4 The Senate Executive Committee shall prepare the agenda for each regular Senate meeting. Any Senator(s) requesting that business be considered by the Senate shall submit all items and supporting documentation proposed for the inclusion in the agenda to the Secretary at least two weeks prior to the regularly scheduled Senate meeting. The Secretary shall provide each Senator with, and post on the University's website, a meeting agenda not fewer than 72 hours prior to each meeting. No motion introducing a matter other than that listed in the agenda shall be taken into consideration at any regular Senate meeting except when accepted for consideration by at least a two-thirds majority of the Senators present.
- 9.5 All Senate meetings shall be open to the public, subject to Section [9-79.7](#).
- 9.6 All Senate Committee meetings shall be closed to the public, subject to this By-law, a Senate resolution, the terms of reference for the Senate Committee, or any Senate- approved general committee policy.
- 9.7 Where deemed appropriate by the Speaker or a majority of the Senators, the Senate may consider any matter in an *in-camera* session. Individuals present at a Senate meeting other than members of Senate shall not be permitted to participate in an *in camera* session unless otherwise permitted by the Speaker or a majority of the Senators. The Speaker may at any time during a Senate meeting, declare the meeting, or any part of it, *in camera*. For greater certainty, but without limiting the foregoing, it generally will be appropriate for the Senate to meet *in camera* to discuss matters of a personal nature concerning an individual, including matters concerning individual Students, Teaching Staff, or non-academic employees, or to discuss a confidential matter or any other matter the disclosure of which might be prejudicial to the University or an individual (unless the consent of that individual to the discussion of such matters in an open forum is first obtained).
- 9.8 The Speaker shall, when present, preside at all Senate meetings. If the Speaker is absent or otherwise unavailable, the Deputy Speaker shall preside at a Senate meeting. If the Speaker and Deputy Speaker are both absent or otherwise unavailable, the Senate shall appoint any elected Senator to preside at the meeting.

- 9.9 In accordance with the Regulations, a quorum of the Senate consists of a majority of the members of the Senate.
- 9.10 Senate Committee meetings may be called as provided in their terms of reference.
- 9.11 The Senate and any Senate Committee may hold meetings by such telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Senator or Senate Committee member so participating in the meeting is deemed to be present at the meeting.
- 9.12 In exceptional circumstances where time is of the essence and there is no reasonable possibility of convening a meeting, electronic voting is permissible at a Senate meeting. The use of electronic voting is to be determined by the Senate Executive Committee, or when this is not possible, the Speaker. In circumstances where electronic voting is necessary, the wording of the motion and any background material shall be circulated to the Senators and posted on the University's website prior to the date scheduled for the vote. Normally, a period of no less than 48 hours (excluding Saturdays, Sundays, and statutory holidays) will be provided for Senators to electronically post comments and/or questions about the motion, with this electronic discussion accessible to all Senators and posted on the University's website. Immediately following this period, Senators will be asked to vote on the motion and their votes must be recorded with the Secretary on or before a specific date and time. Voting will be on the motion as presented. The result of the electronic vote shall be transmitted to the Senate and the number of votes shall be reported in the minutes. Senators may request that their own vote be reported in the minutes. Where secret ballots are necessary, the Senate Executive Committee will consult with the information technology department to ensure the anonymity of the responses.
- 9.13 A record of the proceedings of each Senate and Senate Committee meeting shall be kept. The minutes of meetings shall be submitted for approval at the next meeting of the Senate or Senate Committee, as applicable. After adoption by the Senate or Senate Committee, the minutes of meetings of open sessions are public documents.
- 9.14 Any questions of procedure at or for any Senate or Senate Committee meetings that have not been provided for in the *Act* or Regulations, this By-law, by Senate resolution, or in the terms of reference for a Senate Committee, or by Senate-approved general committee policy shall be determined by the Speaker or other presiding officer of the meeting in accordance with *Bourinot's Rules of Order*.

- 9.15 Each Senator and each Senate Committee member entitled to vote at a Senate or Senate Committee meeting, respectively, shall be entitled to one vote on each matter. Voting may not be by proxy.
- 9.16 Unless otherwise specified in the Act, business arising at any Senate or Senate Committee meeting shall be decided by a majority of votes, provided that:
- (1) subject to Sections ~~9.12~~9.12, ~~9.16~~(39.16(3)) and Part V11.3, votes shall be taken in the usual way by show of hands or voice vote among all Senators or voting Senate Committee members (as applicable) present;
 - (2) the Speaker will only vote to break a tie;
 - (3) votes shall be taken by written ballot if so demanded by the Speaker or presiding officer of the meeting or any Senator present; and
 - (4) a declaration by the Speaker or presiding officer of the meeting that a resolution, vote, or motion has been carried and an entry to that effect in the minutes shall be admissible in evidence as *prima facie* proof of that fact without proof of the number or proportion of the votes recorded in favour of or against such resolution, vote or motion.

PART IV – OTHER MATTERS

SECTION 10 – NOTICE

- 10.1 In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 10.2 The accidental omission to give notice of any Senate or Senate Committee meeting, or the non-receipt of any notice by any Senator or Senate Committee member, or any error in any notice not affecting its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. For the purpose of sending notice to any Senator or Senate Committee member for any meeting or otherwise, the address of the Senator or Senate Committee member shall be their last address, e-mail address, or fax number recorded on the books of the University. Any Senator or Senate Committee member may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

PART V – AMENDMENTS TO BY-LAWS

SECTION 11 – AMENDMENTS TO BY-LAWS

- 11.1 Subject to the *Act* and Regulations, the Senate may make, amend, or repeal any by-law that regulates the affairs of the Senate.
- 11.2 Notwithstanding any other provision of this By-law, a notice of motion to make, amend, or repeal any by-law of the Senate, together with the draft of the proposed by-law or amendment, shall be given at least 10 calendar days before the meeting at which it is presented for approval.
- 11.3 Any such enactment, amendment, or repeal of the by-laws of the Senate must be approved at a Senate meeting by an affirmative vote of at least two-thirds of the voting members of the Senate. Unless otherwise provided, a by-law, amendment, or repeal passed by the Senate is effective from the date of the Senate resolution.

SECTION 12 – EFFECTIVE DATE AND REPEAL

- 12.1 This By-law shall be effective immediately following approval by the Senate.
- 12.2 The Constitution of the Academic Council in effect prior to the University’s continuance under the *Act* is repealed as of the effective date of this By-law.

ENACTED by the Transition Senate on April 7, 2022.

Chair _____

Secretary _____

SCHEDULE □A□

SENATE NOMINATING AND ELECTION PROCEDURES

Senate elections are managed centrally by the University Secretary/Chief Electoral Officer and are held annually in preparation for the upcoming academic year.

1. Call for Nominations

The University Secretary/Chief Electoral Officer shall circulate a call for nominations within those constituencies that have Senators whose term of office is expiring or who are otherwise resigning from their position at the end of the academic year. The call shall state the number of vacancies to be filled, the terms of office, the eligibility requirements to stand for nomination and to vote, the date and hour for the closing of nominations, and the date and method of the vote. The nomination period shall be at least five working days. To be eligible for nomination, candidates shall be:

- Teaching Staff in good standing, either full time or stipendiary from one of the divisions, or a Student in good academic standing; and
- available to attend all Senate meetings.

For the purposes of this Schedule “A”, a “Student” shall mean a person formally registered at the University in a full-time course or program of study or a resident. A Student may be registered in an undergraduate, a graduate, NODIP, health sciences, or a postgraduate program.

2. Nominations Process

All nominations for Senate positions must be made in writing and endorsed by at least one other member of that constituency, except for Student nominations. All nominations must be accompanied by a declaration/statement by the nominee that they are a member in good standing of the constituency they are being nominated for and, if elected, agree to attend and participate in all scheduled Senate meetings, and agree to be bound by the By-laws.

Nomination Period: The nomination period shall be posted by the University Secretary/Chief Electoral Officer.

Nomination Forms: The appropriate official nomination form (electronic) shall be distributed and posted on the Senate website, and must be completed as indicated.

- The eligibility of all Teaching Staff nominees and nominators shall be verified by the University Secretary/Chief Electoral Officer.
- Student eligibility shall be confirmed with the Registrar’s office.
- All nominees must confirm their acceptance of the nomination through the means indicated on the form.

- The University Secretary/Chief Electoral Officer must receive all nomination forms by the close of nominations – incomplete nominations or forms will be disqualified.

3. Elections

Elections shall be held in a fair and transparent manner for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their declarations/statements, shall be collated by the University Secretary/Chief Electoral Officer.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions shall be made for those who are unable to vote online. Only those members of the specified constituency may nominate and vote for the nominee of that constituency. No minimum voter turnout is required to validate an election.

Elections shall be conducted and completed no later than March 31 (except for the inaugural year).

Student Nominations

Only Students may nominate and vote for Student candidates.

Teaching Staff Nominations

The Teaching Staff shall elect the Teaching Staff Senators from among themselves, the total number of which shall be at least twice the total number of all other Senators, and proportionately divided amongst the Clinical Sciences Division, Medical Sciences Division, and Human Sciences Division based upon the number of Teaching Staff including non-unionised stipendiary staff identified by Faculty Affairs at the beginning of an election year namely the 1st of January of that year. Within this total number of Teaching Staff Senators, four must be self-identified as Indigenous, four must be self-identified as Francophone, and two must be stipendiary (one from the Medical Sciences Division and one from the Human Sciences Division). Teaching Staff Senators may be counted more than once as Indigenous, Francophone, or stipendiary.

Only Teaching Staff in the Clinical Sciences Division may nominate and vote for Teaching Staff candidates in the Clinical Sciences Division. Teaching Staff in the Medical Sciences Division and the Human Sciences Division may nominate and vote for candidates in both the Medical Sciences Division and Human Sciences Division.

Posting for Senate Website

Each candidate must supply a short candidate profile to be published in the election electronic communications.

Acclamation

If at the close of nominations, the number of candidates is equal to or less than the number of seats available for that constituency, the candidates shall be acclaimed.

4. Election Results

All election results shall be reported at the first available meeting date of the Senate Executive Committee and Senate. Once all candidates have been notified of the election results, the names of those elected shall be posted on the Senate website.

5. Senate Committee Nominations

The University Secretary shall issue to all Senators and respective Divisions a call for nominations or request for volunteers for the vacant position(s). Nominations shall remain open for no more than 14 business days, unless otherwise determined by the requesting committee. A representative elected or appointed to fill the vacancy of a committee member shall hold office for the remaining term of that committee member. Nominations for standing committees and/or other committees of the University shall follow their respective Terms of Reference.

6. Posting of Results

The election results shall be posted on the Senate website.

7. Interpretation

Questions of interpretation regarding these senate nominating and election procedures shall be referred to the University Secretary at governance@nosm.ca.

Document comparison by Workshare Compare on December 5, 2022 12:21:57 PM

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Total changes	91
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~~Senate Nomination and Elections Guidelines and Procedures~~ SCHEDULE "A"

~~Approved By: Senate Responsible Office(s): Senate~~

~~Responsible Officer(s): Senate Executive Committee/University Secretary~~

~~Established On: _____ 2022-10-06 _____ Effective Date: 2022-10-06~~

~~Revised: (previous policy retired)~~

~~Category: Academic~~

~~NOSM University~~

SENATE NOMINATING AND ELECTION PROCEDURES

Senate elections are managed centrally by the University Secretary/Chief Electoral Officer and are held annually in preparation for the upcoming academic year.

1. Call for Nominations

The University Secretary/Chief Electoral Officer shall circulate a call for nominations within those constituencies that have ~~members~~ Senators whose term of office is expiring or who are otherwise resigning from their position at the end of the academic year. The call shall state the number of vacancies to be filled, the terms of office, the eligibility requirements to stand for nomination and to vote, the date and hour for the closing of nominations, and the date and method of the vote. The nomination period shall be at least five working days. To be eligible for nomination, candidates shall be:

- ~~▪ be eligible faculty~~ • Teaching Staff in good standing, either full time or stipendiary from one of the divisions;
- ~~▪ be a learner registered full-time student or resident,~~ or a Student in good academic standing
- ~~▪ must be;~~ and
- _____ available to attend all Senate meetings.

For the purposes of this ~~document a learner is defined as~~ Schedule "A", a **"Student"** shall mean a person formally registered ~~in NOSM at the~~ University in a full-time course or program of study or a resident. A ~~learner~~ Student may be registered in an undergraduate, a graduate, NODIP, health sciences, or a postgraduate program."



~~2.~~ **Term of Office**

~~Elected or appointed non-learner members of Senate shall serve for three-year terms beginning July 1 and end June 30 of the third year.~~

~~Learners shall serve for two-year terms that begin July 1 and end June 30 of the second year.~~

2. **~~3.~~ Nomination Nominations Process**

All nominations for Senate positions must be made in writing and endorsed by at least one other member of that constituency ~~or Senate~~, except for ~~Learner~~Student nominations. All nominations must be accompanied by a declaration/statement by the nominee that they are a member in good standing of the constituency they are being nominated for and, if elected, agree to attend and participate in all scheduled Senate meetings, and agree to be bound by the By-laws.

Nomination Period: The nomination period shall be posted by the University Secretary/Chief Electoral Officer.

Nomination Forms: The appropriate official nomination form (electronic) shall be distributed and posted on the Senate website, and must be completed as indicated.

- The eligibility of all ~~faculty~~Teaching Staff nominees and nominators ~~must~~shall be verified by the University Secretary/Chief Electoral Officer.
- ~~Learner~~Student eligibility ~~will~~shall be confirmed with the Registrar's office.
- All nominees must confirm their acceptance of the nomination through the means indicated on the form.
- The University Secretary/Chief Electoral Officer must receive all nomination forms by the close of nominations ~~—~~ incomplete nominations or forms will be disqualified.

3. **~~4.~~ Elections**

Elections ~~will~~shall be held in a fair and transparent manner for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their declarations/statements, ~~will~~shall be collated by the University Secretary/Chief Electoral Officer.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions ~~will~~shall be made for those who are unable to vote online. Only those members of the specified constituency may nominate and vote for the nominee of that constituency. No minimum voter turnout is required to validate an election.

Elections shall be conducted and completed no later than March 31 (except for the inaugural year).



~~Elections, except for the Learners which will be conducted by the University Secretary/Chief Electoral Officer.~~

~~Faculty Nominations: As the Faculty area elections are held before the faculty at Large elections, those nominated for the faculty area positions will be asked to indicate on their nomination forms if they also wish to stand for Faculty At-Large positions if not elected to the faculty area position~~

Student Nominations

Only Students may nominate and vote for Student candidates.

Teaching Staff Nominations

The Teaching Staff shall elect the Teaching Staff Senators from among themselves, the total number of which shall be at least twice the total number of all other Senators, and proportionately divided amongst the Clinical Sciences Division, Medical Sciences Division, and Human Sciences Division. Within this total number of Teaching Staff Senators, four must be self-identified as Indigenous, four must be self-identified as Francophone, and two must be stipendiary (one from the Medical Sciences Division and one from the Human Sciences Division). Teaching Staff Senators may be counted more than once as Indigenous, Francophone, or stipendiary.

Only Teaching Staff in the Clinical Sciences Division may nominate and vote for Teaching Staff candidates in the Clinical Sciences Division. Teaching Staff in the Medical Sciences Division and the Human Sciences Division may nominate and vote for candidates in both the Medical Sciences Division and Clinical Sciences Division.

Posting for Senate Website:

Each candidate must supply a short candidate profile to be published in the election electronic communications.

Acclamation:

If at the close of nominations, the number of candidates is equal to or less than the number of seats available for that constituency, the candidates shall be acclaimed.



4. ~~5.~~ Election Results

All election results ~~will~~shall be reported at the first available meeting date of the Senate Executive Committee and Senate. Once all candidates have been notified of the election results, the names of those elected shall be posted on the Senate website.

5. ~~6.~~ Senate Committee Nominations

The University Secretary ~~issues~~shall issue to all ~~members of Senate or~~Senators and respective Divisions a call for nominations or request for volunteers for the vacant position(s). Nominations shall remain open for no more than 14 business days, unless otherwise determined by the requesting ~~Committee~~committee. A representative elected or appointed to fill the vacancy of a committee member shall hold office for the remaining term of that committee member. Nominations for standing committees and/or other committees ~~for NOSM~~of the University shall follow their respective Terms of Reference.

6. ~~7.~~ Posting of Results

The election results ~~will~~shall be posted on the Senate website.

7. ~~8.~~ Interpretation

Questions of interpretation ~~or application of this policy or its~~regarding these senate nominating and election procedures ~~will~~shall be referred to the University Secretary at governance@nosm.ca

~~7.~~ **Related Documents**

~~University Documents and Information:~~

~~• [NOSM University Senate By laws](#)~~

~~• [NOSM University Regulations](#)~~

Review and Revision History

~~Review Period: 3 years or as required~~

~~Date for Next Review: 2025~~

Document comparison by Workshare Compare on December 5, 2022 9:18:39 AM

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Padding cell	

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Style changes	0
Format changes	0
Total changes	126

Memorandum

Dated: December 05, 2022

Subject: Motion Proposal for Election and Notice of Process

MOTION – Proposal for Election/Process and Notice of Process

Moved by: Dr. Sarita Verma / Seconded by:

Moved that Senate approve the recommendation to strike the previous Senate Elections and move to a New Election with the Process outlined under the amended Bylaw and the schedule A – Senate Nominating and Election Procedures.

Further that consistent with the Act, all transitional Senators will continue their terms until the new Senate’s terms begin, no later than April 1, 2023.

Background and Recommendations:

Thank you to those who allowed their names to stand and to those who voted. A challenge to the elections conducted in October – November 2022 has been made by OPSEU Unit #1. After consideration of the requests and after a review the President has made a recommendation to strike the previous election and recall an election for “Teaching Staff” from Clinical, Medical and Human Sciences on Senate.

Revisiting the calculation to the 2:1 Ratio for Teaching Staff to be articulated below:

Ex-Officio

1 President

1 Chancellor

1 Vice-President and provost of the university if one is appointed.

1 Registrar

6 Vice dean or associate dean of each academic portfolio; ¹

0 the senior associate dean; ²

3 head of each academic division of the University, or the person designated by the head from within the teaching staff of each division; ³

1 Assistant Dean of Admissions

1 Assistant Dean, Graduate Studies

1 Assistant Dean, Research

Director of research and health sciences library⁴

1 Director of Research

¹ As of March 31, 2022, there are two new Vice Deans at NOSM University – Vice Dean Research, Innovation and International Relations and Vice Dean, Clinical Relations. Associate Deans are -UME, PGME-HSP, CEPD and Faculty Affairs.

² There are no Senior Associate Deans as of March 31, 2022

³ There are three (3) Divisions as of April 1, 2022

⁴ Position as stated in the regulations

1 Health Sciences Librarian
1 Standing Committee Chair – AIHEC

Total - 19 Ex-Officio

8 students

2 people appointed by the Senate who are members of another University.

Total - 10 Other Members

Grand Total of 29 (2:1= 58) “Such number of persons elected by the teaching staff from among themselves, as set out in senate by-laws, which number shall be at least twice the total number of all other members of the senate.”

Teaching Staff can elect 58 members and these members are proportionately divided into Clinical Sciences Division (1834 staff), Medical Sciences Division (50 Faculty), Human Sciences Division (48 Faculty).

New Senate Elections Process

IMPORTANT: For the purposes of this special election for the New Senate, all elected members of the former Academic Council and Transition Senate will be required to submit their name for election, except for the MD Students/1 Resident currently in place shall remain until the end of their terms.

SECOND CALL FOR INTEREST TO SERVE ON THE NOSM University Senate – If you share NOSM University’s commitment to improve health care access for the people and communities in Northern Ontario, this is an ideal opportunity for you. NOSM University’s vision of Innovative education and research for a healthier North means we remain steadfast in our commitment to providing high quality education to physicians and health professionals, and continue to be a leader in distributed, learning-centred, community-engaged education and research.

The University Secretary invites those interested to send their name as well as a short 150-word statement giving their qualifications, your division and/or the reasons for their interest, via online before **January 13, 2023** at Noon.

***Please note that if you put your name forward for the previous election, you MUST resubmit your nomination.*

Please follow the [LINK to Enter Your Interest](#)

The term for elected teaching staff is 3 years and 1 year for student. Elected members are eligible for re-election, subject to the provisions in the By-Law and the NOSM University Act, 2021 and applicable policies. **The terms for this special election will begin March 31, 2023.**

This call is for the following:

Clinical Sciences Division (#) 46 seats

Human Sciences Division (#) 6 seats and Medical Sciences Division (#) 6 seats

Note re: the full composite There must be at least two stipendiary from the HSD and MSD each and 4 Indigenous academics and 4 Francophone academics within the total number of elected seats.

Key Dates: IF APPROVED IN DECEMBER

- December 19, 2022 – **Nomination Period open** – Link to Interest to Serve Form
- January 13, 2023 – **Nomination Period closes at Noon** **Late or incomplete nominations will be automatically disqualified*
- January 16, 2023, to January 23, 2023 – **Election Period** (if required) Note that for elections Clinical Sciences Division will vote for Clinical Sciences Division representatives, Human and Medical Sciences will vote for Human and Medical Sciences.
- March 31, 2023 – **Terms** will begin for the new Senators (first meeting is April 20, 2023)



NOSMU

Student Council

From: Hallie Prescott and Melissa Lacasse, NOSMUSC VP Education Sr. & Jr. 2022-23
To: NOSMU Subcommittee Chairs
CC: Rachel Peet, NOSMUSC President 2022-23

August #, 2022
 Summary

NOSMU has a variety of committees that include student representation as part of its mandate. Unfortunately, students on these committees often report scheduling and communication barriers, as well as misunderstandings regarding the scope of their role. As a result, student participation can be limited and the committee is unable to hear from student representation. We recommend improving communication and scheduling to increase student engagement on NOSMU committees.

Category	Recommendations	Supporting Evidence
Scheduling	1) Connect with student representatives to identify appropriate meeting times conducive to their phase of learning and resultant schedule	<ul style="list-style-type: none"> • 2022 NOSMU Executive Student Survey • UME statement: Student Participation on Committees V.2
	2) Communicate early and set meeting times well in advance using google calendar	
	3) If a committee does not hear from the student representative, they are recommended to contact the NOSMU VP Education directly.	
	4) Place student issues to be discussed near the beginning or end of a meeting agenda to optimize student participation	
Communication	5) Clearly outline the responsibilities and roles to the student representative at the beginning of their term	
	6) Set aside a specific time in your meeting agenda time for student comments and concerns	



NOSMU
Student Council

Dear NOSMU Committees,

We want to first **thank you** for all of the hard work in fulfilling NOSM University's mission of improving the health of Northern Ontarians. The effort of staff and faculty, especially during the last two years, has not gone unnoticed by students. We are grateful for the opportunity to engage in meaningful discussions and advocate on behalf of fellow learners.

As VPs of Education, we have heard feedback from student committee members regarding their role on committees. A survey of 2021-2022 student committee members revealed important areas for improving student representative engagement;

- 1) **Scheduling**
- 2) **Communication within committees**

Students frequently report being unable to attend committee meetings due to conflicts with their academic and clinical schedules. Students in all phases have reported meetings scheduled during mandatory academic and/or clinical sessions (figure 1).¹ As a result, students may be consistently unable to attend their committee meetings, and their respective committee fails to receive potentially valuable input from the student (or consumer) experience.

In the UME statement entitled "STUDENT PARTICIPATION ON COMMITTEES" within the NOSMU policy, it is identified that **when student involvement in a committee is restricted by academic commitments that the preference of the student should take precedence over the scheduling of the meeting time.**² Per this policy, students should be consulted prior to the finalization of meeting times and their ability to attend the meetings should be prioritized.

We recognize that learner schedules can be quite variable. Therefore, we recommend contacting your student representative early and establishing meeting times conducive to their schedule. This would provide students an opportunity to better manage their time commitments and maximize attendance. When meeting dates and times have been established, communicate this to the student using Google Calendar. We would also suggest that topics of discussion most relevant to student input are placed at either the beginning or end of the agenda. This would provide students more opportunities to attend, at minimum, this portion of the committee meeting.

Students have also expressed concerns regarding their ability to communicate effectively with committee members. Outside of meeting times, NOSMU students have commented that once elected to their position, the roles and expectations of their position are not always well articulated. When surveyed, 1 in 4 students reported not having their committee role communicated to them (figure 2).¹ As a result, students may engage in their role blindly - which may lead to confusion, misunderstanding, and frustration for both the student and the faculty committee members. Some committees may only meet once or twice during a student's term, further exacerbating these problems.



NOSMU
Student Council

When attending meetings, students have also expressed feelings of intimidation when providing their opinion. One in four students surveyed reported not feeling that their input was valued, and/or that their feedback was taken into consideration during decision-making (figure 3).¹ If not already present, we suggest the addition of “Student Concerns” to the agenda of each committee meeting to provide ample opportunity for student representatives to voice comments.

Thank you for considering our recommendations. We hope to facilitate more meaningful and effective student engagement with your committees with the overall goal of improving education and the student experience. Thank you for your time.

On behalf of the NOSMU Student Council,

 *Hallie Prescott*

Hallie Prescott (she/her) and Melissa Lacasse (she/her)

VP Education Sr. and Jr. - *NOSM University Student Council (NOSMUSC) 2022-23*

Northern Ontario School of Medicine (NOSM) University | École de médecine du Nord de l'Ontario (EMNO) Université



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Student Council

References

1. Herst S. 2022. NOSMU Executive Student Survey: Student Participation on Committees.
2. Toner L. 2020. UME Statement: Student Participation on Committees V.2. Retrieved from: [Student Participation on Committees.pdf](#)



Appendix

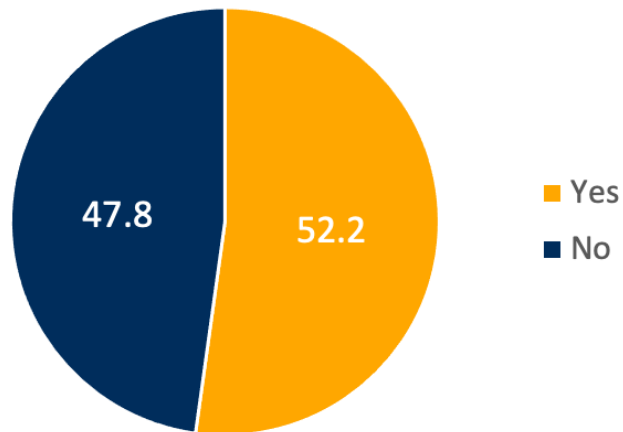


Figure 1. Amount of students who experienced having committee meetings scheduled during times that they were unable to attend due to academic, clinical, or other commitments.

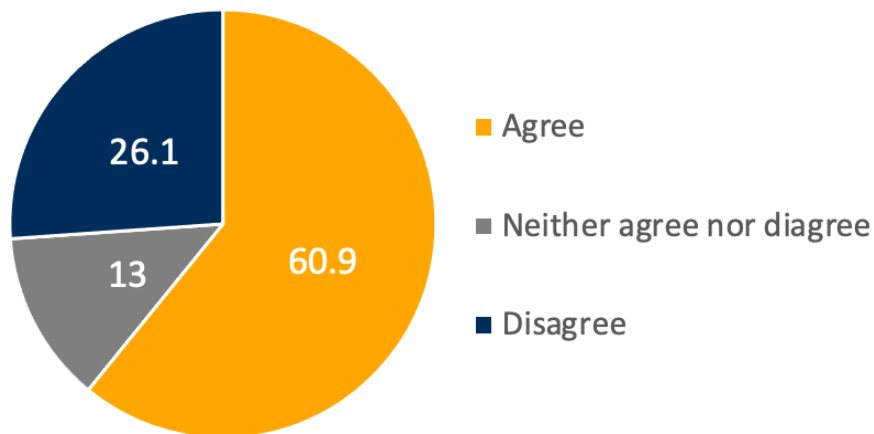


Figure 2. How strongly students agree with the statement “My role and responsibilities on the committee were clearly outlined to me at the beginning of my term, and I had a good understanding of what was expected from me during my term.” with 1 being identified as “strongly disagree” and 5 being “strongly agree”.



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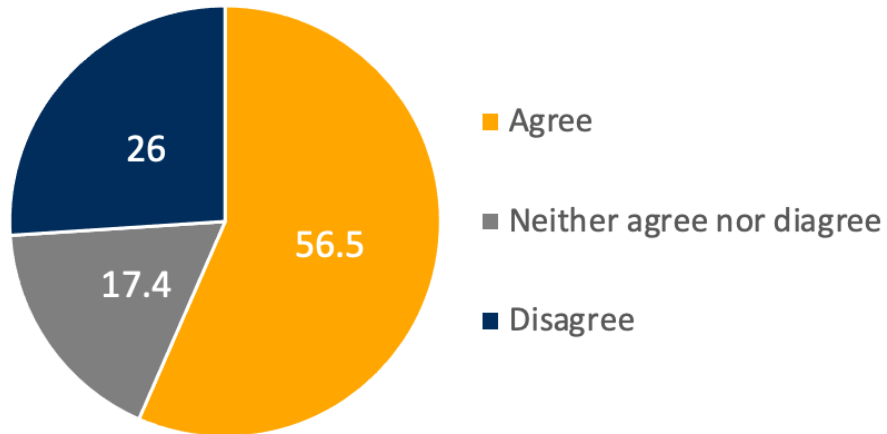


Figure 3. How strongly students agree with the statement “I felt like my input to this committee was valued, and the feedback I gave was taken into consideration during decision making.” with 1 being identified as “strongly disagree” and 5 being “strongly agree”.