

PRESIDENTIAL SEARCH COMMITTEE

Approval Authority: Board of Governors

Reports To: Executive Committee

Established: 2023 11 23

Amendments: 2024 03 07 (Membership*)

1. Purpose

The President Search Committee is formed in response to a sudden vacancy in the position of the President, Vice Chancellor, Dean and CEO of NOSM University. The committee is tasked with leading the recruitment process, identifying suitable candidates, and recommending the most qualified individual to the Board of Governors for approval and to the Senate for confirmation of appointment.

2. Committee Composition:

The committee shall be composed of members appointed by the Board of Governors, representing diverse stakeholders as outlined in the Presidential Search and Appointment Policy (Section 3.3). The committee shall be composed of the following:

- Chair - Past Chair of the Board
- Vice Chair – Chair of the Board
- Five Additional Members from the Board of Governors
- NOSM U Student Council President or Delegate
- Speaker – Senate and Deputy Speaker – Senate (at least one must be full time faculty)
- Vice President Clinical Partnerships and Hospital Relations
- Two members appointed from OPSEU Unit #1
- Associate Dean UME
- Associate Dean Equity - Indigenous
- Director Communications and External Relations
- Northern Teaching Hospitals Representative/President & Chief Executive Officer, Sault Area Hospital
- CEO Thunder Bay Regional Health Science Centre
- The University Secretary, who shall be a non-voting member and Secretary of the Committee.

The Chair may recommend that the appointment of a member, not able to actively participate in the entire candidate assessment process, be rescinded. If the replacement of a member is required prior to the beginning of the interview process the appropriate area may appoint a new representative.

The Committee will be assisted by the University Secretary, by external search consultants chosen by the University, and by such other resources as the Committee Chair deems necessary.

3. Responsibilities:

- a. Develop a comprehensive understanding of the qualifications and attributes required for the position, based on the guidelines provided by the Board of Governors. The Committee may consult the University community about the challenges that will face the next President and the attributes and expertise to be sought in candidates.
- b. Establish and communicate a realistic timeline for each phase of the search process, considering the urgency of the sudden vacancy.
- c. Collaborate with the Vice President, Administration and COO or designate to determine and manage the budget for the recruitment process.
- d. Advertise the position through appropriate channels, ensuring a wide and diverse pool of candidates.
- e. Screen applications, ensuring confidentiality and impartiality.
- f. Conduct interviews and assessments of shortlisted candidates.
- g. Verify candidates' qualifications, credentials, and references in collaboration with Human Resources.
- h. Provide regular updates to the Board of Governors on the progress of the search.
- i. Present the recommended candidate to the Board of Governors for approval and to the Senate for confirmation of appointment.
- j. Consistent with Section 3.2 (b) of the Presidential Search and Appointment Policy, should there be a need, the Board shall appoint an Acting President pursuant to the Delegation and Acting for the President Policy.

4. Timeline:

Develop an expedited and realistic timeline for each stage of the search process, including key milestones such as the announcement of the position, application deadlines, interview dates, and the final selection.

5. Confidentiality:

All committee members must adhere to strict confidentiality standards to protect the privacy of candidates and maintain the integrity of the search process, as outlined in the Presidential Search and Appointment Policy and the President Search Principles and Practices.

6. Inclusivity and Diversity:

Actively promote inclusivity and diversity in the search process, considering candidates from diverse backgrounds and experiences.

7. Communication:

Establish clear communication channels to provide urgent updates to the internal and external community, ensuring transparency throughout the expedited process.

8. Compliance:

Ensure that the search process complies with the policies and guidelines outlined in the Presidential Search and Appointment Policy (Section 3.2 and 3.3).

9. Reporting:

Regularly report to the Board of Governors on the progress of the expedited search, presenting comprehensive updates and recommendations as necessary.

10. Related Policies and Documents

- NOSM U Board By-Law No 1 (April 5)
- President Search Principles and Practices (v2022)

President Policies, Performance and Succession Planning

- President Position Description (all)
- Delegation of Authority and Acting for the President Policy
- Presidential Search and Appointment Policy
- President Annual Review Procedures
- Midterm Assessment and Reappointment of the President Procedure

11. Conclusion

Normally it is expected that the Committee will complete its work in nine months. If the Committee is unable to complete its work, for whatever reason, the Board may disband it and retain the authority to complete the search using such mechanism or process as it shall determine.

Upon completion of the expedited search, the committee will provide a final report summarizing the process, outlining the strengths of the recommended candidate, and offering any additional insights deemed valuable for future searches.

Review Period: As required.

Next Review: January 2026

Related Policies and Procedures: None.

Policy Superseded by this Policy: None.

The University Secretary manages the development of Board policies through an impartial, fair governance process, and in accordance with the Board's Governance Framework. Please contact the University Secretary for additional information on university policies and procedures and/or if you require this information in another format.