

Guidelines: Process for Extension of Appointments for Senior Academic Administrators

Approval Authority: President

Established On: 2024 01 24

Amendments: 2024 05 22, 2024 07 25

Category: General - President

1.0 STATEMENT

The purpose of these guidelines is to ensure consistency in the extension of a Senior Academic Administrators at NOSM University. These Guidelines apply to the review and extension of appointments of Senior Academic Administrators at NOSM University.

2.0 DEFINITIONS

For the purposes of this document:

“Senior Academic Administrators” means employees of NOSM University who are appointed as Vice Presidents, Associate Deans, Vice Deans, Assistant Deans and Division Heads with direct management authority over a portfolio, unit, or Division. Where there is a need for an interim or acting Senior Academic Administrator, this process does not apply. Where the member is a Unit 1 member holding a Senior Academic Administrators position, this process does not apply and should be referred to the process within the appropriate collective agreement.

3.0 TERMS AND REVIEW COMMITTEE SELECTION

Wherever possible, the appropriate Selection Committee shall be established at least twelve months but no less than six months, prior to the end of any term. The incumbent shall indicate to the President or applicable Vice President in writing at least twelve months in advance of the end of their current term that they wish to stand for an extension.

1. Terms of Office

Senior Academic Administrators are normally appointed for 3-5 years with the opportunity for reappointment or extension for a second term not exceeding an additional 5 years. No administrator should serve more than two consecutive terms unless the President following the recommendation of the review committee, determines that the administrator may be considered for reappointment for a third term of no more than three to five years. Only if the Senior Academic Administrator expresses an interest in extending will these procedures be implemented. Reviews to make

recommendations for the extension shall be considered by a review committee struck to advise the President and/or Vice President.

2. Review Committee

In the case of Associate Deans, Vice Deans and Vice-Presidents who report directly to the President the review committee shall be comprised of members of the President's Cabinet and the Directors of the Office of the President and Human Resources (the latter are non-voting).

In the case of Associate Deans or Assistant Deans and Division Heads who do not report directly to the President, the Committee is an advisory committee to the most appropriate Vice-President, and through the recommendation of the Vice-President to the President, established with representation from appropriate individuals mandated to review the performance of the Senior Academic Administrator and to make a recommendation through the Vice-President to the President.

These review committees should not normally exceed 5 individuals in membership. In all cases NOSM U policies on equity, diversity and inclusion must be considered in committee membership. The President or Vice-President (whomever is the presiding Chair of the Committee) may invite or recommend appointment of a member for membership or consultation who are able to offer wise, expert advice on the appointment in question.

Normally all extensions of appointments shall be commenced under this process at least 6 months prior but not more than 12 months from the end of the term of the Senior Academic Administrator and a recommendation for extension must be presented to the President by the appropriate Vice-President at least 3 months but no less than 1 month prior to the expiry of the term of office of the incumbent.

3. Confirmation and Notice

Initial academic appointments and changes in titles shall be reported to the Senate for confirmation prior to the release to the public. Initial non-academic appointments and changes in titles shall be reported to the Board of Governors for confirmation (or approval) following the applicable guidelines. All extensions shall be submitted for information to both the Senate and Board of Governors at the first available meeting.

4.0 PROCESS

The process will include the following documents:

- a) A self-study by the incumbent outlining the achievements during the first term (or where applicable second term) highlighting the key outcomes of the Unit or portfolio and individual accomplishments aligned to the NOSM U strategic plan. This self-study should normally not exceed 5 pages but may be accompanied by appendices to support any achievements including any metrics of performance by key results and outcome measures.
- b) A submission by the incumbent stating the reason for the request for reappointment or extension, with a summary of expectations that will be achieved in the second term aligned to the NOSM U strategic plan.
- c) Any additional factors submitted by the incumbent upon which the extension should be considered by the review committee.

The review committee should meet at least once to review documentation submitted and may in extraordinary circumstances meet with the incumbent.

- Recommendations to extend the appointment shall be made in writing by the review committee to the appropriate Vice-President and by the Vice-President to the President.
- Recommendations against extension must be accompanied by a clear and written statement of rationale.

The Cabinet shall annually review the list of appointments of Senior Academic Administrators to plan for end dates and succession.

All documentation and records will be kept by the Office of the President.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Office of the President at president@nosm.ca.

6.0 RELATED or REFERENCE DOCUMENTS

- NOSM University Act (Regulations)
- Applicable Hiring Policies
- Bylaws (Board and Senate)
- Respective Collective Agreements (as applicable)

Review and Revision History

Review Period: 2 years or as required.

Date for Next Review: 2026 01 01