

CHANCELLOR APPOINTMENT POLICY

Approval Authority: Board of Directors

Established On: 2021 08 15

Amendments: 2022 04 05

Category: Governance and Legal

1. Purpose

The Board (which refers to both the Transition Board and the Board of Governors) shall follow the procedures set out in this Policy when appointing or re-appointing the Chancellor of the University.

2. Role

The Chancellor is the titular head of the University, carrying out the ceremonial and official functions of the University. The Chancellor is an *ex-officio* member of the Board of Governors and of the Senate. The position is a voluntary one, unremunerated except for expenses. Serving as Chancellor, therefore, constitutes significant public service.

3. Term

The term for Chancellor shall be four-years in duration, eligible for re-appointment for an additional term but not more than two consecutive terms.

4. Appointment Committee Composition

The Appointment Committee shall be composed as follows:

- the Board Chair, who shall chair the Appointment Committee.
- the President, who shall act as vice-chair of the Appointment Committee.
- the Senate Chair or their designate.
- 2 Senators appointed by the Senate.
- 2 Governors appointed by the Board.
- Up to 3 members recommended by the Indigenous Reference Group
- 1 member representing the Métis people recommended by the President
- Up to 3 members recommended by the Francophone Reference Group.
- the President of the Federation of Northern Ontario Municipalities or their designate.
- the President of the Northern Ontario Municipal Association or their designate.
- 3 Learners (one resident, one undergraduate, and one graduate) .
- 1 Academic Leader from an affiliated higher education institution, invited by the Board Chair
- 1 NOSM MD alumnus/alumnae, currently practising in northern Ontario, selected by the President.

The University Secretary shall serve as a resource to the Appointment Committee.

In the event of a withdrawal(s) by member(s) of the committee, the Chair of the Appointment Committee may replace members from the appropriate demographic to ensure quorum is maintained.

5. Appointment Committee Responsibilities

The University is committed to equity and diversity. The chair of the Appointment Committee is encouraged to consult with the Equity and Inclusion Portfolio for advice and support in conducting a search process that reflects and advances this commitment.

The Appointment Committee shall communicate regularly with the University community and with the Board of Governors regarding its progress throughout the search process. Appointment Committee members shall respond to general questions as to the Appointment Committee's progress by referring to procedural decisions of the Appointment Committee as recorded in its meeting minutes.

The personal information of the incumbent and/or candidates shall be managed and protected in accordance with Ontario's [Freedom of Information and Protection of Privacy Act](#) and the University's privacy, data management, and records management policies and procedures. Personal information received by the Appointment Committee during its deliberations is confidential and shall be used or disclosed only for the purpose for which the information was originally collected. All other uses or disclosure of such information require the candidate or the incumbent's consent.

Deliberations of the Appointment Committee are confidential. To respect the dignity of the Office of the Chancellor, and to preserve the honour of the University, all Appointment Committee members shall scrupulously and conscientiously observe the rules of confidentiality requisite for the task with which the Appointment Committee is charged. To evidence such a commitment, all Appointment Committee members are required to sign an undertaking regarding confidentiality, collegiality, and conflicts. An Appointment Committee member who has breached confidentiality shall be subject to sanction, including dismissal from the Appointment Committee.

6. Appointment Committee Meetings

The Appointment Committee shall meet at the call of its chair as often as necessary, with a view to naming the Chancellor at least three months prior to the expiry date of the incumbent's term, and in the case of the first Chancellor, at least six months prior to the initial term.

A simple majority of the Appointment Committee shall constitute a quorum, with the proviso that the presence of the chair or the vice-chair of the Appointment Committee is required for quorum. The Appointment Committee shall meet *in-camera* and shall keep *in camera* meeting minutes.

7. Procedures for the First Appointment

At least six months prior to the first Chancellor's term, the Board shall:

- establish an Appointment Committee in accordance with the Act, Regulations, and Board By-laws;
- establish terms of reference for the Appointment Committee, which shall include timelines for the initial search and appointment process; and
- identify the desirable attributes and criteria for the University's Chancellor against which to assess candidates.

The Board and, once established, the Appointment Committee shall follow the general procedures for selecting a Chancellor set out in Section 9 of this Policy.

8. Procedures for Subsequent Appointments and Re-Appointments

Other than for the first appointment, approximately 9 months before the expiry of a Chancellor's term:

- the President shall notify the Board of Governors and Senate of the impending vacancy; and
- the Board shall:
 - review and update, as appropriate:
 - the desirable attributes and criteria for the University's Chancellor against which to assess candidates; and
 - the terms of reference for the Appointment Committee; and
 - establish an Appointment Committee to administer the procedures for selecting a new Chancellor, if required.

9. General Procedures

Search Procedures

The Appointment Committee:

- shall issue a call for nominations.
- may use any other form of internal or external advertising to invite proposals for potential candidates.
- may engage the services of consultants or external search experts to assist in generating or assessing candidates; and
- may approach nominees to inquire if they agree to stand for the position.

Identification of Candidates

The Appointment Committee shall ascertain the qualifications and availability of candidates, and obtain any information deemed relevant concerning the candidates.

Once the search for candidates is concluded, the Appointment Committee shall:

- consider nominees in confidence, recognizing the need for due diligence.
- develop a short list of candidates that the Appointment Committee believes would be best for the position.
- rank the shortlisted candidates.
- identify the preferred candidate.
- conduct interviews of the shortlisted candidates; and
- re-confirm the Preferred Candidate's willingness to accept the Chancellor position.

If the Preferred Candidate declines, the Appointment Committee shall revisit the shortlist and consider other candidates as they deem appropriate.

The Appointment Committee shall strive for consensus. Consensus means that each Appointment Committee member is prepared to support the recommendation of the Preferred Candidate to the Board. If consensus cannot be reached, the Appointment Committee shall select a Preferred Candidate for recommendation to the Board by simple majority vote.

Recommendation for Appointment

If the Preferred Candidate agrees, the Appointment Committee shall recommend their appointment to the Board in the form of a written report.

Appointment of the Chancellor

The Board shall meet to consider the Appointment Committee's recommendation at its earliest convenience. If the Board approves the Appointment Committee's recommendation by resolution passed by the affirmative vote of at least a majority of the Governors, the Board Chair shall take the steps necessary to inform the Preferred Candidate, the Senate, and the University community of the appointment of the Preferred Candidate as Chancellor.

Re-Appointment Procedures

If the current Chancellor is eligible for re-appointment for a second term of office, the Governance Committee or designated Committees shall consider the reappointment of the Chancellor prior to ascertaining whether the incumbent wishes to seek re-appointment. The Governance Committee shall consult with the President as part of the consideration of the re-appointment process.

If the Board approves the recommendation for re-appointment, the Board shall nominate the Chancellor for another term, with the Chancellor's agreement.

If the Governance Committee does not recommend the current Chancellor for re-appointment, the President shall with the approval of the Board of Governors inform the current Chancellor of the decision and engage the general procedures for selecting a new Chancellor. If the

Incumbent does not wish to seek re-appointment for a second term, the Board shall engage the general procedures for selecting a new Chancellor.

10. Exceptions and Amendments

Exceptions or amendments to the procedures described in this Policy shall require ongoing compliance with the Board By-law and the Board's approval.

11. Authorities and Officers

The authorities and officers for this Policy are as follows:

- Approving Authority: Board of Governors
- Designated Executive Officer: President
- Procedural Authority: President
- Procedural Officer: University Secretary

12. Interpretation

Questions of interpretation or application of this policy or its procedures will be referred to the:

- University Secretary governance@nosm.ca

13. Relevant Legislation

- [Northern Ontario School of Medicine University Act, 2021](#), S.O. 2021, c. 25, Sched. 16.
- NOSM University [Regulations](#)
- [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. F.31.

Review and Revision History

Review Period: 3 years or as required

Date for Next Review: 2025 01