

CHANCELLOR SELECTION AND APPOINTMENT POLICY

Approval Authority: Board of Governors

Established On: 2021 08 15

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Category: Governance and Legal

1. Purpose

This Policy is intended to define a method by which the Board of Governors will select, appoint and reappoint a Chancellor to serve the University.

2. Role

The Chancellor is the titular head of the University and carries out ceremonial and official functions of the University. The position is a voluntary one, unremunerated except for expenses. Serving as Chancellor, is significant public service.

3. Term

The term for Chancellor is four-years¹ and may be renewed once, for a maximum of two consecutive terms.

4. Procedures

4.1. Formation and Composition of Chancellor Selection Committee

Approximately twelve (12) months no less than nine (9) months before the expiry of the Chancellor's term, the President will notify the Board of Governors of the impending vacancy of the role of Chancellor. At the same time, the President will strike the Chancellor Selection Committee ("the Committee") to seek and consider nominations for the role of Chancellor and will seek membership for the Committee from the Board of Governors and from the Senate.

This Committee is tasked with the search, selection and recommendation of a Chancellor candidate to the Board of Governors and Senate for approval. The Board shall appoint a Chancellor Selection Committee consisting of no more than 15 members. In appointing members, the Board shall ensure Indigenous and Francophone representation on the Committee and that the Committee collectively reflects governance expertise, knowledge of the University, and connections to the University's academic and broader community constituencies.

The Chancellor Selection Committee will be composed as follows:

- the Board Chair, serves as Chair of the Chancellor Selection Committee.
- the President, serves as Vice-Chair of the Chancellor Selection Committee.
- two (2) Senators appointed by the Senate
- two (2) Governors appointed by the Board.

¹ NOSM University Act, Section 22 (5)

- one (1) Indigenous community member appointed by the Indigenous Reference Group
- one (1) Francophone community member appointed by the Francophone Reference Group.
- the President of the Federation of Northern Ontario Municipalities (FONOM) or designate.
- the President of the Northern Ontario Municipal Association (NOMA) or designate.
- the President of the NOSM University Student Council or designate
- one (1) NOSM University MD alum, currently practicing in northern Ontario, selected by the President.
- University Secretary

The Assistant University Secretary will serve as secretary of the Committee.

In the event that a committee member ceases to serve for any reason, a replacement will be elected by the same process and from the same membership group as the member outgoing, except in the case where the work of the Committee has progressed to the point where the Committee decides, in its discretion, that the election of a replacement is unnecessary.

4.2. Committee Standards of Conduct and Operations

In carrying out its duties, the Committee will at all times observe and respect the highest standards of conduct, including but not limited to standards respecting bias, the appearance of bias, the fairness of its deliberations and investigations, and the confidentiality of the names of all individuals considered for Chancellor.

The personal information of the incumbent and/or candidates must 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 Committee is confidential. It must only be used or disclosed for the purpose for which the information was collected. Any other uses or disclosure requires the candidate's or the incumbent's consent.

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

Consistent with the Board's Conflict of Interest Policy, members of the Committee must declare any real or perceived conflicts of interest and, where appropriate, recuse themselves from the review and decision-making process.

A simple majority constitutes a quorum, with the proviso that the presence of the Chair or the Vice-Chair of the Committee is required for quorum.

The Committee shall be closed meetings.

5. Selection Criteria

In addition to the Chancellor Role and Attributes Guidelines, the Committee will search for and give preference to individuals with the following attributes:

- a person legally entitled to serve in Canada;
- highly esteemed and regarded as a community leader, who has the respect of both the University and external communities;
- a person whose appointment would add to the reputation and enhance the image of the University;
- a person who has an appreciation of the distinctive role NOSM University has in the North;
- a person who has a demonstrated commitment to equity, diversity, inclusion, and reconciliation.
- a person who has enthusiasm for the purposes of NOSM University, specifically those purposes laid out in Section 1-3 of the NOSM University Act;
- a person capable of performing the duties of Chancellor as described in Section 22 of the NOSM University Act;
- be well positioned to build connections between the University and its interest holder groups, and broader communities locally, nationally, and/or internationally;
- a person who is available to participate in convocation ceremonies and other ceremonial events;

The following persons are ineligible for the role of Chancellor:

- a member of the Parliament of Canada;
- a member of the Legislative Assembly;
- a current governor or employee of the University

5.1. Search Procedures

The Selection Committee will issue a call for nominations to the alum, Senate, the Board of Governors and the University community at large. This call may use any form of internal and external advertising, media releases to invite proposals for potential candidates. The committee may, at its discretion, engage an external consultant to assist in generating or assessing candidates.

The Committee shall:

- consider nominees in confidence, applying appropriate due diligence through a consistent and discreet review of relevant qualifications, experience, references, and any potential risk and where appropriate formal background screening, with consent under FIPPA
- develop a short list of candidates so that the Committee identify the preferred candidate.

5.2. Deliberations and Recommendation

Upon reviewing all nominations, the Committee will submit one name only to the Board as the candidate for appointment. Prior to submitting a name to the Board for consideration, the Committee will confirm with the candidate that they are willing to let their name stand for appointment as Chancellor.

The Committee will use its best efforts to submit its recommendation to the Board no later than two months prior to the expiration of the current Chancellor's term. In the event that the Committee cannot reach a recommendation within the timeframe allowed, the Committee will advise the Board that they have been unable to make a recommendation; the Board may either grant an extension or strike a new Committee pursuant to these guidelines. In its deliberations, the Committee will strive for consensus. In the event that the Committee cannot reach consensus, the Committee will decide on a candidate by simple majority vote.

5.3. Board Approval of Committee's Recommendation

The Board of Governors retains the power to accept or reject the nomination from the Committee. In the event that the Board of Governors rejects the nomination, they will either direct the Committee to continue its work, or to strike the Committee anew and restart the process. The Board shall meet to consider the Committee's recommendation in a closed meeting.

Upon approval, the President or Board Chair shall inform the preferred candidate and execute the letter of offer. A formal announcement will go out to the Board, Senate and University community of the appointment of the Chancellor. The Office of the President will work with External Relations to finalize the timing and scope of the communications.

6. Reappointment of Current Chancellor

If the current Chancellor is eligible for reappointment. Similar to the timing of an Appointment, no less than nine (9) months before the expiry of the Chancellor's current term a Reappointment Committee consisting of the Vice-Chair of the Board, the Chair of the Governance Committee, the immediate Past Chair of the Board (if available), and the University Secretary shall be struck. Should the Past Chair not be available the Reappointment Committee Chair shall appoint another member of the Board.

A person may not hold the Office of Chancellor for more than two consecutive terms. If the Committee's recommendation is for reappointment, the Board will, with the Chancellor's agreement, invite the Chancellor to stand for a second term.

The review will be based on clear criteria, which may include:

- the Chancellor's contribution to the University's mission and strategic priorities;
- engagement with the Board of Governors;
- effectiveness in ceremonial and ambassadorial roles;
- commitment to equity, diversity, and inclusion; and
- overall conduct consistent with the values of the University.

In the event of a recommendation not to reappoint the current Chancellor, the Chancellor will be informed, and the selection process continued. In making the above determination, the Committee may solicit information in confidence concerning the Chancellor's first time from members of the Board, the Senate, and/or from the broader University Community.

Through the Executive Committee, the Reappointment Committee will provide a written recommendation to the Board, including a summary of the review process and rationale for its recommendation

If the Incumbent does not wish to seek reappointment, the Board will begin a new appointment process under this Policy.

The Board Chair will communicate the outcome of the decision to the Chancellor in a timely and respectful manner.

7. Removal from Office

The Board may remove the Chancellor from office prior to the expiry of their term where, in the opinion of the Board, such action is in the best interests of the University. Before making a decision regarding removal, the Board shall provide the Chancellor with notice of the matter under consideration and a reasonable opportunity to respond. A decision to remove the Chancellor shall require the approval of the Board with two-thirds of the seated Board members voting in favour. The President, or a designate, will assume necessary ceremonial functions on an interim basis pending the appointment of a new Chancellor.

8. Authorities and Officers

This policy assigns the following authorities and responsibilities:

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

9. Interpretation

If there are questions about how to interpret or apply this Policy, contact the University Secretary governance@nosm.ca

10. Relevant Legislation and Other References

- [Northern Ontario School of Medicine University Act, 2021](#)
- NOSM University [Regulations](#)
- [Freedom of Information and Protection of Privacy Act](#),
- Chancellor Role and Attributes Guidelines
- Chancellor Nomination Form

Review and Revision History

Review Period: 3 years or as required

Date for Next Review: 2030 01