

Recommendation #2 – Revised Academic Council Constitution

MOVED the revised Academic Council Constitution be approved as presented.

SUPPORTING MATERIALS:

- Revised Constitution, clean version (for approval)
- Revised Constitution, track changes version (for information)

Background:

Revisions and recommendations made by the Academic Council and approved at the June 2019 meeting. The draft document was circulated for review and recommendations to the Academic Council and GNC. Several comments were made regarding membership and structure.

Overall, the series of amendments provide for consistency and clarity in language, aligning process with to current practices and made recommendations to the overall membership.

The changes are consistent with the principles and the social accountability mandate, the Academic Council through the GNC will continue to monitor changes and apply them accordingly.

NEXT STEPS:

Once approval has been obtained from all bodies, the Secretary post and confirm with both Universities.



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Constitution

Academic Council Constitution				Class: A	
Approved By:	Academic Council				
Approval Date:	YYYY MM DD	Effective Date:	YYYY MM DD	Review Date:	YYYY MM DD
Responsible Portfolio/Unit/Committee:	Governance and Nominations Committee				
Responsible Officer(s):	Governance and Nominations Committee				

1.0 NAME

The Academic Council (Council) is established in the Northern Ontario School of Medicine (NOSM) Corporate By-Laws and serves as the Faculty Council under the authority of the Senates of Lakehead University and Laurentian University.

NOSM's Academic programs, in both research and education, support NOSM's vision, mission and values and uphold the School's social accountability mandate through the delivery of programs that respond to the health needs of the communities that NOSM serves.

In keeping with its vision to provide Innovative Education and Research for a Healthier North, Distributed Community Engaged Learning (DCEL) continues as NOSM's distinct model of education and research.

The Academic Principles create a framework for the development, delivery and evaluation of the School's academic programs. The principles are:

- Interprofessionalism
- Integration
- Community Engagement
- Inclusivity
- Generalism
- Continuity
- Dedication to Inquiry
- Professional Identify Formation

2.0 ROLE

The role of Council is to provide strategic academic governance for all NOSM academic programs, within the context of:

- the School's social accountability mandate;
- commitment to innovation;
- vision and mission and values;
- the key academic principles agreed upon by Council, and
- make recommendations upon other academic matters related to the programs as required.

For academic programs, which lead to a degree awarded by the Universities, the Academic Council shall approve for recommendation to the Senates regulations regarding the admission of the learners, courses and programs of study and requirements for graduation.

The Council shall establish committees and shall determine the Terms of Reference of such committees.

3.0 COMPOSITION, TERMS AND VACANCIES

In keeping with NOSM's social accountability and academic principles, Council embraces the social, cultural, linguistic and geographic diversity and richness of the Peoples of Northern Ontario and strives to be inclusive of and reflect that richness in its membership.

3.1 Composition – the Academic Council shall be composed of:

Ex-Officio

- the Dean-CEO
- the Vice-Dean Academic
- the Associate Deans of all Academic Portfolios (including but not limited to: Undergraduate Medical Education, Postgraduate Education, Research, Faculty Affairs)
- the Heads of the Academic Divisions (Human, Medical, Clinical) or designate
- the Assistant Dean Admissions
- the Assistant Dean Graduate Studies
- the Director of Health Sciences Library and Research
- the Provost and Vice President Academic Lakehead University or designate
- the Vice President Academic and Provost Laurentian University or designate
- the Chair(s) of all standing Committees or designate¹

Elected

- Four members from the Human Sciences Division, with at least one stipendiary representative
- Four members from the Medical Sciences Division, with at least one stipendiary representative

¹ The Standing Committees are charged with the selection of the committee Chair and Vice Chair; in situations where the elected Chair does not hold a position on Council, they are by virtue of being a Committee Chair, automatically an ex-officio member of the Academic Council.

- Twelve members from the Clinical Sciences Division
- Two Indigenous Academics ²
- Four Francophone Academics ³
- Three Medical Students, elected by the NOSM Student Council that are in different years, with at least one student being from each campus, one of whom identifies as Indigenous and one of whom identifies as francophone.
- Two health sciences learners from within the dietetic internship, medical physics residency, or the physician assistant programs
- Two postgraduate trainees

Ex-Officio (non-voting)

- the Director Health Sciences and Community Partnerships
- the Director Quality Improvement and Accreditation
- the Director Indigenous Affairs
- the Director Francophone Affairs

3.2 Terms

- a) The term of office shall be three academic years (July 1 to June 30), with the exception of the Learners⁴ which shall be one year renewable (for a maximum of two years).[§]
- b) Vacancies that occur during the term of an elected member shall be filled by appointment and/or special elections as directed by the applicable policy.

4.0 Vacancies

Membership on the Council is vacated when:

- a. the Member's term expires;
- b. the Member resigns; or
- c. the Council declares such membership on the Council vacant.

This may occur when the Member has ceased to be eligible for appointment or election to the Council or when the Member has become incapable of acting as a Member.

Persons elected or appointed to fill a vacancy as the result of (b) or (c) shall hold membership only for the remainder of the vacated term. Any such partial term shall have no effect on limiting subsequent elected or appointed terms.

² May be members of any of the Divisions

³ May be members of any of the Divisions

⁴ Board By-laws define 'Learners' as follows: may include undergraduate medical students, postgraduate medical trainees and other health professional trainees.

Whenever a vacancy on the Council occurs, unless otherwise determined by the Governance and Nominations Committee, it shall be filled in the same manner that appointed or elected the person whose membership is vacant.

5.0 OFFICERS

- a) The Chair shall hold office for two academic years. When necessary the Council shall elect a new Chair prior to the first Council meeting of the academic year.
- b) The Council shall elect a Vice Chair and shall hold office for two academic years. No automatic extension of term of office is granted to the Vice Chair.
- c) The Chair shall preside over and conduct all meetings according to conventional rules of order. In the absence of the Chair, the Vice Chair will preside over the Academic Council. The Vice-Chair of Council shall act as Chair of the Governance and Nominations Committee.
- d) The Secretary to the Council shall be responsible for the administration and minutes of meetings.

6.0 ROLES AND RESPONSIBILITIES

Members shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the School.

A member shall have the duty to:

- act in good faith in the best interests of the School and respect the principles of collegiality and fairness;
- become and stay informed as to the guidelines, policies and affairs of Council and the School;
- ensure that information designated as confidential is held in confidence and disclosed only when appropriate;
- attend and be prepared for meetings and provide advance notice to the Secretary if unable to attend a meeting. Members shall make themselves available to their constituencies and will keep their peers informed of major issues before the Academic Council.

The Secretary of Academic Council shall inform the Governance and Nominations Committee or other body which has elected an individual to the Academic Council of the name of any elected member who has missed three regular meetings in any academic year, and that council or the Governance and Nominations Committee, may declare the seat held by that individual vacant and may appoint a replacement to serve the balance of that individual's term on the Academic Council.

7.0 MEETINGS

- a) The Chair shall conduct the proceedings of the meetings of Council in conformity with this Constitution and the rules of procedure enacted by the Council. In all cases not provided for, the most recent edition of Bourinot's Rules of Order shall be observed in conducting the business of the Council.
- b) All members of Council are voting members, unless noted.

- c) The Chair will only vote in the event of a tied vote when a quorum is present and that vote shall be final.
- d) The quorum of the Council shall be a simple majority of the voting seats filled. If quorum is not achieved within a reasonable lapse of time from the scheduled commencement of the meeting, the Chair may rule that the meeting is adjourned.
- e) Council shall meet at least four times during the academic year.
- f) Meetings will be called by the Chair.
- g) Special meetings may be called at any time by the Chair.
- h) Meetings may be attended by audio or videoconference/WebEx.
- i) Any member may place an item on the agenda by forwarding it to the Secretary of Academic Council a minimum of two weeks prior to the next meeting, if applicable.

8.0 COMMITTEES

- a) Establishment of committees, working or task groups, and their terms of reference, delegations and membership, are subject to the approval of the Academic Council.
- b) Membership on committees may include non-members of Council. However, only members of Council may be Chairs of its committees.
- c) All divisions, programs and committees are required to report regularly pursuant to the procedures approved by Council or as requested.

9.0 AMENDMENTS

- a) Any motion to repeal or amend this Constitution requires an affirmative vote by two-thirds of the voting members present. The Secretary must give notice to all members of any such motion at least 10 days before the meeting at which it is to be presented.
- b) The Constitution will be reviewed in time alignment with the School's strategic plan cycle as and when required.

APPROVED by the Academic Council on _____ by Joint Senate Committee _____ and by Laurentian University Senate _____ and Lakehead University Senate _____ and in effect, this ____ day of 2019.

Dr. Catherine Cervin,
Chair of Academic Council

Gina Kennedy
Secretary

Version	Date	Authors/Comments
1.0	2007 05 15	Revised Version- Approved by Lakehead Senate – April 23, 2007 and Laurentian Senate – May 15, 2007
2.0	2010 10 01	Revised Version- Approved by Laurentian Senate – September 21, 2010 and Lakehead Senate – October 1, 2010
3.0	2011 09 23	Revision Membership – Approved by Laurentian Senate – September 20, 2011 and Lakehead Senate – 23, 2011
4.0	2014 10 02	Academic Council (October 2, 2014), JSC (October 15, 2014) Laurentian U Senate (November 18, 2014) Lakehead U Senate (December 1, 2014)
5.0	YYYY MM DD	2018 Review & 2019 Comments including April 11 meeting, feedback and GNC meeting of June



ACADEMIC COUNCIL CONSTITUTION
Approved Version 3.0 (December 1, 2014)
Responsible Unit: Secretary to the Academic Council

UNDER REVIEW – STARTED 2018 CONTINUE 2019

1. NAME

The Academic Council (Council) is established ~~under section 42 of~~ in the Northern Ontario School of Medicine (NOSM) Corporate By-Laws and serves as the Faculty Council under the authority of the Senates of Lakehead University and Laurentian University.

NOSM's Academic programs, in both research and education, support NOSM's vision, mission and values and uphold the School's social accountability mandate through the delivery of programs that respond to the health needs of the communities that NOSM serves.

In keeping with its vision to provide Innovative Education and Research for a Healthier North, Distributed Community Engaged Learning (DCEL) continues as NOSM's distinct model of education and research.

The Academic Principles create a framework for the development, delivery and evaluation of the School's academic programs. The principles are:

- Interprofessionalism
- Integration
- Community Engagement
- Inclusivity
- Generalism
- Continuity
- Dedication to Inquiry
- Professional Identify Formation

2. ROLE

The role of Council is to provide strategic academic governance for all NOSM academic programs, within the context of:

- the School's social accountability mandate;
- commitment to innovation;
- vision and mission and values; ~~and~~
- the key academic principles agreed upon by Council, and-

e.g. make recommendations upon other academic matters related to the programs as required.

For academic programs, which lead to a degree awarded by the Universities, the Academic Council shall approve for recommendations to the ~~ir~~ Senates regulations ~~respecting~~ regarding the admission of the learners, courses and programs of study and requirements for graduation.

The Council shall establish ~~standing and ad hoc~~ committees and shall determine the ~~functions and powers~~ Terms of Reference of ~~such~~ these committees.

3. MEMBERSHIP COMPOSITION, TERMS AND VACANCIES

In keeping with NOSM's social accountability and academic principles, Council embraces the social, cultural, linguistic and geographic diversity and richness of the Peoples of Northern Ontario and strives to be inclusive of and reflect that richness in its membership.

3.1 Ex-Officio Composition – the Academic Council shall be composed of:

3.1 Ex-Officio

- the Dean-CEO
- the Vice-Dean Academic
- the Associate Deans of all Academic Portfolios (including but not limited to:- Undergraduate Medical Education, Postgraduate Education, Research, Faculty Affairs
- the Associate Dean Postgraduate Education
- the Associate Dean Research
- the Associate Dean Faculty Affairs the Senior Associate Dean (East/West) of NOSM
- the Associate Dean of Community Engagement
- the Assistant Dean of Admissions
- the Heads of the Academic Divisions (Human, Medical, Clinical) or designate
- the Assistant Dean Admissions
- the Assistant Dean Graduate Studies
- the Director of Health Sciences Library and Research
- the Provost and Vice President Academic Lakehead University and/or designate
- the Vice President Academic and Provost Laurentian University and/or designate
- the Chair(s) of all Standing Committees or designate*

Commented [GK1]: APPROVED IN 2018 JUNE FOR AMENDMENT

Commented [GK2]: APPROVED IN 2018 JUNE FOR AMENDMENT

3.2 Elected

- Four (4) members from the Human Sciences Division, with at least one stipendiary representative,
- Four (4) members from the Medical Sciences Division, with at least one stipendiary representative,
- Twelve (12) members from the Clinical Sciences Division,
- Two (2) Aboriginal/Indigenous Academics, †
- Four (4) Francophone Academics ‡

* The Standing Committees are charged with the selection of the committee Chair and Vice Chair; in situations where the elected Chair does not hold a position on Council, they are by virtue of being a Committee Chair, (consistent with Section 7.C of this document) automatically an ex-officio member of the Academic Council.

† May be members of any of the Divisions

‡ May be members of any of the Divisions

- Three Medical Students, elected by the NOSM Student Council that are in different years, with at least one student being from each campus, one of whom identifies as Indigenous and one of whom identifies as francophone.
- ~~Four (4) undergraduate students. Two undergraduate students shall be elected each calendar year, one from year 1 and one from year 3. Elections will alternate annually between the Lakehead East and the Laurentian sites campuses West, with both students elected from the same campus University in a given year.[§] The MD students will be elected by the NOSM Student Society~~
- Two (2) postgraduate trainees
- Two (2) health sciences learners from within the dietetic internship, medical physics residency, or the physician assistant programs~~One (1) dietetic intern~~

Commented [GK3]: RBarnett
NOSM has accreditation responsibilities for these three programs, so some acknowledgement of them all in AC's ToR would be of value.

Ex-Officio (non-voting)

- the Director Health Sciences and Community Partnerships
- the Director Quality Improvement and Accreditation
- the Director Indigenous Affairs
- the Director Francophone Affairs

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3.343 Terms Eligibility For and Election as a member of Council

- ~~Elections shall take place from February 1 to April 15 preceding the July 1 at which the term of office begins, with the exception of the first year undergraduate nominees who will be elected prior to the end of September of the incoming year.~~
- ~~Members will be elected by eligible members within each category. Eligible faculty include both full time and stipendiary faculty.~~
- ~~With regards to identified ex-officio positions a designate may be appointed and must serve for a term of no less than 3 years (when applicable). The identity of the designate must be communicated, in writing, to the Secretary of the Academic Council no later than May 1 for the following year.~~
- ~~Elections will be conducted by the Governance and Nomination Committee of the Academic Council following the guidelines provided with respect to the nomination and electoral process.~~
- The term of office shall be three (3) academic years (July 1 to June 30), with the exception of the Learners^{**} undergraduate students, postgraduate trainees and the dietetic intern, which shall be one year renewable (for a maximum of two years)~~two (2) years~~.[§]
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- ~~Vacancies that occur during the term of an elected member shall be filled by appointment and/or special elections as directed by the applicable policy.~~
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^{**} Board By-laws define 'Learners' as follows: may include undergraduate medical students, postgraduate medical trainees and other health professional trainees.

Vacancies

Membership on the Council is vacated when:

a. the Member's term expires;

b. the Member resigns; or

c. the Council declares such membership on the Council vacant. This may occur when the

- Member has ceased to be eligible for appointment or election to the Council or when the
- Member has become incapable of acting as a Member.

d. Persons elected or appointed to fill a vacancy as the result of (b) or (c) shall hold membership only for the remainder of the vacated term. Any such partial term shall have no effect on limiting subsequent elected or appointed terms.

4.4 Whenever a vacancy on the Council occurs, unless otherwise determined by the Governance and Nominations Committee, it shall be filled in the same manner that appointed or elected the person whose membership is vacant.

4. OFFICERS

- The Chair shall hold office for two academic years. When necessary the Council shall elect a new Chair prior to the first Council meeting of the academic year.
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~~e) The Chair shall preside over and conduct all meetings according to conventional rules of order. In the absence of the Chair, the Vice Chair will preside over the Academic Council. If the Chair is unable to attend a meeting, the Vice Chair will chair the meeting.~~

~~e)c) The Vice-Chair of Council shall act as Chair of the Governance and Nominations Committee.~~

~~e)d) The Secretary to the Council shall be responsible for the administration and minutes of meetings.~~

5. ROLES AND RESPONSIBILITIES

Members shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the School.

A ~~m~~Member shall have the duty to:

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- ensure that information designated as confidential is held in confidence and disclosed only when appropriate;
- ~~attend and be prepared for meetings and provide advance notice to the Secretary if he/she is unable to attend a the meeting.~~
- Members shall make themselves available to their constituencies and will keep their peers informed of major issues before the Academic Council.

The Secretary of Academic Council shall inform the Governance and Nominations Committee or other body which has elected an individual to the Academic Council of the name of any elected member who has missed three regular meetings in any academic year, and that council or the Governance and Nominations Committee, may declare the seat held by that individual vacant and may appoint a replacement to serve the balance of that individual's term.

6. MEETINGS

- The Chair shall conduct the proceedings of the meetings of Council in conformity with this Constitution and the rules of procedure enacted by the Council. In all cases not provided for, the most recent edition of Bourignot's Rules of Order shall be observed in conducting the business of the Council.
- All members of Council are voting members, unless noted.
- The Chair will only vote in the event of a tied vote when a quorum is present and his/her that vote shall be final.
- The quorum of the Council shall be ~~50% plus one of members or~~ a simple majority of the voting seats filled. If quorum is not achieved within a reasonable lapse of time from the scheduled commencement of the meeting, the Chair may rule that the meeting is adjourned.
- Council shall meet at least four (4) times during the academic year.
- Meetings will be called by the Chair or Vice Chair.
- Special meetings may be called at any time by ~~petition of ten elected members or by~~ the Chair. ~~Special meetings require only one week notice.~~
- Meetings may be attended by audio or video ~~teleconference~~ WebEx.
 - ~~The Chair shall set the draft agenda for each meeting and circulate it with notice of any motion.~~
 - The draft agenda shall be presented ~~at~~ at each ~~the~~ meeting for approval.
 - Any member may place an item on the agenda by forwarding it to the Secretary of Academic Council a minimum of two weeks prior to the next meeting, if applicable.

7. COMMITTEES

- Establishment of committees, working or task groups, and their terms of reference, delegations and membership, are subject to the approval of the Academic Council. The Council may establish standing and ad hoc committees as required.
 - ~~Each standing committee shall have representation from the elected membership of Council.~~
 - Membership on committees may include non-members of Council. However, only members of Council may be Chairs of its ~~standing~~ committees.

c) All divisions, programs and committees are required to report regularly pursuant to the procedures approved by Council or as requested.

8. AMENDMENTS

- a) Any motion to repeal or amend this Constitution requires an affirmative vote by two-thirds of the voting members present. The Secretary must give notice to all members of any such motion at least 10 days before the meeting at which it is to be presented.
- b) The Constitution will be reviewed in time alignment with the School's strategic plan cycle as and when required.

APPROVED by the Academic Council on October 2, 2014, by Joint Senate Committee on October 15, 2014 and by Laurentian University Senate (~~November 18, 2014~~) and Lakehead University Senate (~~December 1, 2014~~) and in effect, this 4th day of December, 2014.

Chair _____

Secretary _____

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
Version	Dates	Authors/Comments
V1.0	May 15, 2007	Revised Version- Approved by Lakehead Senate – April 23, 2007 and Laurentian Senate – May 15, 2007
V2.0	October 1, 2010	Revised Version- Approved by Laurentian Senate – September 21, 2010 and Lakehead Senate – October 1, 2010
V2.1	September 23, 2011	Revision Membership – Approved by Laurentian Senate – September 20, 2011 and Lakehead Senate – 23, 2011
V3.0	October 2, 2014	Academic Council (October 2, 2014), JSC (October 15, 2014) Laurentian U Senate (November 18, 2014) Lakehead U Senate (December 1, 2014)
<u>V4.0</u>	<u>2018</u>	<u>Review & 2019 Comments including RBarnetts</u>