BOARD OF GOVERNORS
November 28, 2023
Jorgenson Hall – JOR 1410
380 Victoria Street
1:00 p.m. to 3:00 p.m.
Livestream Link: https://youtube.com/live/kCI5ys00vSs?feature=share

Time		Item	Presenter/s	Action
1:00	**1.**	**IN-CAMERA DISCUSSION (Board Members Only)**	**Tony Staffieri**	Information
1:15	**2.**	**IN-CAMERA DISCUSSION (Executive Group Invited)**		Information
		END OF IN-CAMERA SESSION		
2:00	**3.**	**INTRODUCTION**	**Tony Staffieri**	
	3.1	Welcome		
	3.1.1	Land Acknowledgement		
	3.1.2	Chair's Remarks		
	3.2	**CONSENT AGENDA**	**Tony Staffieri**	
	3.2.1	Approval of the November 28, 2023 Agenda		**Approval**
	3.2.2	Declaration of Conflicts of Interest		Information
	3.2.3	Approval of the September 26, 2023 Minutes		**Approval**
	3.2.4	Execution of Contracts Policy	Wendy Lawrence Jennifer MacInnis	**Approval**
	3.2.5	Banking Resolution	Joanne McKee Jennifer MacInnis	**Approval**
	3.3	Chancellor Search Update	**Tony Staffieri**	Information
	4.	**REPORT FROM THE PRESIDENT**	**Mohamed Lachemi**	Information

5.		**REPORT FROM THE SECRETARY**	**Wendy Lawrence**	Information
6.		**REPORT FROM THE PROVOST AND VICE PRESIDENT ACADEMIC**	**Roberta Iannacito-Provenzano**	Information
7.		**DISCUSSION ITEMS**		
	7.1	**2022-2023 Sexual Violence Policy Report**	**Tanya De Mello** **Roberta Iannacito-Provenzano** **Saeed Zolfaghari**	Information
	7.2	**Appointment of Academic Administrators Policy ("AAA Policy")**	**Roberta Iannacito-Provenzano** **Patrizia Albanese**	**Approval**
	7.3	**Appointment of Clinical Academic Administrators Policy ("ACAA Policy")**	**Roberta Iannacito-Provenzano** **Teresa Chan**	**Approval**
	7.4	**REPORT FROM THE CHAIR OF THE EMPLOYEE RELATIONS AND PENSIONS COMMITTEE**	**David Porter**	
	7.4.1	Amendment #1 to the Toronto Metropolitan University Pension Plan Amendment #1 to the Total Earnings Supplemental Plan	Jan Neiman	**Approval**
	7.4.2	Amendments to the ERPC Terms of Reference & Summary of Delegated Roles & Responsibilities in the Governance of the Toronto Metropolitan University Pension Plan	Jan Neiman	**Approval**
	7.5	**REPORT FROM THE CHAIR OF THE FINANCE COMMITTEE**	**David Porter**	
	7.5.1	Financial Statements (unaudited) for the period ending October 31, 2023	Joanne McKee	**Approval**
	7.5.2	2023-24 Enrolment Update	**Kimberley McCausland**	Information

	8.	**FOR INFORMATION**		
	8.1	**REPORT FROM THE CHAIR OF THE FINANCE COMMITTEE**	David Porter	Information
	8.1.1	Fiera Capital Quarterly Report - September 30, 2023	Joanne McKee	Information
	8.2	Periodic Program Review Summary and Implementation Plan Reports approved in 2022-2023	Roberta Iannacito-Provenzano Sean Kheraj	Information
	8.3	Canadian University Survey Consortium (CUSC) First-Year Student Survey 2022	Kimberley McCausland	Information
3:00	**9.**	**ADJOURNMENT**		
		NEXT MEETING: January 29, 2024		

Toronto Metropolitan University

MISSION STATEMENT

The special mission of Toronto Metropolitan University is the advancement of applied knowledge and research to address societal need, and the provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields.

As a leading centre for applied education, Toronto Metropolitan University is recognized for the excellence of its teaching, the relevance of its curriculum, the success of its students in achieving their academic and career objectives, the quality of its scholarship, research and creative activity, and its commitment to accessibility, lifelong learning, and involvement in the broader community.

Toronto Metropolitan University

By-Law No. 1 Being the General By-Laws of Toronto Metropolitan University

ARTICLE 9

CONFIDENTIALITY AT BOARD MEETINGS HELD IN CAMERA

"Attendees are reminded that discussions entered into and the decisions made during this *in camera* session are carried out in confidence and are not to be repeated or discussed outside the room in which the Board is meeting except with others who are in attendance at this *in camera* session and who agree to abide by these conditions or as otherwise provided in these conditions.

Any written material provided for this *in camera* session will be retained in confidence afterwards, or at my discretion be required to be returned to the Secretary at the end of the meeting.

Decisions reached during this *in camera* session which are to be announced after the meeting will be made public by the Chair or such other individual as is designated by the Chair, by official announcement or press release only and such publication does not free members of the obligation to hold in confidence the discussions which took place in this *in camera* session or the material involved.

Any person present who does not agree to abide by these conditions is asked to leave the meeting room at this time. The continued presence of a member or others in the room during the discussion at this *in camera* session shall indicate acceptance of these conditions."

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Execution of Contracts Policy

STRATEGIC OBJECTIVES:

___ Academic
___ Student Engagement and Success
___ Space Enhancement
___ Reputation Enhancement
_X_ Financial Resources Management
___ Compliance (e.g., legislatively required)
_X_ Governance

ACTION REQUIRED: Approval

SUMMARY:

Toronto Metropolitan University (the "University") has undertaken a review of the *Execution of Contracts Policy* ("Policy") to align the signing limits with changes that have been made to the *Broader Public Sector Accountability Act ("BPSAA"))* by the Ontario Government that will take effect January 1, 2024 and to provide consistency with common practice.

BACKGROUND:

The BPSAA sets out certain spending thresholds under which organizations subject to the BPSAA (including the University) are required to obtain quotes or put contracts out to tender. The minimum signing threshold in the University's Policy has traditionally reflected the minimum tendering threshold under the BPSAA. The Ontario government has announced increases to the tendering thresholds that will take effect January 1st, 2024, and the University is proposing a revision to the first level signing authority threshold under the Policy, increasing it from One Hundred Thousand Dollars ($100,000) to One Hundred and Twenty Thousand Dollars ($120,000) to align with the BPSAA increases.

In addition to certain editorial revisions to provide consistency and clarification, the Policy has been revised to:

- remove the "Executive Director" title from the first-level signing authority threshold and add the title "Chief" to better reflect the organizational structure of the University and those individuals reporting to the second-level signatories;
- remove the requirement that the General Counsel signs all Student Placement Agreements for student placements or practicums within Canada; and
- make explicit that the Vice-President Research and Innovation is the signing authority for agreements concerning scholarly, research and creative activities in accordance with Senate Policy 154.

COMMUNICATIONS STRATEGY:
The updated policy will be posted on the Board of Governors's website and a communication will be sent to all Vice-President's offices and relevant offices that engage with the Policy detailing the changes, with a link to the updated policy and procedures.

ATTACHMENT: Execution of Contracts Policy (revised)

PREPARED BY:
Name: Jennifer MacInnis, Associate General Counsel and Assistant Secretary of the Board of Governors
Date: November 20, 2023

APPROVED BY:
Name: Wendy Lawrence, General Counsel and Secretary of the Board of Governors
Date: November 21, 2023

Execution of Contracts Policy

- Related Documents: Approval Authority Schedule Policy; Purchasing Policy; Delegation of Authority Policy; (PDF file) Senate Policy 154: Signing of Research Applications and Agreements in Support of Research; (PDF file) Senate Policy 95 The Development and Approval of International Partnerships and International (and National) Mobility Programs, Naming Policy, Sponsorship Policy
- Owner: General Counsel and Secretary of the Board of Governors
- Approver: Board of Governors
- Approval Dates: March 2003, November 2009, June 2011, November 2013, March 2020

I. Purpose

The purpose of this policy is to specify the roles within the University which are authorized to sign Contracts on behalf of the University to ensure that only those individuals with appropriate budget approval and accountability sign Contracts on behalf of the University.

II. Scope and Application

This Policy applies to all faculty, staff and students of the University.

This Policy is to be read in conjunction with the University's other policies and procedures applicable to purchasing, contracting and specific activities applicable to such Contracts.

III. Definitions

a. "Capital Project" means a project that concerns the demolition of existing buildings or infrastructure, new construction, the renovation or renewal of existing facilities or infrastructure, and the acquisition or sale of real property.

b. "Collective Agreement" means a Contract between the University and one of its trade unions or employees' associations that regulates the terms and conditions of employees at work.

c. "Contract" means an agreement with an individual or entity that creates obligations on behalf of the University including, but not limited to, any contract (including any renewal, extension or amendment of an existing agreement), subcontract, letter of intent, memorandum of understanding, memorandum of agreement, legal action, memorandum of settlement, minutes of settlement, academic agreement, employment contract, gift agreement, lease, license, purchase requisition/order, deed, transfer, instrument, assignment, obligation, certificate, end user license agreement, data transfer agreement, or other document.

d. “SRC Agreement” means a Contract that concerns or affects the undertaking of scholarly, research or creative activity under the auspices of the University.

e. “Signing Authority” means the individual who has been granted authority to sign a Contract in accordance with this Policy.

f. “Student Placement Agreement” means a Contract that concerns the provision of discipline-related work experience to a student as a component of an academic program.

g. “University” means Toronto Metropolitan University

IV. Policy

1. Signing Authority

a. An individual may only sign a Contract on behalf of the University if they have explicit authority to do so under this Policy, or if that authority has been properly delegated to them by the relevant Signing Authority.

b. Except as set out below, the Signing Authority for a Contract is determined by the Contract’s total aggregate value as set out in Schedule A.

c. The Signing Authority for SRC Agreements is the Vice President Research and Innovation.

d. The Signing Authority for Student Placement Agreements for student placements or practicums within Canada is the Provost and Vice President Academic. The Signing Authority for Student Placement Agreements for student placements or practicums outside of Canada is determined in accordance with Senate Policy 95: *The Development and Approval of International Partnerships and International (and National) Mobility Programs*.

e. The Signing Authority for Collective Agreements is the President and the General Counsel and Secretary of the Board of Governors, provided that the Collective Agreement has been approved by the Board of Governors.

f. The Signing Authority for Contracts concerning the employment of individuals by the University other than Collective Agreements is the hiring supervisor as directed by Human Resources.

g. The Signing Authority for Contracts relating to the lease or license of space is the Vice-President, Administration and Operations in addition to the Signing Authority specified in Schedule A.

2. Contracts relating to the disposition of legal actions including, but not limited to, minutes of settlement and memorandum of settlement, require the prior approval of the General Counsel and Secretary of the Board of Governors before they are signed by the appropriate Signing Authority.

3. Prior to signature by the Signing Authority(ies), the following requirements must be met for all Contracts:
    a. The terms of the Contract must be reviewed and approved in advance by the relevant unit(s) within the University including, as appropriate, the Privacy Office, Communications and Computing Services, and Insurance and Risk Management;

    b. The Contract must be reviewed by the Office of the General Counsel and Board Secretariat; and

    c. An assessment of the risks to which the University may be exposed to by entering into the Contract must be prepared by the unit seeking approval and provided to the Signing Authority.

4. The term of a Contract, including any renewals and extensions, should not exceed five (5) years, unless such term is otherwise approved by the Office of the General Counsel and Board Secretariat.

5. Typed or stamped signatures are not accepted as original signatures on Contracts. Electronic and digital signatures will be accepted as original signatures on Contracts only with the prior approval of the Office of the General Counsel and Board Secretariat.

V. Jurisdiction

This Policy falls under the jurisdiction of the Office of the General Counsel and Board Secretariat.

The General Counsel and Secretary of the Board of Governors is responsible for the interpretation and application of this Policy, and the creation and promulgation of such procedures and guidelines as necessary or desirable to give effect to this Policy.

Schedule A:
Signing Authority

Total Value in the Aggregate	Signing Authority
$0 - $120,000	Any one of the following: Assistant or Associate Vice President, Vice-Provost, Deputy Provost, Dean, Chief, or equivalent or higher ranked individual within the University provided such Contract concerns matters within their areas of responsibility for which they have budgetary authority.
$120,001 - $2,500,000	Any one of the following: President and Vice Chancellor, Provost and Vice President Academic, Vice President Administration and Operations, General Counsel and Secretary of the Board of Governors, Vice President, University Advancement and Alumni Relations, Vice President, Research and Innovation, Vice President, Equity and Community Inclusion, Chief Financial Officer.
$2,500,001 - $10,000,000	Any two of the following: President and Vice Chancellor, Provost and Vice President Academic, Vice President Administration and Operations, General Counsel and Secretary of the Board of Governors, Vice President, University Advancement and Alumni Relations, Vice President, Research and Innovation, Vice President, Equity and Community Inclusion, Chief Financial Officer.
$10,000,001 or greater	Any two of the following with the prior approval of the Board of Governors (except as noted below): President and Vice Chancellor, Provost and Vice President Academic, Vice President Administration and Operations, General Counsel and Secretary of the Board of Governors, Vice President, University Advancement and Alumni Relations, Vice President, Research and Innovation, Vice President, Equity and Community Inclusion, Chief Financial Officer. Provided that a Contract with a value of $10,000,001 or greater concerning a Capital Project does not require prior approval by the Board of Governors if the Board of Governors has approved the budget for the Capital Project.

DRAFT RESOLUTION

RE: Execution of Contracts Policy

BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the revised Execution of Contracts Policy as presented, with an implementation date of January 1, 2024.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Banking Resolution

STRATEGIC OBJECTIVES:

_____ Academic
_____ Student Engagement and Success
_____ Space Enhancement
_____ Reputation Enhancement
__x_ Financial Resources Management
_____ Compliance (e.g. legislatively required)
__x_ Governance

ACTION REQUIRED: Approval

SUMMARY:

The Chief Financial Officer ("CFO") has requested that the Controller, Director Financial Accounting and Reporting, and the Associate Director, Investment Services be delegated powers and be authorized to sign banking, investing, and debt related documents as may be required from time to time, to conduct routine and operational treasury and investing related business transacted under the direction of the CFO.

BACKGROUND:

Article 24 (Borrowing and Banking) of the Board of Governors (the "Board") By-Laws permits the Board to designate specific roles within Toronto Metropolitan University (the "University") who, in addition to the CFO, may endorse or otherwise transact banking business on behalf of the University.

The Board had previously delegated the above-noted authority to the Director, Treasury and Investing Services by way of a resolution passed by the Executive Committee on behalf of the Board on May 26, 2020.

In order to ensure continuity and efficiency in undertaking the day-to-day financial and treasury activities of the University, the CFO is requesting that two (2) additional financial positions, the Controller, Director Financial Accounting and Reporting, and the Associate Director, Investment Services, be added to the delegation of authority to enable those roles to sign banking and investing related documents and conduct routine banking and investing business on behalf of the University. These financial positions also require Chartered Professional Accountant or

Chartered Financial Analyst designations.

PREPARED BY:
Name: Jennifer MacInnis, Associate General Counsel and Assistant Secretary of the Board of Governors
Date: November 1, 2023

APPROVED BY:
Name: Joanne McKee, Chief Financial Officer
Date: November 1, 2023

DRAFT RESOLUTION

RE: Banking Resolution

BE IT AND IT IS HEREBY RESOLVED:

THAT in addition to the Chief Financial Officer, the Board of Governors delegates powers and authorizes the: (i) Controller, Director Financial Accounting and Reporting; (ii) Director, Treasury and Investing Services; and (iii) Associate Director, Investment Services, to sign documents on behalf of Toronto Metropolitan University as may be required to conduct banking, investing, and debt related business transacted under the direction of the Chief Financial Officer.

November 28, 2023

Toronto Metropolitan University
President's Update to the Board of Governors
November 28, 2023

HONORARY DOCTORATES

Sincere thanks to all those involved in honorary doctorate nominations, and to the Awards and Ceremonials Committee. At Fall Convocation, we honoured:

Izzeldin Abuelaish – human rights and peace activist; physician; author; professor of public health; founder of charitable foundation Daughters for Life; Doctor of Laws.

Lisa LaFlamme – broadcast journalist; former anchor of CTV National News; humanitarian; Doctor of Laws.

CONGRATULATIONS

Umberto Berardi, Canada Research Chair (CRC) in Building Science and professor of architectural science, and *Pamela Palmater*, chair in Indigenous governance and professor of politics and public administration, have been named members of the Royal Society of Canada's College of New Scholars, Artists, and Scientists. Umberto's citation highlights his "transforming the building industry by using new technologies (phase change materials and aerogels) to develop sustainable building facades that are more resilient and energy efficient." Pamela's citation speaks to her "shaping national conversations on the legal, political, and social issues facing Indigenous peoples in Canada" and notes that "her leadership has directly influenced legislative change."

Professors *Habiba Bougherara* (Mechanical and Industrial Engineering) and *Lesley G. Campbell* (Chemistry and Biology) have been awarded $1 million by the Weston Family Foundation to produce a proof-of-concept of their platform iGrow, as part of the Homegrown Innovation challenge. Along with 10 other university teams from across Canada, they have reached the second phase of the competition, which asks participants to develop a system for extending the growing season of blackberries and raspberries. Working with academic and industry partners, Habiba and Lesley have devised iGrow as a pesticide-free growing system that uses self-monitoring, analysis, and reporting technology (SMART) to control the microclimate around the plant in response to its needs. In January 2025, the top four teams will receive up to $5 million each to build their system at farm scale.

The Diversity Institute (DI) has received $2.4 million in federal funding through the Skills for Success program for its project ADaPT4Success, as announced by the government in October. Led by Wendy Cukier, the DI's founder and academic director, the project, which launched in April, aims to increase and diversify the talent pool available to small and medium enterprises (SMEs) in Canada. It provides online training modules on social-emotional and digital skills to members of equity-deserving groups, and it connects job seekers with SMEs.

Bilal Farooq, professor of civil engineering, has been renewed as a Tier 2 CRC in Disruptive Transportation Technologies and Services (DTTS). In his second five-year term as a CRC, he will use machine learning and virtual reality to develop new technologies and tools to identify and understand factors affecting the sustainable adoption of DTTS in smart cities.

Irene Gammel, director of the Modern Literature and Culture Research Centre (MLC), has received an Obama Fellowship from the Obama Institute for Transnational American Studies at the University of Mainz in Germany. The institute offers fellowships to "outstanding international scholars" to pursue their research, teach graduate students, and give a public lecture. In Summer 2024, Irene will travel to Mainz, where she will develop an international network for the MLC and conduct research related to one of the MLC's current themes, COVID-19 Life Writing Studies.

Roberta Iannacito-Provenzano, provost and vice-president, academic, has received a Professional Excellence Award from the Canadian Italian Business and Professional Association of Toronto (CIBPA). The awards are given to leaders "who make Canada a better place to work, live and grow."

Michael Kolios, associate dean, research, innovation, and external partnerships with the Faculty of Science, has received the 2023 Carl Hellmuth Hertz Ultrasonics Award from the Institute of Electrical and Electronics Engineers (IEEE). The award recognizes a mid-career researcher's significant contributions to the field of ultrasonics—in Michael's case, as his citation states, for "ground-breaking contributions to quantitative ultrasound and photoacoustics."

Professors *Danielle Lamb* (Organizational Behaviour and Human Resource Management), *Asmaa Malik* (Journalism), and *Ruth Panofsky* (English) have been selected as visiting scholars at the University of Toronto's Massey College for the 2023–24 academic year. They will receive space and resources at the college to pursue their research and creative endeavours. Danielle will be researching the impact of the COVID-19 pandemic on the Indigenous labour market, as well as the impact of gig work on workers' employment prospects. Asmaa's research will assess equity and inclusion in Canadian newsrooms and the degree to which news stories reflect multiple experiences. Ruth will be researching editor and publisher Anna Porter's accomplishments and impact, for a project that expands on a chapter of her book *Toronto Trailblazers: Women in Canadian Publishing*.

Seven TMU researchers have received infrastructure awards totalling $932,000 from the Canada Foundation for Innovation's John R. Evans Leaders Fund to support their innovative projects. Among them are six recipients from the Faculty of Engineering and Architectural Science (FEAS):

Haitham Aboshosha (Civil Engineering), for the project "Towards Resilient Buildings Under Different Wind Scenarios"
Ahmet Emre Karataş (Aerospace Engineering), "Emissions' Characterization of Alternative Fuels at High Pressures"
ChungHyuk Lee (Chemical Engineering), "Advanced and Rapid Fabrication Platform of Electrode Structures for Fuel Cells and Electrolyzers"
Guangjun Liu (Aerospace Engineering), "Development of Autonomous Drones for Indoor Environments"
Jenn McArthur (Architectural Science), "Affordable Living Integrated Residential Testbed"

Dafna Sussman (Electrical, Computer, and Biomedical Engineering), “Maternal Fetal Diagnostics”

And one recipient from The Creative School:
Jonghun (Jay) Park (Graphic Communications Management), “Development of Collapsible Returnable Packaging for Direct-to-Consumer (D2C) Product Distribution”

PARTNERSHIPS

RESOURCES FOR MEDICAL TEACHING AND RESEARCH – On November 1, the School of Medicine finalized an affiliation agreement with the hospital system Trillium Health Partners (THP). THP serves Mississauga, West Toronto, and surrounding communities with three main sites—Credit Valley Hospital, Mississauga Hospital, and Queensway Health Centre. As an established community teaching hospital system with a prominent research and innovation institute (the Institute for Better Health), THP will provide clinical learning environments for medical learners from the School of Medicine, as well as access to resources that will help the School achieve its research goals.

EVENTS AND INITIATIVES

NSERC DISCOVERY GRANTS – On August 29, the Natural Sciences and Engineering Research Council of Canada (NSERC) announced more than $3.3 million in funding over the next five years for 16 TMU researchers as part of the Discovery research programs. According to the council, recipients’ projects “will help support trainees and will focus on pressing modern issues.” TMU’s successful applicants span the faculties of arts, engineering and architectural science, and science. In addition, three of the grant-winners have received early career researcher support through NSERC’s Discovery Launch Supplement program.

IMAGE CENTRE EXHIBITIONS – On September 12, the Image Centre unveiled its three current exhibitions. *Stories from the Picture Press: Black Star Publishing Co. & The Canadian Press* draws on the Centre’s Black Star press photography collection and the Canadian Press archives to tell 35 stories, in words and pictures, about then-current events and how the photo agencies captured them. *Cage Call* features prints of Toronto-born photographer Louie Palu’s work in mining communities in northeastern Ontario and northwestern Québec, where he documented industrial architecture and miners’ living conditions. Su Rynard’s *As Soon as Weather Will Permit*, a two-channel video, features the artist’s verbal and written dialogue with her uncle Vernon Rowley, a former U.S. Air Force radar operator, about his conflicted recollections of participating in the atomic bombing of Hiroshima, Japan in 1945. It also includes family archives, historical footage, and images of the airfield and bombing range where Rowley trained for the mission. *Stories from the Picture Press* runs until April 6, 2024; the other two exhibitions run until December 9, 2023.

HOMECOMING GAME – On September 22, the TMU Bold men’s hockey team played to a full house, defeating the McGill Redbirds 4–2 in front of more than 2,700 spectators. The game marked the first appearance of the TMU varsity teams’ new mascot, Frankie the Falcon, whose name was chosen by a community vote. According to the original shortlist announcement, “to be frank is to be free – to think boldly, to be open-minded, to seek and tell the truth. … As we’re being frank about our past, this is a

name that marks a turning point for our institution – all the while sounding friendly, familiar and accessible." The new mascot posed for photographs with audience members, who were also treated to free cupcakes commemorating our institution's 75th anniversary. The game was preceded by a tailgate party in the Pitman Quad.

ONTARIO LIBERAL PARTY DEBATE – On September 22, the TMU Democracy Forum hosted the first public debate between the five candidates for leader of the Ontario Liberal Party. Moderated by Dais Senior Fellow Martin Regg Cohn along with student co-host Lilah Mansour of the Lincoln Alexander School of Law, the debate featured Mississauga Mayor Bonnie Crombie, MP Nathaniel Erskine-Smith, MPP Ted Hsu, MP Yasir Naqvi, and MPP Adil Shamji. It was broadcast live on CPAC television and the Toronto Star's website. Topics the candidates covered included housing and the unhoused, affordability, minimum and living wages, voter turnout, electoral reform, health care and mental health, the environment, social justice, and ways to fund the City of Toronto. Candidates also responded to rapid-fire questions with answers limited to 5 to 20 seconds; among them was, "If you win the leadership, what role would you give the other candidates?" All five expressed an openness to working closely with the other four.

ORANGE SHIRT DAY / INDIGENOUS WELLBEING AND CULTURAL PRACTICE LEAVE – On September 29, TMU commemorated Ozaawaa Babigoyaan Giizhigad (Orange Shirt Day). Community members wore orange shirts in honour of victims and survivors of the residential school system. The day featured Indigenous teachings and presentations, an Indigenous lunch, the raising of the survivors' flag in the Kerr Hall Quad, a silent memorial walk around campus, and a virtual tour of the Mohawk Institute Residential School on the Six Nations reserve. Also on Orange Shirt Day, TMU announced the implementation of an Indigenous Wellbeing and Cultural Practice Leave, through which Indigenous staff from Canada can take up to five paid days per year to support healing and wellbeing, including cultivating cultural interests and practices. The leave is a direct response to recommendations from the TRC Community Consultation Summary Report and the Standing Strong Task Force Report, and to the broader historical context in which Indigenous People have systematically been denied the right to practice their cultural and spiritual traditions.

WELLBEING WEEK – From October 2 to 6, the Mental Health Lead partnered with Workplace Wellbeing Services and Student Wellbeing to host TMU's second annual Wellbeing Week. Its theme was "Creating Connection, Cultivating Community," and events focused on three "key connections": with oneself, with others, and with the community. A Wellbeing Connection Fair gave students opportunities to connect with service providers, campus programmers, and peers. The week also featured a tour of the Urban Farm followed by a harvest party; a community conversation and mural-making event; workshops on topics including grief literacy and relational models of collaboration at work; physical activities including yoga and rollerskating; and Resource Roadmap, an event that showcased spaces across campus that support and promote well-being.

SUPPORTING AND EXPANDING INDIGENOUS SRC – On October 24, TMU announced the Indigenous SRC Distinction Fund and the Supplemental indigenous SRC Fund, both of which will support Indigenous tenured or tenure-track professors' scholarly, research, and creative (SRC) activities and expand Indigenous scholarship at TMU. The Indigenous SRC Distinction Fund, available once every two years, will award one professor up to $25,000 to support SRC activities. Priorities include collaborations with

Indigenous communities, involvement of Indigenous undergraduate or graduate students, and research addressing issues of significance to Indigenous Peoples in an urban context. The Supplemental Indigenous SRC Fund will provide 10 professors per year with up to $5,000 each to support SRC programs; a key focus for the funding program will be the training of Indigenous undergraduate and/or graduate students. Both programs were established in response to the Truth and Reconciliation Community Consultation Summary Report (2018), the Next Chapter action plan, and recommendations from Indigenous faculty members and staff. The programs are being administered by the Office of the Vice-President, Research and Innovation.

OLIVIA CHOW DEMOCRACY FORUM – On October 25, Mayor Olivia Chow returned to the TMU campus to participate in the Democracy Forum event "Mayor Olivia Chow at TMU: Winning an Election, Governing a City." Onstage at the Dais, Mayor Chow took questions from the audience and from host Martin Regg Cohn, Dais senior fellow. She discussed forging connections with voters and provincial and federal politicians through shared experience and empathy, as well as her strategies to fix public transit and solve the housing crisis, her plan to open up the municipal budgeting process to extensive consultation, the importance of taking into account people's lived experience in making policy, and how her experience of teaching at TMU as former distinguished visiting professor influenced her successful mayoral campaign.

BLACK SCHOLARSHIP INSTITUTE – On October 26, TMU announced and soft-launched the Black Scholarship Institute (BSI), an initiative to combat anti-Black racism and promote Black flourishing and inclusive excellence. Housed in the Faculty of Community Services (FCS), the BSI will amplify Afrocentric perspectives and Black diasporic ways of knowing and communicating knowledge and wisdom; celebrate and support Black scholars, graduate, and postgraduate students in their academic, scholarly, and career pursuits; and deepen academic-community collaboration through transformative research on the complex issues facing Black individuals and communities. From November 30 through May, the BSI will hold a series of consultations with community elders, alumni, TMU supporters, and the wider Black community to seek input on the BSI's direction, identify potential sources of funding, and foster opportunities for interdisciplinary collaboration. The institute was launched by the Faculty Working Group of the Presidential Implementation Committee to Combat Anti-Black Racism (PICCABR). Its interim director is Grace-Camille Munroe, who previously served as the PICCABR's manager of projects and operations.

***from the* President's Calendar**

September 7, 2023: I met online with Ramy Sallam, president of Universities Canada in Egypt, to discuss TMU's activities in Egypt.

September 7, 2023: Along with Todd Carmichael, interim executive director of TMU Global, I met online with Louis Dumas, ambassador of Canada to Egypt, to update him on TMU's activities in Egypt.

September 7, 2023: I attended a luncheon at the Albany Club that featured a discussion and Q&A session with Ontario Minister of Infrastructure Kinga Surma.

September 8, 2023: Over lunch in Brampton, chief of staff and senior director, government relations Matthew Baker and I met with Brampton MPPs Hardeep Grewal (Brampton East), Graham McGregor

(Brampton North) and Amarjot Sandhu (Brampton West) to update them on the progress of the medical school.

September 8, 2023: In Brampton, Matthew Baker and I had an introductory meeting with Yudhvir Jaswal, group editor and CEO of South Asian-Canadian media company Y Media Group and board member at William Osler Health System, to discuss TMU's initiatives in Brampton.

September 8, 2023: In Brampton, Matthew Baker and I met with Deputy Mayor Harkirat Singh and Peel Regional Councillor Gurpartap Singh Toor to update them on the progress of TMU's work in Brampton.

September 11, 2023: I delivered remarks welcoming Mélanie Joly, Canada's minister of foreign affairs, to the Dais, where she spoke and answered questions about Canada's position in the world and its role in advancing global democracy.

September 11, 2023: I welcomed Nancy Gardiner, president of the Federal Economic Development Agency for Southern Ontario, to campus for a tour. We visited the Interactive Nursing Lab and the DMZ to showcase some of TMU's innovative work in healthcare education and business training.

September 12, 2023: At TMU's Celebration of Long Service Milestones, I was proud to give welcoming remarks and, along with Roberta Iannacito-Provenzano, to congratulate the honorees onstage for their service of 25 years or more.

September 12, 2023: I welcomed to campus two representatives of KPMG in Canada—CEO and Senior Partner Elio Luongo and Managing Partner, Business Enablement and Operations Silvia Montefiore—who were introduced to Zone Learning and the Image Centre.

September 12, 2023: At the VIP preview and public party for the Image Centre's new exhibitions, I delivered remarks celebrating the Centre's significant role in showcasing the arts at TMU, as well as its attention to diversity and inclusiveness.

September 2023: I met online with Mohamed Ayman Ashour, Egypt's minister of higher education and scientific research, as well as Ambassador Dumas, to update them about TMU's activities in Cairo.

September 14, 2023: At the 10th annual World Sustainability Forum, I delivered a keynote address on the topic of improving the thermal storage of concrete mixtures in order to make the world's most widely used construction material more environmentally friendly.

September 15, 2023: In Mississauga, Matthew Baker and I had meetings with Peel Regional Councillors Dipika Damerla, Joe Horneck, and Alvin Tedjo, to update them on the progress of the medical school.

September 15, 2023: I met with Premier Doug Ford to update him on TMU's activities in Brampton.

September 17, 2023: At the Rogers Centre, I threw the ceremonial first pitch for the Toronto Blue Jays' game against the Boston Red Sox, which the Jays won 3–2.

September 18, 2023: In Vancouver, Board Chair Tony Staffieri and I met with Jim Pattison, chairman and CEO of the diversified holding company Jim Pattison Group, to give him an overview of TMU's activities and initiatives.

September 20, 2023: I was pleased to attend the Indigenous Student Orientation Welcome Celebration hosted by Gdoo-maawnjidimi Mompii (We Gather Here) Indigenous Student Services, where I delivered remarks welcoming new and returning students.

September 20, 2023: At an advancement dinner for community leaders in the South Asian diaspora hosted by TMU on behalf of the School of Medicine, I gave remarks articulating TMU's vision for community-centered healthcare in Brampton. Dean of Medicine Teresa M. Chan, Executive Director of Health Innovation and Strategy Adam Kassam, School of Medicine Executive Director Sharanjeet Kaur, Roberta Iannacito-Provenzano, and I took questions from the attendees.

September 21, 2023: I welcomed three representatives of l'Université du Québec à Chicoutimi—Rector Ghislain Samson; Vice Rector of Research, Creation, Innovation and Partnerships Mohamed Bouazara; and rector's advisor Christian Fillion—to campus as part of a day-long tour. We met to discuss TMU's initiatives in engineering and healthcare.

September 21, 2023: At the Hub Café, I helped serve soup to students for the first of the 2023–24 monthly Free Soup Days, on which my office is partnering with TMU Eats.

September 22, 2023: Over lunch, I met with University Health Network (UHN) President and CEO Kevin Smith to continue our discussion about the medical school.

September 22, 2023: I attended an online meeting of Universities Canada about Canada/India relations and their impact on international students.

September 22, 2023: Proudly wearing my new TMU Bold hockey jersey, I attended the pre-game tailgate in the Pitman Quad for the Bold's homecoming game, before leading a procession up Church Street to the Mattamy Athletic Centre, where I took part in the ceremonial puck drop at centre ice.

September 25, 2023: I attended a regular virtual meeting of the board of Universities Canada.

September 26, 2023: In Mississauga, I met with Carlo Fidani, president and executive director of the FDC Foundation, to continue our discussion about the philanthropic work of the foundation and the progress of TMU's plans for the medical school.

September 26, 2023: I met online with Dan Mathieson, former mayor of Stratford and current special advisor, cybersecurity and municipal engagement at TMU, to discuss his work helping municipalities address their cybersecurity needs.

September 26, 2023: I hosted a dinner at TMU attended by Ontario Minister of Energy Todd Smith, at which the minister, academics, and energy industry leaders—including Praveer Sinha, CEO and managing director of Tata Power in India—had an informal conversation about deep electrification.

September 27, 2023: I met with Stacia Van Zetten (Civil Engineering '13), chief strategy officer and co-founder of Exact Technology, to discuss her work as an entrepreneur in the construction and precast industries.

September 27, 2023: I attended the youth sports charity Right to Play's annual Heroes Gala, at which Tony Staffieri, in his capacity as president and CEO of Rogers Communications, received the Corporate Hero Award.

September 28, 2023: I attended a regular online meeting of the COU's executive committee.

September 29, 2023: At the SLC for the Orange Shirt Day opening event, I gave remarks during which I announced TMU's implementation of the Indigenous Wellbeing and Cultural Practice Leave.

September 29, 2023: I met online with Claudette McGowan (PhD candidate in Computer Science), CEO of cybersecurity software and services company Protexxa, to discuss potential collaboration between Protexxa and TMU in the area of cybersecurity.

October 3, 2023: At The Chang School's 20th anniversary celebration, I delivered remarks attesting to the transformative impact of the support G. Raymond Chang and his family have given to continuing education at our university.

October 3, 2023: I welcomed City Councillor Chris Moise (Ward 13—Toronto Centre) to the campus for a tour of the DMZ.

October 4, 2023: At Queen's Park, I attended an advocacy day reception for the Somali Centre for Culture and Recreation, and I delivered remarks in support of the community-driven initiative to create a space catering to the needs of Toronto's Somali communities.

October 4, 2023: I welcomed City Councillor Nick Mantas (Ward 22 Scarborough—Agincourt) to campus for a tour taking in the Redbull Gaming Lab, the Laboratory of Innovations in Transportation, and the DMZ.

October 4, 2023: Roberta Iannacito-Provenzano and I met with representatives of the Schroeder Ambulatory Centre, including founder Walter Schroeder, to continue our discussion about potential collaboration between the centre and our medical school.

October 4, 2023: At an alumni event for women in STEM, I delivered welcoming remarks reaffirming TMU's commitment to dismantling barriers faced by women working and studying in STEM fields.

October 5, 2023: Over breakfast, I met with David Piccini to discuss his new role as Ontario minister of labour, immigration, training, and skills development, and how TMU can work with his ministry.

October 5, 2023: I was pleased to attend a luncheon celebrating the first-ever cohort of holders of TMU postdoctoral fellowships for Black scholars. I delivered remarks congratulating the scholars and reaffirming TMU's commitments to supporting Black flourishing and amplifying the contributions of Black scholarship.

October 5, 2023: I attended the Art of Aging Through Meaningful Connections event, hosted on campus to showcase the Teri Project, an FCS-based initiative that addresses social isolation among residents of long-term care homes by nurturing intergenerational friendships. I delivered remarks highlighting the project's accomplishments in connecting community members between generations.

October 5, 2023: Over dinner, I and the leadership team of Toronto Metropolitan University International College met with the leadership team from Navitas; we discussed the progress of our partnership.

October 5, 2023: Over breakfast, I met with Scott Jones, Navitas group CEO; Brian Stevenson, Navitas president and CEO of university partnerships for North America; and Bonnie Patterson, education and governance consultant and past president of the COU, to continue our discussion about the progress of TMU's partnership with Navitas.

October 6, 2023: Teresa M. Chan and I met with Naveed Mohammad, past president and CEO of the William Osler Health System, to seek his advice on the implementation of our strategy for the medical school.

October 7, 2023: In Vaughan at a gala dinner for Imamia Medics International Canada's national conference, I delivered remarks articulating TMU's vision for the medical school in Brampton and the ways it has been informed by Brampton community members.

October 10, 2023: I met with Mississauga Centre MP and former federal minister of transport Omar Alghabra (Mechanical Engineering '94) to discuss the progress we at TMU are making with our activities and initiatives.

October 10, 2023: I met with Blake Hutcheson, president and CEO of the Ontario Municipal Employees Retirement System, to update him on the work we are doing at the law school and with the planned medical school, and to seek his advice and support.

October 10, 2023: At the inaugural FEAS Celebration of Excellence, I delivered remarks congratulating the recipients of student awards and thanking donors for supporting the development of engineers and architects who will be future leaders and changemakers.

October 11, 2023: At the Enhancing Equity in Ontario Elementary Education symposium, hosted at the Daphne Cockwell Complex, I welcomed elementary school educators from across Ontario and affirmed TMU's support for their efforts to build a more inclusive and equitable education system.

October 11, 2023: Along with interim Vice-President, University Advancement Rivi Frankle and Roberta Iannacito-Provenzano, I welcomed Marc Muzzo, president of the Muzzo Group of real estate and

construction companies, to campus for a tour of the Image Centre. We updated him on the progress of the medical school and other TMU initiatives.

October 11, 2023: At a recognition event for the Spanning the Gaps transition foundations program, I delivered welcoming remarks and introduced Toronto Raptor Chris Boucher, founder of the SlimmDuck Foundation, as he presented the first-ever SlimmDuck Scholarship to first-year midwifery student Helen Harry.

October 12, 2023: I participated in the fall convocation ceremony for TRSM, FoS, and the Yeates School of Graduate Studies.

October 12, 2023: I participated in the fall convocation ceremony for FEAS, FCS, and the Chang School, at which Izzeldin Abuelaish was awarded an honorary doctorate.

October 12, 2023: I met with Zakaria Abdulle, board chair of the Somali Centre for Culture and Recreation, to discuss the progress of the planned centre.

October 13, 2023: I participated in the fall convocation ceremony for the Faculty of Arts, The Creative School, and the Yeates School of Graduate Studies, at which Lisa LaFlamme was awarded an honorary doctorate.

October 16, 2023: Vice-President, Administration and Operations Saeed Zolfaghari, Matthew Baker, and I met with representatives of Toronto innovation facilities company Seeker Labs, including Managing Partner Cary Solomon, to discuss the medical school's need for laboratory space in Brampton.

October 16, 2023: I chaired a regular online meeting of Universities Canada finance committee.

October 16, 2023: As a member of the COU's executive head cohort, I attended a Queen's Park reception hosted by the COU to demonstrate to legislators and their staff how universities are helping address the key government priority to foster advanced manufacturing.

October 17, 2023: I attended a regular meeting of COU executive heads.

October 17, 2023: I attended a regular meeting of the COU Council.

October 17, 2023: I attended the fifth annual Excellence Gala hosted by the Horatio Alger Society, which provides needs-based scholarships for students pursuing postsecondary education.

October 18, 2023: Matthew Baker and I had an introductory meeting with Natalia Kusendova-Bashta, MPP for Mississauga Centre, parliamentary assistant to the minister of Francophone Affairs, and master's student in nursing research at TMU.

October 19, 2023: Matthew Baker and I met for lunch with Scott Allinson, chief of staff at the Ministry of Colleges and Universities, to update him on the progress of activities and initiatives at TMU.

October 19, 2023: Matthew Baker and I met online with Alison O'Leary, senior assistant deputy minister, communities and infrastructure at Infrastructure Canada, about the possibility of obtaining federal government funding for the medical school.

October 19, 2023: Roberta Iannacito-Provenzano and I met online with Rhiannon Rosalind (Arts and Contemporary Studies '08), CEO of the not-for-profit Conscious Economics. During the meeting, we gratefully accepted Rhiannon's offer to make her organization's financial wellness program Mindfulness and Money available free of charge for TMU's international students.

October 19–20, 2023: I participated in an online selection panel for the prestigious McCall MacBain scholarships at McGill, which offer full funding for master's and second-entry professional undergraduate programs. Over two days, the panel interviewed top candidates from the Middle East, North Africa, and Central Asia.

October 24, 2023: I gave welcoming remarks for TMU's Ontario Public Service Employees Union's 26th annual conference. I spoke about the conference's theme, "Inspiring and Empowering Inclusive Communication."

October 24–25, 2023: I attended Universities Canada's annual online membership meetings.

October 24, 2023: I welcomed Michelle DiEmanuele, secretary of the cabinet and clerk of the executive council for the government of Ontario, to campus, where I hosted her for lunch, a tour of the Interactive Nursing Lab, and a discussion with Teresa M. Chan. We spoke about the vision and objectives of TMU's forthcoming medical school and the practical training TMU gives nursing students.

October 25, 2023: I welcomed Mayor Chow back to campus for her Democracy Forum event (please see above under "Events and Initiatives"), at which I gave opening remarks highlighting TMU's role as a city builder.

October 25, 2023: I met with Mitzie Hunter, former MPP for Scarborough—Guildwood, to update her on TMU's recent activities and initiatives.

October 26, 2023: As chair of the Finance Committee, I attended a regular meeting of the board of Universities Canada.

October 29–November 1, 2023: I attended the Navitas Business Partners Conference in Bangkok, Thailand.

October 30, 2023: At the Navitas conference, I participated in a panel discussion on environmental, social, and corporate governance (ESG) as related to sustainability. Joining me on the panel were Arend Hardorff, executive board member at The Hague University of Applied Sciences; Julia Lambo, director of corporate communications and ESG at Navitas; and Linda Taylor, pro vice-chancellor, international at Western Sydney University. The discussion was moderated by Will Archer, co-founder of the International Education Sustainability Group and Climate Action Barometer for International Education.

November 2, 2023: In Bangkok, I visited Chulalongkorn University to meet with some of its executive leaders and discuss its impressive sustainability performance, which sees it ranked 17th globally in the latest Times Higher Education Impact Rankings.

November 6, 2023: Creative School Dean Charles Falzon, Roberta Iannacito-Provenzano, and I met with representatives of the Schroeder Foundation including its founder, Walter Schroeder. We visited Chrysalis (the School of Performance theatre) and the Red Bull Gaming Hub and discussed the possibility of expanding on our current collaboration on the medical school to incorporate the School of Nursing and The Creative School.

November 7, 2023: I stopped by the lunch event Chillin' on Gould to greet students who were purchasing bowls of chili. All proceeds went to United Way Greater Toronto.

November 7, 2023: I recorded welcoming video remarks for the CivicLabTO Symposium, which was held on November 15 at Centennial College and attended by City of Toronto senior staff as well as academic and staff representatives from across the CivicLabTO partnership, which includes eight higher education institutions in the GTA. I spoke about the importance of connecting municipal expertise to academic expertise.

Toronto Metropolitan University

Office of the General Counsel and Secretary of the Board of Governors

MEMORANDUM

To: Members of the Board of Governors

From: Wendy Lawrence, General Counsel, Secretary of the Board of Governors, and Chief Privacy Officer; Josie Lee, Director, Administration and Governance; Adela Mall, Senior Legal Counsel and Governance Officer

Subject: Report from the Secretary

Date: November 28, 2023

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1. Fall 2023 Convocation and Honorary Doctorate Ceremonies

The Convocation and Honorary Doctorate ceremonies were held on October 12 and 13, 2023, at the Mattamy Athletic Centre. The two (2) Honorary Doctorate recipients were as follows: Dr. Izzeldin Abuelaish and Lisa LaFlamme. Board Members S. Babikian, I. Gammel, and R. Rodrigues joined the stage party and congratulated the graduates.

2. Toronto Metropolitan University Board of Governors Leadership Award and Medal

The Toronto Metropolitan University (the "University") Board of Governors Leadership Award and Medal is presented to a graduate student at the Fall convocation ceremonies who demonstrates both exceptional academic achievement and outstanding leadership qualities. This is evidenced by the student's commitment to the University committees, extra-curricular activities, or involvement in student and university affairs. All University Gold medalists are eligible candidates.

The Fall 2023 Board of Governors Leadership Award and Medal winner is Katey Park, Psychology (Ph.D.), Faculty of Arts. Katey exemplifies the qualities honoured by this award. She is an exemplary scholar and an outstanding leader who has made several impactful contributions to the Department of Psychology, the University, and the broader community through her leadership activities, research, program evaluation and knowledge translation work. Katey's dedication to enhancing the well-being of graduate students through multiple channels has resulted in concrete initiatives to enhance student support within and beyond the department. Her outstanding scholarship and impressive curriculum vitae has been recognized by prestigious funding bodies, including a Social Sciences and Humanities Research Council doctoral award.

Thank you to members of the selection committee: C. Dunne, Executive Director, Ted Rogers School of Management Student Services; E. Lee, Director, Administration and Governance,

Office of the General Counsel and Secretary of the Board of Governors (GCBS); J. MacInnis, Associate General Counsel and Assistant Secretary of the Board of Governors, GCBS (Chair); J. Pak, Associate Professor, Graphic Communications Management; D. Pirner, Associate Director, Post Diploma Degree Program, Daphne Cockwell School of Nursing; and S. Wylie, Associate Professor, Undergraduate Program Director and Co-op Advisor, Chemistry, Department of Chemistry and Biology.

3. Lincoln Alexander Law Student Society Fee Referendum 2023

The Election Procedures Committee met on November 6, 2023, to confirm the results of the Lincoln Alexander Law Student Society Fee referendum. J. Webster, the Returning Officer for the 2023-24 academic year, advised that the Lincoln Alexander Law Student Society Fee referendum did not pass with a vote of 91 for no and 72 for yes. The Election Procedures Committee approved the result of the Lincoln Alexander Law Student Society Fee referendum. An appeal of the result has been initiated by a student at the Lincoln Alexander School of Law.

4. Board of Governors Elections 2024

The Election Procedures Committee approved the dates for the 2024 Board of Governors Elections. The nomination period for the Administrative Staff, Faculty, and Student Board of Governors elections is from February 1 to 9, 2024. The voting period for the Administrative Staff, Faculty, and Student Board of Governors elections is from March 5 to 8, 2024. The nomination period for the Alumni Board of Governors election is also from February 1 to 9, 2024, but the election period is from June 12 to 26, 2024, due to the need for a longer campaign period.

5. Governance Essentials Training

The Governance Essentials Training program provides Board members with an introduction to corporate governance and financial oversight at the University. All Board members are encouraged to attend the training sessions. Participants who attend all the training sessions will be awarded a certificate of completion. The program schedule is posted on Diligent, and the training materials will be posted on Diligent in the Resource Centre following each session.

Financial Literacy Modules 1: Thank you to Joanne McKee, Chief Financial Officer, who provided Board members with a review of the differences between profit and not-for-profit entities and an overview of basic financial statements on October 5, 2023. J. McKee also provided a detailed review of concepts and terminology that are unique to not-for-profit organizations and a review of the relationship between the financial statements and the role they play in the Board's financial oversight and the University's fiscal well-being.

The upcoming sessions are as follows:

Research and Innovation
December 6, 2023, 10:00 a.m. to 11:30 a.m. (rescheduled)

Introduction to Performance Measurement at Toronto Metropolitan University
January 15, 2024, 10:00 a.m. to 12:00 p.m. (rescheduled)

Financial Literacy - Module 2
February 7, 2024, 3:00 p.m. to 4:30 p.m.

6. Council of Ontario University Secretaries Annual Conference

Members of the Board Secretariat team attended the Council of Ontario University Secretaries ("COUS") Annual Conference on November 10, 2023. The COUS Annual Conference for Governance Professionals provides a forum to discuss governance best practices and challenges.

Toronto Metropolitan University Board of Governors
Provost and Vice-President, Academic
Report for meeting of November 28, 2023

BOARD GREETINGS

With the academic year well under way, I am excited to share news about the upcoming Academic Plan, the School of Medicine and recent developments that illustrate the ways we act locally while bringing the world to Toronto Metropolitan University (TMU).

Academic Plan – The planning process for TMU's 2025-2030 Academic Plan is officially underway. The process will take 18 months and is being carried out with the support of the academic plan advisory group, comprising 32 members from across the university—among them, faculty, librarians, staff and students. Phase one will include initial consultations and conversations with TMU community members. In large- and small-group sessions, both virtually and in-person, we will assess the values and priorities set out by the current plan, as well as its impact, and we will discuss what, and how, we can do better. A draft plan will be developed following these sessions. In phase two, this draft will be discussed during another series of consultations and town halls. This phase will focus on identifying the strategies, actions and resources we will need to implement the final plan. Information about the timing of consultation sessions will be made available on the Academic Plan website.

School of Medicine – To meet the deadlines for achieving accreditation and establishing operational residency programs by July 2025, the postgraduate medical education team is undertaking a significant recruitment push to fill key leadership positions. Hires that have either been recently completed or are underway include interim collaborative program directors for residency programs, an interim assistant dean of primary care and a program director of postgraduate medical education. To address a critical priority for the accreditation process, the team has also begun a robust recruitment campaign for clinical faculty members for both the Doctor of Medicine (MD) and residency programs. Part-time clinical faculty members are being onboarded from clinical partners, and in the campaign's next phase, recruitment efforts will be broadened to community physicians.

Addressing Community Needs – This fall, P2E x TMU Community Tutoring, a partnership between the Student Life and Learning Support unit at TMU and Pathways to Education (P2E), launched its second session. The program organizes one-on-one and group tutoring sessions on STEM subjects by TMU undergraduates from equity-deserving backgrounds to secondary students with similar backgrounds in the Regent Park area. In September, five tutees from the program's first session (which ran from January to June 2023) began their studies at TMU.

On October 5, 2023, TMU hosted the event The Art of Aging Through Meaningful Connections, in celebration of the Teri Project, which matches students in the Faculty of Community Services with residents of long-term care homes to facilitate intergenerational friendships. The event showcased student artwork inspired by these friendships as well as work made collaboratively by students and

seniors. In attendance were funders, partners, students and representatives from long-term care homes and other agencies that support the GTA's aging population.

On November 6, 2023, the Faculty of Arts launched its first Black Food Sovereignty policy paper, "Food Sovereignty for Black Communities in Toronto: Challenges and Policy Opportunities." The launch event included a discussion of issues emerging from the paper, featuring panelists from the Dalla Lana School of Public Health, TMU's Centre for Studies in Food Security and the City of Toronto's Confronting Anti-Black Racism unit.

Supporting International Students – To kick-off the 2023-2024 academic year, the International Student Support team held approximately 150 welcome appointments and led more than 15 programming and orientation events for over 600 international students.

This fall, the English Language Institute (ELI) launched a mentorship program, through which 15 ELI alumni mentors, representing five countries and 13 undergraduate programs across six faculties, are working to enhance the engagement and learning experience of international students in ELI's pathway programs. This October, as part of the program's focus on the United Nations' Sustainable Development Goals, the mentees volunteered with the Daily Bread Food Bank and the Good Food Centre to help fight food insecurity on campus.

The Ted Rogers School of Management (TRSM) has launched the Chan & Pang Family International Student Award for international students of Asian descent who have demonstrated community involvement. For the next five years, two students per year will receive $3,000 to help them pursue their education, thanks to a gift from philanthropist Rebcca Pang, advisor for the Ted Rogers Leadership Centre.

APPOINTMENT

Kimberley McCausland has been appointed interim vice-provost, university planning effective September 1, 2023. Kimberley has worked at the University Planning Office since she joined TMU in 2000. Most recently, she served as interim executive director, in which she led and supported work on the university's budget development and implementation, academic costing, student surveys, internal and external reporting, and enrolment analysis and performance measurement. She sits on the board of directors of the Canadian University Survey Consortium and has co-chaired the Professional Development Committee of the Council on University Planning and Analysis, a standing committee of the Council of Ontario Universities (COU). Kimberley holds an MA in sociology from Western University with a specialization in program and policy evaluation.

CONGRATULATIONS

Martin Anthony, professor of psychology, has been elected to the Canadian Academy of Health Sciences. The academy honours excellence among Canada's health and biomedical scientists and scholars. Martin's citation calls him one of "Canada's leading experts on the correlates and evidence-based treatment of anxiety and related disorders" and praises his "central role in the delivery of evidence-based mental health care in Ontario."

Nursing professors *Suzanne Fredericks, Mandana Vahabi* and *Josephine Pui-Hing Wong* have been elected as Fellows of the Canadian Academy of Nursing. Suzanne's citation highlights her "innovative and highly creative research program" and her work's "meaningful impact on reducing the burden of cardiovascular disease globally." Mandana's citation calls her "a leading expert in uncovering the complex systemic barriers to cancer screening and developing innovative programs to mitigate these barriers and improve health outcomes in marginalized and racialized communities." Josephine's citation asserts that her "demonstrated commitment to health equity and community self-determination… has advanced community-centred social innovation and implementation science in Canada and internationally."

Carolyn Johns, interim director of the School of Public Policy and Democratic Innovation, has been named the social science principal investigator for the research project Global Center for Understanding Climate Change Impacts on Transboundary Waters. The project received $10.49 million in funding over five years—$5 million in U.S. funds from the National Science Foundation and $3.75 million in Canadian funding through the National Science Foundation Global Centres initiative. The international project is jointly run by the University of Michigan and McMaster University.

Kamron Zahedi (Criminology '23) won the 2023 Global Undergraduate Awards' Social Science: Sociology & Social Policy category in the USA and Canada region. In his winning essay, Kamron analyzed the environmental and human rights impact of two Canadian mining corporations in Colombia. The competition is the world's largest international academic awards program, and TMU is proud that Kamron, and 15 other TMU students—including nine in the Engineering category—received the Highly Commended designation, ranking in the top 10% of submissions in their categories among all competitors.

PARTNERSHIP

Journalism and Ageing – The National Institute on Ageing (NIA) and the Toronto Star are partnering on two initiatives designed to produce journalism on ageing. The Journalism in Ageing fellowship will fund one mid-career Canadian journalist every year to collaborate with both Star reporters and the TMU School of Journalism, working on stories about issues and policies affecting older adults and how Canada can better support its ageing population. The NIA-Toronto Star Journalism in Ageing Prize, for journalists at any point in their career—including students—will give up to five recipients annually $5,000 each to work on an ageing-related journalism project.

EVENTS AND INITIATIVES

Sanctuary Scholars – This fall, TMU welcomed its inaugural cohort of 20 Sanctuary Scholars. Run by the Office of Social Innovation, the Sanctuary Scholars program enables students with precarious immigration status to pursue most of the undergraduate degrees offered by TMU at domestic tuition fee rates, as well as access to supports for navigating the university and overcoming status-related barriers. It is designed to further TMU's commitment to welcoming all people to an environment that fosters inclusivity, innovation and excellence.

Indigenous Education Week and Student-Led Pow Wow – From September 17 to 23, 2023, TMU held events across campus to mark Indigenous Education Week. The week kicked off with the annual TRSM Reconciliation in Business Conference. Organized by the Treaty Relations in Business Education (TRIBE) student group, the one-day event foregrounded the theme "Indigenous worldviews from the classroom to the boardroom." Among the other events were a hide tanning exhibit hosted by SciXchange, featuring photographs of tanning and finished hides produced by different techniques; a screening of the documentary short *(Dis)placed: Indigenous Youth and the Child Welfare System*, directed by Alberta filmmaker Melisa Brittain; an Indigenous student orientation session; a teaching and learning session in the rooftop medicine garden; workshops, presentations, discussions and social events. The week concluded with the first in-person Pow Wow at TMU since 2019. Organized by Indigenous undergraduate students, the Pow Wow featured a sunrise ceremony, a session on pow wow etiquette, a grand entry, dancing, drumming, singing and craft and food vendors.

Free Workshops for Entrepreneurs – On September 19, 2023, the DMZ launched Masterclass, a series of free, in-person workshops designed for entrepreneurs at all levels. The workshops range from Entrepreneurship 101 to International Market Expansion, and they explore topics such as leadership, financial planning, artificial intelligence and personal branding. Participants can earn Masterclass Verified Badges to display on their resumes and social media profiles. The workshops are held on weekday evenings at the DMZ Sandbox with free food provided, and they are intended to make learning and skill development accessible to everyone.

Anti-Racism Talks – From September 19 through November 14, 2023, the Dais hosted Anti-Racism Talks, a series of five public talks exploring education, climate change and online hate through the lenses of race and identity. In the first talk, Peter Amponsah, associate dean of the School of Community Studies at Sheridan College, and Kearie Daniel, executive director and co-founder of the non-profit Parents of Black Children, discussed the schooling of Ontario's Black youth. In the second, Bernie Farber, chair of the Canadian Anti-Hate Network, and Tema Smith, director of Jewish outreach and partnerships at the Anti-Defamation League, discussed antisemitism in Canada. In the third, Firdaus Ali, national project manager at the Canadian Council of Muslim Women, and Shawn Ullah, government relations officer at the National Council of Canadian Muslims, discussed Islamophobic hate speech online. In the fourth, Laura Mae Lindo, professor of philosophy at the University of Waterloo and former MPP for Kitchener Centre, and Jessica Yamoah, founder and CEO of Innovate Inc., discussed anti-Black hate online. In the fifth talk, Skw'akw'as/Sunshine Dunstan-Moore, Indigenous climate and policy advisor at the Victoria International Development Education Association, and Janna Wale, policy advisor, Indigenous partnerships and research at the Canadian Climate Institute, discussed environmental racism and Indigenous communities. The talks, which were organized in partnership with the Canadian Race Relations Foundation, are archived online at dais.ca/events/anti-racism-series.

Timberfever – From September 21 to 24, 2023, TMU hosted the ninth annual Timberfever architectural and civil engineering competition, organized by Moses Structural Engineers. Undergraduate students from 10 Canadian universities participated; they were split into 14 "scrambled" teams from various institutions, and tasked with designing and building an accessible transit shelter, including a protected bicycle storage space, out of lumber. Professional architects and engineers, as well as carpenters from Local 27, acted as volunteer mentors. The winning team, Delta, included two participants from TMU:

architectural science students Callista Permana and Sigalit Tsirulnikov. Their winning entry was a shelter designed for the intersection of Cherry Street and Mill Street, in the Distillery District. The second- and third-place teams included three and four TMU students, respectively.

Mapping Ontario's Black Archives – On September 22, 2023, professor of performance Cheryl Thompson and her team unveiled the website Mapping Ontario's Black Archives (MOBA), at mobaprojects.ca, an educational and informational resource that aims to enrich the province's shared history and honour the historical contributions of Black Canadians. The site provides links to, and information about, archives around Ontario that offer open access to digitized archival materials by and about Black Canadians—including photos, books, letters, manuscripts, journals, audio and video. The site introduces highlights from each archive and enables users to find archives relevant to their interests via keywords. It was launched at the end of a two-day speaker series and creative showcase hosted by the MOBA team: Artists and Archivists in Dialogue, which featured artists, performers, and scholars. The MOBA project has been funded by an Ontario Early Researcher Award with Cheryl as executive director and creative lead; it is now moving into a new phase, in which the team is working towards creating a public exhibition in 2025-26.

Live Journalism Festival – On September 23 and 24, 2023, The Creative School hosted the second annual International Live Journalism Festival. Journalists from Europe, South Africa and across Canada performed live versions of their stories in front of audiences, using multimedia tools and encouraging interactivity and dialogue. Attendees also participated in discussions about issues arising from the new practice of live journalism, such as ethics, fostering community involvement, merging art with journalism, and, in an introductory session, "What the hell is Live Journalism anyway?" The festival's penultimate event was a hackathon, in which student teams made pitches to live journalism editors; it concluded with the performance *Climate Cocoon,* hosted by TMU's live journalism research and creative lab, stitched! In this final event, members of live journalism organizations shared stories that created a collective "tapestry" documenting climate crisis events in various places and responses by individuals and communities.

Nuit Blanche Exhibits – On September 23 and 24, 2023, The Creative School's Innovation Studio hosted two exhibits as part of the all-night, free contemporary art celebration Nuit Blanche Toronto. Creative School Media and Design Innovation PhD student Stephen Severn's installation *Forticulture* featured plant-like papier-mâché sculptures made from printed articles containing queer and transphobic rhetorical fallacies. The colourful "plants" suggested the flourishing of queer lives despite these threats. *Crack in the Case* by elsewhere collective, a group of emerging Toronto-based artists with architecture backgrounds, was an immersive multimedia installation using audiovisual projections, ribbon screens, and two-way mirrors to present images that shifted depending on the viewer's position.

Esports at the Mattamy Athletic Centre – From September 28 to October 1, 2023, TMU played host to the Grand Finals of the international Overwatch League, an esports league for the first-person shooter video game Overwatch. Audiences at the Mattamy Athletic Centre watched five-person teams from China, South Korea, the United States and the United Kingdom compete for a prize pool of $1.8 million (USD), culminating in a 4-0 win for the Florida Mayhem against the Houston Outlaws in front of a sold-out crowd on October 1, 2023. The event marked the first time a university anywhere in the world

has hosted a championship event for a major video game title. Students from across The Creative School and the TMU Bold esports team gained experience and insight into esports event management by volunteering in support roles.

Ontario Universities Fair – On October 21 and 22, 2023, TMU participated in the Ontario Universities' Fair, the largest student recruitment event in Canada, which this year attracted 86,318 guests—10% more than last year. New to the fair was a system allowing registered guests to generate personalized QR codes that enabled universities to follow up easily with interested students. TMU scanned 7,889 such codes and engaged with many more visitors at our booth. Special thanks to the team of 603 TMU representatives—including 172 faculty members, 204 current students and 227 staff—who supported our participation and who gave every prospective student the feeling that TMU could be their home.

Open Access Week – On October 25 and 26, 2023, TMU Libraries hosted three events for TMU faculty members, instructors and researchers to mark International Open Access Week, which raises awareness of open-access materials—academic materials that are made available freely, and legally, online. Chief Librarian Mark Roberston hosted a virtual discussion about the value of open access research with academic leaders Teresa M. Chan, dean, school of medicine; Sean Kheraj, vice-provost, academic; and Michael Kolios, associate dean research, innovation, and external partnerships. A "show and tell" session featured a tour of the Library Collaboratory and a discussion with library experts about open-access tools for research and teaching. As well, a workshop showed faculty members and contract lecturers how to use RShare, the knowledge mobilization platform hosted by TMU Libraries.

Report from the Provost & Vice-President, Academic

Board of Governors Meeting
November 28, 2023

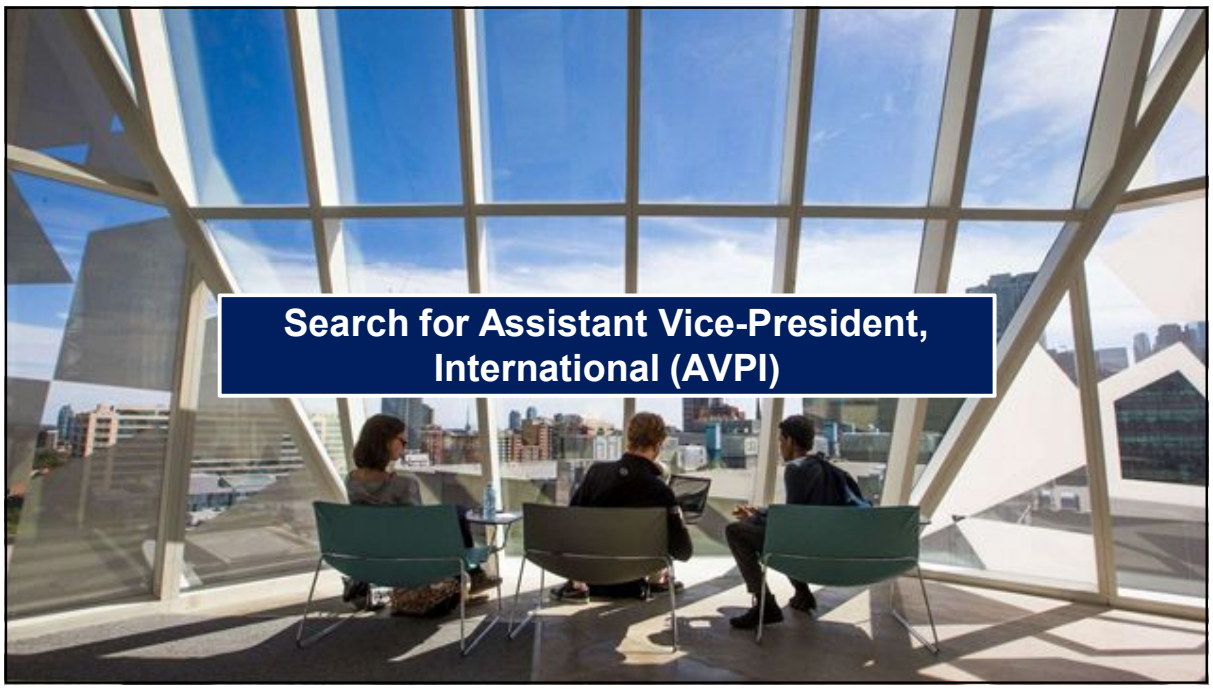
Roberta Iannacito-Provenzano

Toronto Metropolitan University

Academic Plan

School of Medicine

Strategic Enrolment Management


Search for Assistant Vice-President, International (AVPI)

"The Sanctuary Scholars program builds on TMU's shared responsibility as a community to ensure an environment where barriers to participation can be removed."
-Roberta Iannacito-Provenzano, provost and vice-president academic
THANK YOU VOLUNTEERS
Learning and Teaching

Thank you

Toronto Metropolitan University

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: 2022-2023 Sexual Violence Annual Report

STRATEGIC OBJECTIVES:

____ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
_x__ Compliance (e.g. legislatively required)
____ Governance

ACTION REQUIRED: Information

SUMMARY:

The 2022-2023 Sexual Violence Annual Report provides to the Board of Governors (the "Board") of Toronto Metropolitan University (the "University") information and statistics relating to sexual violence involving students during the 2022-23 fiscal year.

BACKGROUND:

Effective July 1, 2019, the Ontario government requires that post-secondary institutions provide their Boards with an annual report on certain information and statistics regarding sexual violence, including supports, services and accommodations provided to students, and initiatives and programs undertaken by the university to promote awareness of sexual violence resources. It also includes a report on the number of complaints and incidents of sexual violence involving students at the university.

The attached report covers the period between May 1, 2022 to April 30, 2023. The annual report will be posted to the University's website and submitted to the Ministry of Colleges and Universities. Previous years' reports can be found on Diligent in the Board Resource Centre, and are publicly posted on the Board's website.

PREPARED BY:

Name: Marcia Boniferro, Director, Student Care and Sexual Violence Support
Erin Hallock, Acting Director, Human Rights Services
Date: November 13, 2023

APPROVED BY:

Name: Toni De Mello, Vice-President, Equity and Community Inclusion
Roberta Iannacito- Provenzano, Provost and Vice-President, Academic
Saeed Zolfaghari, Vice-President, Administration and Operations

Date: November 22, 2023

Sexual Violence Annual Report

November 28, 2023

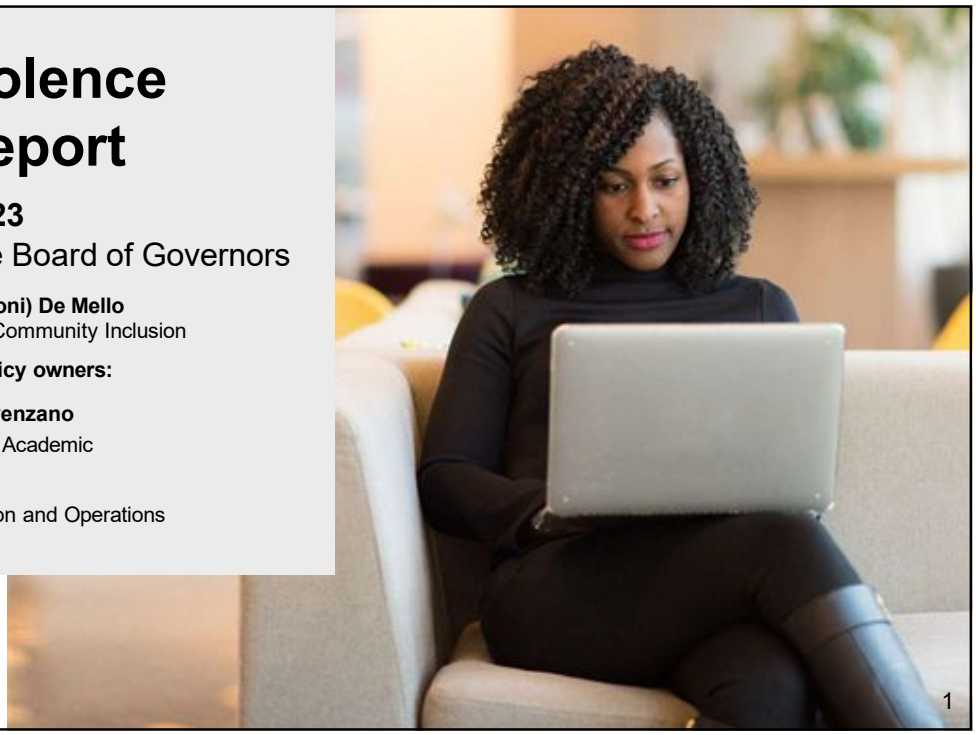
Presentation to the Board of Governors

Presented by Dr. Tanya (Toni) De Mello
Vice-President, Equity and Community Inclusion

Also on behalf of joint policy owners:

Dr. Roberta Iannacito-Provenzano
Provost and Vice-President, Academic

Dr. Saeed Zolfaghari
Vice-President, Administration and Operations



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Ministry of Training, Colleges and Universities Act

Requires that every college or university provide its Board of Governors with an annual report setting out the following:

Part 1	Part 2	Part 3	Part 4
The number of times supports, services and accommodation relating to sexual violence are requested and obtained by students and information about the supports, services and accommodation.	Any initiatives and programs established to promote awareness of the supports and services available to students.	The number of incidents and complaints of sexual violence reported by students, and information about such incidents and complaints.	The implementation and effectiveness of the policy.

Part 1: Supports, services and accommodations

- The **Office of the Vice-Provost, Students**, through **Consent Comes First** and the **Office of Student Care**, works closely with survivors, complainants and respondents to provide support, services and accommodations from a trauma-informed approach.
- **Consent Comes First** provides support to students impacted by sexual and gender-based violence, while the **Office of Student Care** supports student respondents who are alleged or determined to have caused harm under the Sexual Violence Policy (SVP). This office works from a support, accountability and education framework to prevent sexual violence by supporting and holding accountable those students who cause harm in the TMU community.

Toronto Metropolitan University

Part 1: Supports, services and accommodations

Table 1: Number of students who requested and obtained supports from May 1, 2022 to April 30, 2023.

	Number of students making requests	Supports requested and obtained	Services requested and obtained	Accommodations requested and obtained
Survivors group requests	9	101		
Survivors individual requests	197	3,040	190	990
Respondents individual requests	29	62	20	11
Total	235	3,203	210	1,001

Part 2: Initiatives and programs

- **Consent Comes First** works with campus partners and the broader community to provide trauma-informed, healing-centred, equity-based education with four main learning goals:
  - understanding community care
  - communication
  - empathy
  - leadership
- **Consent Comes First** offered more than 70 training and events in the 2022-2023 academic year for the TMU and broader community.

Toronto Metropolitan University

Part 2: Initiatives and programs

Programming highlights from the 2022-2023 academic year include:

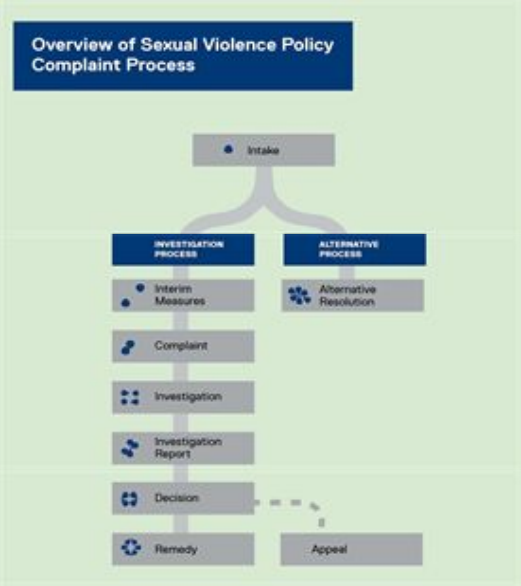
- **We Heal Together**: New training and resources specifically to support Black-identified students including a colouring book, a journal resource and a support group dedicated to Black student survivors
- **TMU Reads**: An annual common reading program and lecture event for students, faculty and staff, highlighting award-winning author Vivek Shraya's book, "I'm Afraid of Men"
- **TMU's 16 Days of Activism Against Gender-Based Violence** including the **National Day of Remembrance and Action on Violence Against Women** memorial event
- **We Deserve Healing Not Harm: Addressing the Criminalization of Gender-Based Violence Survivors** speaker series
- **Consent Action Team** Student Leadership Program
- ***"Women Talking"*** film screening including talkback with award-winning Director, Sarah Polley

Toronto Metropolitan University

Part 3: Number of incidents and complaints

Human Rights Services

- Manages complaints and investigations.
- Strives to ensure study, work and living environments **free of discrimination, harassment and sexual violence** so that all community members can participate equitably in university life with dignity and respect.
- Provides **free and confidential** complaint resolution services under the Discrimination and Harassment Prevention Policy (DHPP) and Sexual Violence Policy (SVP).



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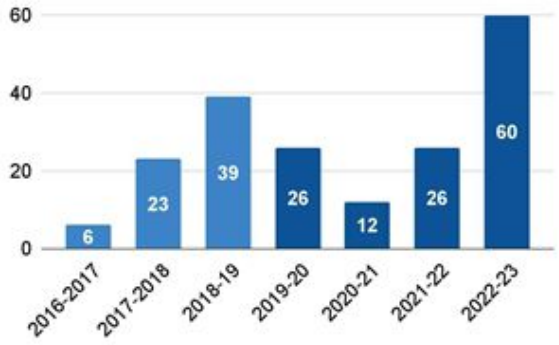
Part 3: Number of incidents and complaints

Complaints of sexual violence involving students received by Human Rights Services between May 1, 2022 and April 30, 2023



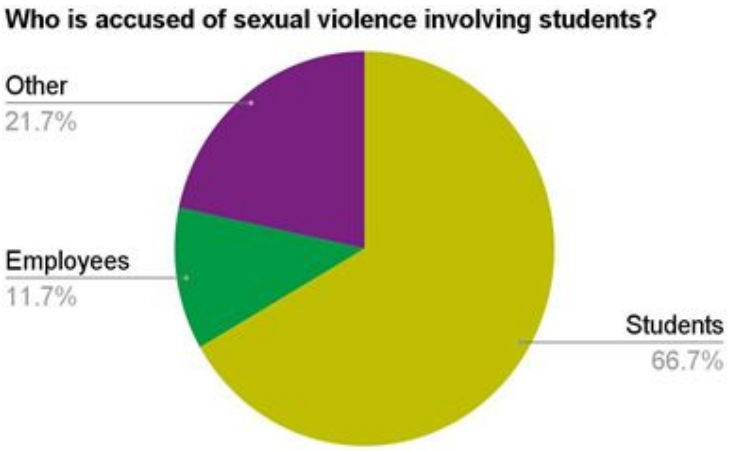
Total number of sexual violence complaints involving students	60
Number of complaints that moved forward in the complaint resolution process under the Sexual Violence Policy	29/60
• **Early / Alternative Resolution**	18
• **Investigation**	5
• **Other**	6

Toronto Metropolitan University

Information about sexual violence complaints

The majority of student complaints of sexual violence involve other students.

A number of students involved in complaints also work as student/staff at the university.



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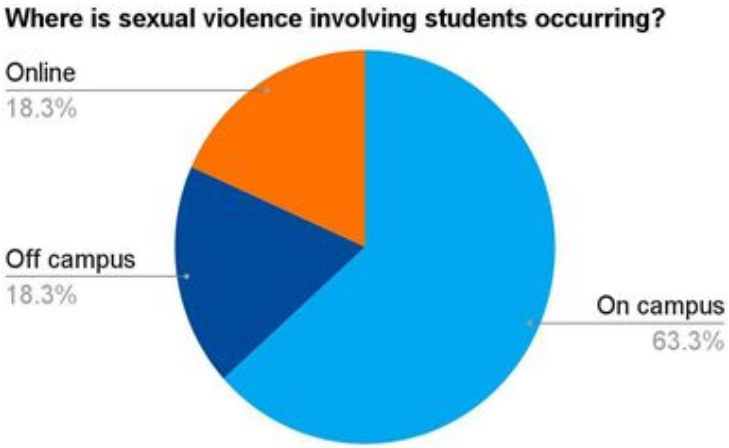
Information about sexual violence complaints

The majority of complaints of sexual violence from students involve incidents occuring on campus, which represents a significant increase from previous years and is likely due to the return to campus after the pandemic.



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Update: Sexual Violence Policy Review (Fall 2023)

Toronto Metropolitan University

Success factors

- The Sexual Violence Policy Review is required by the Ministry of Training, Colleges and Universities Act.
- Goals to strengthen relationships with key partners and stakeholder groups and receive input on policy updates/revisions.
- Ensure the university has a consultation and review process in place for the future.

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Background

2019
SVP Check In

Sept 2021
Legislative update
Ontario Reg 131/16)

Dec 2021
SVP Update
Added 2 clauses

Dec 2022
Legislative update
Bill 26, Strengthening Post-secondary Institutions and Students Act

June 2023
SVP Update
Guidelines under the SVP: Consensual Romantic or Sexual Relationships and Activities

Oct 23 to Nov 3, 2023
SVP Review
Round 1 of consultation

Jan 15 to 23, 2024
SVP Review
Round 2 of consultation

March 2024
SVP Review
Board of Governors Approval

Toronto Metropolitan University

Policy co-owners

- Office of the Vice-President, Equity and Community Inclusion
- Office of the Provost and Vice-President, Academic
- Office of the Vice-President, Administration and Operations

Project managers

- Policy Review Facilitator, Human Rights Services, Office of the Vice-President, Equity and Community Inclusion
- Strategic Projects Liaison, Office of the Vice-Provost, Students

Policy writer

Core Advisory Group

- Acting Director, Human Rights Services
- Director, Student Care and and Sexual Violence Support
- Director, Strategic Partnerships & Labour Relations, Human Resources
- Interim Vice-Provost, Faculty Affairs
- Legal Counsel, Office of General Counsel and Board Secretariat

Scope of Sexual Violence Policy Review - Fall 2023

- **Engagement strategy**
  - **Round 1:** Town halls, targeted sessions with stakeholders (staff, faculty, students) and online survey to receive feedback on areas of consideration and discussion questions (October 23 to November 3).
  - **Round 2:** Online surveys and targeted sessions with stakeholders (staff, faculty, students) reviewing Draft 2 of revised policy (January 15 to 23).
- **Communications and targeted outreach**
- **Review and approval cycles (communications and policy revisions)**
- **Final revised policy approval (Policy Owners and Board of Governors)**

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Consultation design and areas of consideration

- Consistency in approach: The same questions for all participants (town hall, feedback sessions, survey).
- Transparency: Discussion questions were provided to all participants one week prior to the consultation for review.
- Listed on the right are the **areas of consideration** that were identified by the Core Advisory Group.

Toronto Metropolitan University

Key values

Application and scope:
Off campus and online incidents

Alternative resolution processes

Remedies or sanctions

Guidelines and expectations regarding romantic and sexual relationships between employees and students

General feedback

Round 1 of consultations: Engagement metrics

- Positive, thoughtful, passionate and respectful engagement
- Desire to have the university approach sexual violence with a trauma-informed commitment to centring survivors's needs while understanding the need for procedural fairness.

91 **online survey** participants

63 **town hall** participants

17 **employee + student union** participants

23 **feedback session (8)** participants

Total = 194 participants

300% increase in engagement compared to 2019 Review

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Next steps

November 13 to December 15

Draft a revised Sexual Violence Policy based on community feedback

January 15 to 23

Receive feedback on the draft policy revisions through a second round of consultations

January to March

Draft final version of revised Sexual Violence Policy

March 26

Present the final revised Sexual Violence Policy to the Board of Governors for approval

Toronto Metropolitan University

Questions?

Email: SVPreview@torontomu.ca

Website: torontomu.ca/svp-review

Toronto Metropolitan University

Toronto Metropolitan University 2022 to 2023 Sexual Violence Report

Reporting period between May 1, 2022 and April 30, 2023

November 28, 2023

Introduction

The 2022-2023 academic year saw Toronto Metropolitan University (TMU or the university) and its services transition to a hybrid model as study, work and other activities gradually returned to campus after several years of primarily online modalities due to the impacts of the global COVID-19 pandemic. TMU's commitment to preventing and addressing sexual violence remained unwavering in the face of such transitions, including with educational services, supports, programming and complaint resolution processes offered both in person and online to accommodate varying needs and priorities of community members. TMU continues to be a leader in response to sexual violence on Canadian campuses.

Service providers on campus engaged in preventing and addressing sexual violence, including Consent Comes First (CCF), Student Care and Conduct and Human Rights Services (HRS), all actively collaborated to meet the diverse needs of students. From the perspective of supporting students, this included shifting regular working hours to provide support for overseas or out-of-province students and students who needed specific appointment times based on their access to privacy. This also meant expanding online educational programming and collaborations to accommodate a variety of time and delivery models. Coming out of the pandemic, the university continued to note trends around increased requests for support relating to technology-facilitated violence and family violence, resulting in increased training for staff and increased educational offerings for community members.

When it comes to complaints, HRS continued to receive student complaints of online and technology-facilitated incidents of sexual violence, which is consistent with the transition in previous years to online learning environments due to the pandemic. However, in the 2022-2023 academic year there was also an increase in overall student complaints and a resurgence of reports of incidents of sexual violence occurring on campus due to the return to predominantly in person classes and other university activities.

Background

The university implemented its Sexual Violence Policy (SVP) in June 2015. In 2016, amendments to the SVP were made by the university to comply with the Ontario government's requirements under the *Sexual Violence and Harassment Action Plan Act* (Supporting Survivors and Challenging Sexual Violence and Harassment) (Bill 132).

Effective July 1, 2019, the Ontario government required post-secondary institutions to provide their governing bodies with an annual report that details the institution's work and progress in addressing sexual violence.

CCF works with and supports TMU students affected by sexual violence. They deliver education, prevention, training and awareness activities in collaboration with campus partners under this policy. In the 2022-2023 academic year, CCF had three full-time staff members consisting of a Manager and two Specialists.

Workplace Wellbeing Services (WWS) works to help create a culture where all employees can bring their whole selves to work. They provide information, guidance and support to leaders and employees related to workplace accommodation. They also provide trauma-informed support for TMU staff and faculty affected by sexual violence and other forms of gender based violence.

HRS in the Office of the Vice-President, Equity and Community Inclusion (OVPECI) administers the complaint resolution process under the university's SVP, including fielding inquiries and providing consultations about the application of the policy, and facilitating alternative resolutions and investigations in response to complaints of sexual violence. HRS also provides education and training on responsibilities and pathways for reporting sexual violence at the university, and delivers remedial training on sexual violence to individuals who have been accused and/or found to have caused harm under the policy. During the 2022-2023 academic year, HRS had seven full-time staff, consisting of a Director; a Manager; a Strategic Advisor and Senior Resolution Officer; a Senior Resolution Officer and Investigator; a Human Rights Resolution Officer; a Policy Review Facilitator; and an Intake and Support Administrator.

The Office of Student Care at TMU offers support to student respondents who are alleged or are officially determined to have caused harm under the SVP. This office works from a support, accountability and education framework to prevent sexual violence by supporting and holding accountable those students who cause harm in the TMU community. In the 2022-2023 academic year, this office consisted of a Manager, the Student Conduct Officer and two Coordinators, Student Case Management.

Report overview

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Part II: Initiatives and programs to promote awareness of its sexual violence support and services for students **7**

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Part III: Number of complaints and incidents of sexual violence reported to the university involving students **16**

Part IV: Implementation and effectiveness of the SVP **19**

Part I: Number of supports, services and accommodations relating to sexual violence requested and obtained by students

Supports

TMU works closely with survivors, complainants and respondents to provide support, services, and accommodations from a trauma-informed approach. Support is made available to students collaboratively. These include:

- Helping survivors identify, process and navigate the traumas they have experienced.
- Guiding complainants and witnesses to navigate complaint processes.
- Providing support in every stage of the university's investigation process under the SVP.
- Advising and assisting survivors with options external to the university that are available to them, including reporting an incident to the Police.
- Assisting survivors in court proceedings, including gathering information and communicating with the Crown Attorney in criminal proceedings.
- Supporting survivors in making an application for financial compensation through the Criminal Injuries Compensation Board.
- Referring and/or accompanying survivors to medical appointments, including on and off-campus counselling.
- Helping survivors navigate the Ontario Students Assistance Program and the bursary application process to secure financial support.
- Accessing housing support.
- Providing letters of support for academic considerations, course drops and withdrawals, and grade appeals.
- Developing and implementing safety plans for survivors.
- Facilitating support for student respondents during SVP investigations, including academic considerations, financial support, access to counselling, and referrals to other internal and external resources.
- Guiding respondents through the complaint resolution process and providing support in every stage of the investigation stage under the SVP.
- Working with respondents after decisions are issued to ensure the completion of sanctions, and compliance with any assigned remedies.
- Helping student respondents transition back to the university after periods of suspension.

Services

TMU provides expedited referrals to counselling for students affected by sexual violence. The university offers students:

- Crisis counselling, individual therapy and group therapy.

- Disciplinary counselling to respondents involved in the SVP disciplinary process. This includes consent training on various topics, including, but not limited to, accountability, toxic masculinity, healthy relationships, the role of substance use in harmful behaviours and healthy sexuality.

Accommodations

TMU provides carefully tailored accommodations to each student's circumstances. Such accommodations include:

- Academic considerations (short-term modifications to students' coursework resulting from students' experiences of trauma).
- Workplace accommodations (for students with concurrent staff roles) and housing accommodations (for safety planning).

Trends in support requests

- online harassment
- family violence
- intimate partner violence
- workplace sexual harassment
- stalking

Numbers

Table 1 shows that between May 1, 2022, and April 30, 2023, nine TMU students requested group support specifically (participating in 101 group sessions total) and 226 students accessed individual support. This number includes survivors requesting support, services and accommodations due to disclosures as well as respondents requesting support, services and accommodations due to the complaint resolution process. The breakdown of these supports, services and accommodations for the reporting period is as follows:

Table 1: Number of students who requested and obtained supports from May 1, 2022 to April 30, 2023

	Number of students making requests	Supports requested and obtained	Services requested and obtained	Accommodations requested and obtained
Survivors group requests	9	101		
Survivors individual requests	197	3,040	190	990
Respondents individual requests	29	62	20	11
Total	235	3,203	210	1,001[1]

[1] For the 2022-2023 academic year, special attention was made to capture statistics according to the directive by the Ministry to collect “1. The number of times supports, services and accommodation relating to sexual violence are requested and obtained by students enrolled at the college or university, and information about the supports, services and accommodation”.

Part II: Initiatives and programs to promote awareness of sexual violence support and services for students

Sexual violence training for the Board of Governors

The OVPECI and the Office of the Vice-Provost, Students delivered an annual training to members of the TMU Board of Governors in April 2023. The presentation also featured CCF and HRS presenting on sexual violence trends on campus, understanding sexual violence and harassment, and reviewing the support and complaint resolution options for students, faculty and staff at the university.

E-Learning modules

Student e-learning module

- For 2022-2023 the student e-Learning module, “This is How We Take Care of Each Other: Addressing Sexual Violence on Campus” was revised and updated. CCF worked closely with student leaders within the orientation planning group to update the e-learning module through workshops, collective readings and focus groups. Together a new e-learning module was co-created for incoming students that explored relationships, intimacy and bystander intervention. The e-learning module was sent out to all 10,000 incoming students, with every TMU faculty participating.
- The course has four key mandates:
    - **Empathy**: Students will further develop their ability to see the world as others are experiencing it, understand their feelings in a non-judgmental fashion and communicate this understanding with their peers.
    - **Communication**: Students will build on ways to communicate in relationships, with co-workers, friends and in romantic or sexual realms. They will learn ways to give and receive different kinds of information. They will feel able to listen, speak to, observe, respect and empathize with their peers.
    - **Leadership**: Using the new tools shared, students will empower themselves to make decisions in the moment that protectively address harm in collaboration with their peers.
    - **Community care**: Students will understand ways to care for their community with the support of campus policies, procedures and support services.

Employee e-learning module

- An employee e-learning module, “Building a Campus Where Consent Comes First: Understanding TMU's Sexual Violence Policy,” continues to be available for TMU employees. Created by CCF in collaboration with community partners including HR;

OVPECI including HRS; Office of the Vice-Provost, Students; Vice-Provost, Faculty Affairs; Toronto Metropolitan Student's Union (TMSU); Toronto Metropolitan Association of Part-Time Students (TMAPS) and TMU employee unions including OPSEU, CUPE 3904, CUPE 233 and the Toronto Metropolitan Faculty Association (TFA). The goals of the course are that participants will:

- Learn about the TMU SVP and how it applies to employees, their supervisors and employers.
- Understand the definitions and impacts of sexual violence and sexual harassment.
- Understand an employee's role and responsibility as a TMU community member under the SVP and the *Ontario Occupational Health and Safety Act* (OHSA).
- Be better equipped to support someone when they disclose an experience of sexual violence.

Training

Under the TMU SVP, CCF leads campus education on sexual violence and gender-based violence in collaboration with community partners. CCF works to provide trauma-informed, healing-centred, equity-based education with four main learning goals: understanding community care, communication, empathy and leadership.

This year, CCF delivered over 70 workshops and trainings with the TMU community, including the School of Performance; orientation team (leaders, staff, students); TRSM Career and Co-op; Career Centre, Student Life and Learning; student groups; the Board of Governors; Housing and Residence Life (students/staff); varsity athletes and recreational teams; and TMU Global. In the learning evaluation, 51% of participants had significant growth in learning, 39.7% had moderate growth and 98% would recommend the training to their peers and other members of the TMU community.

Participants shared:

- "I now know to report sexual harassment and violence in the co-op workplace."
- "She was very informative and had an awesome way of connecting with me, and I'm sure many other students. Also, making this sensitive topic feel like something that should be more vocalized."
- "Learning there is more than one way to handle any harassment situation."
- "This was a very welcoming and warm space for everyone to learn about a common problem that many people might face."

Resources

- **New for 2022-2023: Consensual Events Guide: To Orientation and Beyond!**
  CCF worked with **Good Night Out Vancouver** to update and expand the consensual

event guide. The guide was launched in August and used as a foundational document for orientation planning, including creating a safety squad for all evening events, signage and event planning.

- **New for 2022-2023: We Heal Together: A Colouring Book for Black Survivors**
  An initiative of CCF and Carleton University's Sexual Assault Support Centre. This colouring book was inspired by the We Heal Together support group founded by TMU student Casandra Fullwood.
- **New for 2022-2023: Healing Comes in Waves Podcast**
  Healing Comes in Waves is a podcast for survivors to explore healing after harm. Too often, the conversation about sexual violence focuses on what was done to survivors but not how survivors choose to heal. This season the hosts talked to survivors, educators, and advocates about how to attend to feelings, make connections and figure out what justice means to survivors.
- **New for 2022-2023: I Want Your Sext, a Safer Sexting Guide**
  CCF worked with the Consent Action Team to create this consensual guide to sexting. In it, how to express your sexual desire online in a safer way is explored while also learning about pleasure, consent, constructing boundaries, and sexting after-care. The guide also explores what to do when sexting goes wrong. This guide is for all who want fun, joyous, consensual, safe, and pleasurable sexting experiences.
- **New for 2022-2023: We Heal Together: We Are Spectacular Nebulas in Healing Journal**
  A journal designed to help Black students think about their thoughts, challenge them or just put them on the page and let them go. This journal is for Black survivors to rest their weary thoughts and a place that can be revisited as many times as survivors need to.
- **Sexual Violence Complaint Resolution Process**
  These virtual and hard copy HRS resources provide information about the SVP and the complaint resolution process under the policy, as well as the rights and responsibilities of TMU community members involved in the process. They include infographics, pamphlets and other materials that support understanding of the implementation of the policy.
- **Human Rights Online**
  This virtual HRS resource was prepared in response to the COVID-19 pandemic and the shift to online learning and working environments at the university. It reminds the TMU community that we all have a shared responsibility to ensure that the university's online environments are free of discrimination, harassment and sexual violence and that the Discrimination and Harassment Prevention Policy and SVP apply to online behaviour when engaging in university spaces and activities.

Groups

- **We Heal Together - Group for Black Survivors of Gender-Based Violence**
  (November 3 - November 24, 2022) - Black survivors were invited to explore what healing looks and feels like for Black survivors. A brave space was offered where Black

survivors can ground themselves, grow, and heal together. For four weeks, tools were explored for healing in joy, mindfulness, emotions and relationships. The group was facilitated by Dee Marksman- Phillpotts, a Master of Social Work student and intern at CCF. Dee is a Black queer and non-binary individual who wants to create spaces for Black individuals to heal and find collective methods of care and compassion.

- **I'm Writing a New Story** (September 29 - November 24, 2022 and January 11 - March 22, 2023) - I'm Writing A New Story was a support group for survivors of gender-based violence which welcomed all genders and sexualities. The group was a low-key space for people to come together, gently explore survivorship and have fun together. The group explored world narratives, favourite books, movies, tv shows and music. Each session focused on one overarching theme and incorporated group and individual activities. Participants joined to gain some insights and get connected.
- **After Winter Must Come Spring** (May 12 - June 2, 2022)
  After Winter, Must Come Spring was a four-week group where people affected by gender-based violence gently explored self-compassion and self-care tools and had the opportunity to take a breath. It was a warm, low-key space for people to have discussions, creatively express themselves, and connect with peers. This group was open to students of all gender identities within the TMU community. Four students attended.
- **Curiosity Labs** (fall 2022) - Recognizing that providing relationship and sexual health information is a key part of prevention, TMU and Laurier University Sexual Violence Support and Education Managers worked together to create a skills-based conversation series. Every week participants joined experimental spaces to learn together, ask questions and share ideas on relationship skills. 20 students signed up for Curiosity Labs. The conversation topics included:
  - Pleasure Lab
  - Flirting and Sexting Lab
  - Sexual Communication Lab
  - Breaking Up and Rejection Lab
  - Boundaries Lab
  - Apology Lab
  - Safer Partying Lab

Education (for respondents and/or people who cause harm)

HRS and the Office of Student Care provide opportunities for remedial training and disciplinary counselling for student respondents who have been alleged and/or found to have caused harm in breach of the SVP.

- The Office of Student Care provides coaching and consultation with students who have been accused and/or found to have caused harm in violation of the SVP as part of prevention and early intervention.

- HRS provides remedial training to respondents on their rights and responsibilities under the SVP as part of voluntary alternative resolution agreements and following the conclusion of investigation and decision-making processes under the policy that result in sanctions. In the 2022-2023 year, HRS delivered four sexual violence-focused remedial training sessions for student respondents.
- The Centre for Student Development and Counselling (CSDC) and external counsellors provide disciplinary counselling as opportunities for respondents and/or people who cause harm to meaningfully explore important topics around accountability and impact, either as part of voluntary alternative resolution agreements or following the conclusion of an investigation and decision-making process under the policy that results in sanctions.

Programming, initiatives and events

Emergency call stations and blue poles

Emergency call stations and blue poles provide duress stations where anyone can activate a blue pull station or call to be connected directly to TMU Security. TMU Security will immediately be dispatched to the individual's location. Ten phones are located across campus.

TMU 16 Days of Activism Against Gender-Based Violence

An annual international campaign that kicks off on November 25, the International Day for the Elimination of Violence against Women, and runs until December 10, Human Rights Day. The TMU Gender Justice Committee annually plans the 16 Days of Activism. This committee consisted of representatives from CCF; HRS; Faculty of Engineering and Architecture; Tri-Mentoring Program; Athletics and Recreation; Centre for Safer Sex and Sexual Violence Support; Centre for Women and Trans People; TMSU; Career, Co-op & Student Success Centre; and Academic Accommodation Support. This year the group created the TMU 16 Days of Activism Challenge, which consisted of 16 opportunities to explore taking action on gender-based violence. Each day included curated articles, media and resources to help community members engage on this important topic with peers.

Consent Action Team Student Leadership Program

Consent Action Team (CAT) is a peer leadership program for TMU students to address sexual violence on campus led by CCF. CAT offers a unique and valuable opportunity for students to receive comprehensive training on sexual violence prevention and provides opportunities to create a culture of consent at TMU. CAT members assist with the planning and implementation of peer education, awareness campaigns and more. In 2022-2023, 56 students participated in the third year of the program working on the following:

- Consultation on services, policy, and programming.
- Planning monthly events (i.e. Consent Action Week).
- Hosting "Begin By Listening" forum.
- Facilitating a series of student engagement events.

Consent Awareness Week

CCF works with other Ontario universities to host an annual Consent Week in the fall and winter semesters to explore the prevention, intervention, and support to address sexual violence on campus. Programming included “Self-Care for Survivors" and “Stories Spark Change: An Evening with andrienne maree brown”, hosted by TMU student Keneisha Charles as well as “We Believe You Day”, an “Evening of Spoken Word/Poetry”, “Sexual Health and Pleasure Fair”, “Queer Joy is Our Right”, evening of vogueing and crafting.

Practicum program for Black, Indigenous and racialized students

CCF continued this year with a training program for Master of Social Work (MSW) students, prioritizing Indigenous, Black, racialized students interested in working on gender justice issues. The hope is to increase the representation of these communities in gender justice work. CCF created a summer course prerequisite for placements at CCF to enrich the learning experience. CCF worked with five MSW placements students in 2022-2023.

Begin by Listening Forum

CCF in collaboration with the Centre for Safer Sex and Survivor Support held “Begin by Listening: Toronto Student Research, Art & Advocacy Forum on Ending Sexual Violence”, in person at TMU on March 23 and 24, 2023. This conference featured outstanding Toronto student (graduate and undergraduate) research, art, activism and advocacy on sexual violence and consent culture.

Sexy Sexual Health Trivia for Orientation Week with samantha bitty

On September 31, 2022, an event was held including a playful, highly interactive trivia game developed and hosted by Toronto sexual health educator samantha bitty. The game used humour and tact to promote healthy and fun conversations about safer sex and consent, pleasure, relationships, and communication, empowering participants to take care of their physical, emotional, and spiritual sexual health. 71 students attended.

On September 10, 2022, TMU held a specific version of Sexy Sexual Health Trivia for varsity athletes in tandem with individual team group discussion about sexual violence and consent with CCF.

Wen-Do Self-Defense Training

On October 1 and November 13, 2022 in connection with TMU Sports and Recreation, two separate sessions were held with CCF staff and interns in attendance in order to help support, process, or offer resources to participants and ensure the experience was trauma-informed.

Screening of the film “*Women Talking”* and a talkback with Director Sarah Polley

On November 23 ,2022 an event was held in collaboration with TMU Student Life and Student Affairs. 250 people in attendance.

We Deserve Healing Not Harm Series

We Deserve Healing Not Harm is a speaker series focused on the widespread criminalization and punishment of survivors of gender-based violence, in collaboration with Carleton University and Laurier University Sexual Assault Offices.

This series is an opportunity to unpack, explore paths for change and generate collective action. Through speakers, panels, resource sharing, and calls to action, ways were explored to recognize and challenge the intersecting systems that target and harm survivors. 231 participants total signed up for the events.

- **Addressing the Criminalization of Sexual Assault Survivors (October 25, 2022)** - Survivors of sexual assault are incarcerated, sued, harassed and vilified when they should be supported. This expert panel explored how sexual assault survivors are often subjected to criminalization. Experts Dr. Mandi Gray, Tracy Booth and Kharoll-Ann Souffrant explored the impacts of these unjust laws, strategies for change, and areas for action.
- **Healing from Cultural Betrayal Sexual Trauma Through Institutional Courage: with Jennifer M. Gómez, Ph.D. (November 22, 2022)** - Created by Professor Jennifer M. Gómez from Black feminist, critical race, and American perspectives, cultural betrayal trauma theory (CBTT) details how the context of inequality creates cultural betrayal harm in violence perpetrated within racialized communities. Professor Gómez discussed how her research with CBTT has uncovered both harm and healing for Black women survivors.
- **Protected or Dismissed: Responding to the Needs of Black, Indigenous and Racialized Survivors (March 21, 2023)** - Black, Indigenous and racialized communities are systematically targeted with experiences of gender-based violence. These survivors are silenced, dismissed and even criminalized when they seek out support, safety, and accountability. Black, Indigenous and racialized communities have been intentionally excluded from shaping and implementing interventions that respond to their experiences of harm. This panel heard from experts to discuss the realities of the violence experienced in these targeted communities and strategies for healing, action, and justice. This panel consisted of Rima M. Hanna, Dr. Patrina Duhaney, and Audrey Huntley.

National Day of Remembrance and Action on Violence Against Women memorial (December 6, 2022)

Together the women killed at the L'Ecole Polytechnique in Montreal in the act of violent misogyny on December 6, 1989 were mourned, as well as those killed by men in their lives in 2022. The powerful event created space to honour more than 50 women and girls killed by men in their lives. Speakers included President Lachemi, Professor Megan Scribe, alumnus/domestic violence survivor Serena Lalani and poet Keneisha Charles. This was part of the 16 Days of Action Against Gender-Based Violence. 125 TMU faculty, staff, and students signed up for the December 6 event.

We Heal Together Colouring Book and Guided Journal Launch (February 15, 2023)

This event was put on by CCF, Woman and Trans Centre, the Tri-Mentoring Program and BIPOC Students Collective. Black community members joined in on a conversation about Black survivorship and healing. This event was held in honor of the release of the We Heal Together Coloring book and the We Heal Together "We are spectacular nebulas in healing journal." At this event Dee Marksman-Phillpotts, Rianna Jones and Trevohn Baker engaged in a meaningful conversation about healing in the Black community. 23 students registered.

Let's Talk: Love, Sex & Magic with Lydia Collins (February 28, 2023)

A conversation with author and sexual health educator Lydia Collins to discuss Black sexual agency. What does it mean to reclaim pleasure? What does sexual self-care look like after trauma, including colonialism, capitalism, and rape culture? Together how to foster Black sexual agency, reclaim pleasure and cultivate sexual self-care was explored. 45 students registered.

TMU Reads

An annual common reading program for students, faculty and staff put on this year by CCF and Faculty of the Arts. It is an opportunity for the community to listen to voices and stories vital to our campus growth. TMU community members were invited to meaningfully read and reflect together during the academic year through events and programming. Community members received a free copy of this year's selection by opting into the program, Vivek Shraya's book "I'm Afraid of Men". 137 community members registered.

- **Book Club Meetings** - Ran twice weekly from February 25 - March 16, 2023. CCF held virtual book club meetings to ask questions about ideas of gender, identity, and social impacts, and provided space for conversations to be held in a supportive environment. 25 community members registered.
- **Writing Workshop with Vivek Shraya** (March 2, 2023) - Award-winning author, artist, and performer Vivek Shraya ran a writing workshop centered around the themes of fear and misogyny explored in the best-selling book "I'm Afraid of Men". Vivek welcomed new, emerging and established writers to join a space that is thought-provoking, encouraging and comforting. 34 registered.

TMU Gender Justice Lecture: "I'm Afraid of Men" with author Vivek Shraya (April 6, 2023)

Award-winning author, artist and performer Vivek Shraya explored themes from the critically acclaimed, best-selling book "*I'm Afraid of Men"*. She is an artist whose body of work crosses the boundaries of music, literature, visual art, theatre, and film. *Vanity Fair* heralded *"I'm Afraid of Men"* as "cultural rocket fuel." The event included a reading and Q & A. The Gender Justice Lecture is an annual event for the TMU community to explore how to actively address patriarchy, transphobia, and homophobia to create a world free from misogyny. The lecture is grounded in the understanding that gender oppression is interconnected with all forms of oppression; to end one, we must end them all. 97 community members registered.

Pop-ups and tabling

- **SLC Tabling** (October 19, November 2, November 16, November 23, 2022) - Approximately 400 students served
- **Tabling with TMU Partners** - Approximately 2,000 students served in total
    - **October 5, 2022** - Well-Being Open House with TMU's Mental Health and Well Being
    - **November 9 and 30, 2022** - Housing and Residence Life
    - **January 16, 2023** - Winter Orientation Campus Fair
    - **March 6, 2023** - Learning Reboot Week with Student Life and Learning Support
    - **March 29 and 31, 2023** - Substances and TM(U) week with Integrated Student Health and Well-Being
- **Relationships, Sex and Consent: Conversations with CCF (January 11 and Feb 9, 2023)** - CCF staff set up to invite any student who had questions about relationships, sex, or consent to have a conversation in a judgment free zone (32 participants in total).
- **Pop-Up Consent Silkscreening (January 26, February 16 and March 1, 2023)** - Students were invited to chat with CCF staff or a member of the Consent Action Team about consent, boundaries and relationships, and got a free tote bag, with a silkscreen consent image of their choice (approximately 350 students served).

Part III: Number of complaints and incidents of sexual violence reported to the university involving students

Table 2 summarizes the **number of complaints** of sexual violence involving students received by HRS as the office that administers the complaint resolution process under the SVP.[2] The complaints outlined in the table represent all matters in which students were the complainants or those alleged to have experienced harm under the policy between May 1, 2022 and April 30, 2023.

Table 2: Number of complaints of sexual violence involving students received by HRS between May 1, 2022 and April 30, 2023

Total number of complaints received by HRS involving students between May 1, 2022 and April 30, 2023	**60**
Number of complaints that moved forward in the complaint resolution process under the SVP	29/60
Early intervention / alternative resolution	18
Investigation	5
Other	6
Breakdown by status of respondent (the individual being accused of the alleged incident of sexual violence)	
Student	40
Employee	7
Other	13
Breakdown by primary incident location	
Incidents occurring on campus	38
Incidents occurring off-campus	11
Incidents occurring online	11

[2] HRS defines “complaint” here as an alleged violation of the SVP reported to HRS that requires a preliminary assessment of whether the complaint falls within the jurisdiction of the SVP and meets the threshold for proceeding with a complaint resolution process. The party reporting the alleged SVP violation to HRS could be the person directly affected by the reported incident or a third party who witnessed or received a disclosure of a potential violation of the SVP.

Table 3 shows the **number of reports** of sexual violence reported to Community Safety and Security between May 1, 2022 to April 30, 2023 involving students as complainants or respondents, by incident type.

Table 3: Number of reports of sexual violence reported to Community Safety and Security between May 1, 2022 to April 30, 2023 involving students as complainants or respondents, by incident type

Incident type	Number of incidents
Assault - Common	1
Assault - Sexual	14
Extortion	1
Harassment - Criminal	12
Harassment - Human rights	11
Indecent exposure / behaviour	2
Uttering threats	2
Voyeurism	3
Total	**46**

Table 4 shows the **number of students** involved in incidents of sexual violence reported to Community Safety and Security between May 1, 2022 to April 30, 2023 involving students as complainants or respondents, by incident type. Please note the difference in totals between Tables 3 and 4 is due to the fact that each report may include more than one complainant who is a student.

Table 4: Number incidents of sexual violence reported to Community Safety and Security between May 1, 2022 to April 30, 2023 involving students as complainants or respondents, by incident type

Incident type	**Number of incidents:** Student complainants	**Number of incidents:** Student respondents
Assault - Common	1	0
Assault - Sexual	14	1
Extortion	1	0
Harassment - Criminal	15	1
Harassment - Human rights	14	1
Indecent exposure / behaviour	1	1
Uttering threats	2	0
Voyeurism	2	1
Total	**50**	**5**

Part IV: Implementation and effectiveness of the SVP

The SVP reflects TMU's commitment to addressing sexual violence in all forms at the university and commits the university to initiatives that:

- raise awareness of sexual violence;
- prevent and reduce sexual violence;
- promote a culture of consent;
- respond to the needs of survivors; and
- provides for internal redress through a complaint resolution process that may explore alternative resolution or investigation of complaints.

The SVP requires a review every three years in accordance with the *Ministry of Training, Colleges and Universities Act* and related regulations. The SVP was first implemented in 2015, with subsequent reviews in 2016 and 2019, and legislated updates in December 2021 and June 2023. A SVP review process is currently underway in 2023.

At TMU, all survivors and respondents are offered robust, trauma-informed and holistic care by CCF and the Office of Student Care respectively and the policy is administered with transparency and procedural fairness by HRS. All three offices work with each other, Community Safety and Security and all TMU community members to prevent sexual violence on campus and to engender a culture of consent and a caring community at TMU.

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Appointment of Academic Administrators Policy ("AAA Policy")

STRATEGIC OBJECTIVES:
_X__ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
___ Compliance (e.g., legislatively required)
__X_ Governance

ACTION REQUIRED: Approval

SUMMARY:
Toronto Metropolitan University (the "University") undertook a comprehensive review of the *Appointment of Academic Administrators Policy* ("AAA Policy"). This review process was initiated as a result of the University's commitment to review and update its administrative policies on a regular basis to ensure that policies are reflective of the needs of the University. The last review and update to the AAA Policy occurred in 2017.

BACKGROUND:
The University undertook a widespread consultation process with respect to the AAA Policy and gathered stakeholder feedback on how the AAA Policy was being applied, and ways in which the current policy and procedures may be clarified and improved. In addition to six (6) meetings with various stakeholders across the University community (including the Toronto Metropolitan Faculty Association), a virtual town hall took place on January 30, 2023. All University community members were invited to attend and also had the opportunity to provide feedback via a feedback form.

The revised Policy and Procedures were made available, community-wide, for review and comment via TorontoMet Today on November 6, 2023. The feedback received by November 20, 2023, was reviewed and incorporated in the final version of the policy.

Reflecting the feedback received, the revisions to the AAA Policy are generally not material and most notably address the updating of role titles and definitions and inclusion of an Equity Advocate on committees. Relative to the procedures, updates were made to the nomination and election processes, including clarification of student membership on different committees.

COMMUNICATIONS STRATEGY:
The updated policy and procedures will be posted on the Office of the Vice-Provost, Faculty Affairs website. A communication will be sent to all Dean's offices and relevant offices that engage with the policy, with a link to the updated policy and procedures.

ATTACHMENTS: Appointment of Academic Administrators Policy ("AAA Policy")
Appointment of Academic Administrators Procedures ("AAA Procedures")

PREPARED BY:
Name: Patrizia Albanese, Interim Vice-Provost, Faculty Affairs
Date: November 21, 2023

APPROVED BY:
Name: Roberta Iannacito-Provenzano, Provost and Vice-President, Academic
Date: November 21, 2023

Appointment of Academic Administrators Policy (AAA Policy)

- **Related Documents:** Appointment of Academic Administrators Procedures (AAA Procedures); Rights and Obligations of Toronto Metropolitan University (TMU) Committee Members, Conflict of Interest Policy
- **Owner:** Vice-Provost, Faculty Affairs
- **Approver:** Board of Governors
- **Approval Dates:** 1994, 1999, 2017

I. Purpose

This Appointment of Academic Administrators Policy ("Policy"), which rests on the bedrock of collegial governance, provides a process for the appointment and re-appointment of Academic Administrators that is transparent and accountable.

The Policy establishes the guidelines for the formation and functioning of Committees related to the appointment of the academic administrative leadership of the University. It also establishes the guidelines for the term of appointment, intra-term assessment, and reappointment of Academic Administrators.

II. Scope and Application

This Policy applies to the appointment of individuals to Academic Administrator Positions. Appointments for clinical academic administrator positions that fall in the School of Medicine are covered by the Appointments of Clinical Academic Administrators Policy.

This Policy does not apply to the Interim appointment of individuals to an Academic Administrator Position, which are made on the recommendation of the appropriate senior administrator, after consultation with the appropriate constituency.

As the academic structure of the University changes and new types of Academic Administrator Positions are created, the President, in consultation with the Provost and Vice-President, Academic may alter the scope of this Policy.

III. Definitions

a. "Academic Administrator Position" means the following positions within the University, with the exception of any such positions that fall in the School of Medicine:
   - Provost and Vice-President Academic;
   - Vice-President Research and Innovation;
   - Vice-Provost, Academic;
   - Vice-Provost, Faculty Affairs;
   - Associate Vice-President, Research;
   - Deans;

- Associate Deans;
- Dean of Libraries; and
- Associate Dean of Libraries.

b. “Chair” means the chair of a Committee.

c. “Committee” means a Review Committee or Search Committee.

d. “Committee Member” means an individual who is either elected or appointed to a Committee including the Chair.

e. “Conflict of Interest” means a real or perceived situation when an individual’s personal interests interfere or could interfere with the independent judgment required by the individual in order to perform their duties and responsibilities in the best interest of the University. Conflicts of Interest may be financial, or may be personal such as where an individual has acted as an academic supervisor of a candidate or where an individual has collaborated with the candidate on a research project or business venture; however, these supervisory and collaborative relationships do not automatically constitute a conflict of interest.

f. “Equity Advocate” means a Committee Member, who is selected or elected by the other Committee Members to be responsible for ensuring that the Committee adheres to the University’s equity, diversity, and inclusion values

g. “Incumbent” means the current holder of an Academic Administrator Position. An individual who is appointed on an Interim basis to an Academic Administrator Position is not considered an Incumbent.

h. “Interim” means an appointment for a transition period that will normally not exceed one year.

i. “Procedures” means the procedures to this Appointment of Academic Administrators Policy as may be instituted by the University from time to time.

j. “Review Committee " means a Committee that is struck with the mandate of undertaking a review of an Incumbent with respect to recommendation regarding re-appointment for a second term.

k. “Search Committee” means a Committee that is struck with the mandate of recruiting a new candidate to an Academic Administrator Position.

l. “Student” means an individual registered in a program or course of study at the University leading to a degree, diploma or certificate of the University, who is in good standing.

m. “University” means Toronto Metropolitan University.

IV. Policy

1. All search processes for Academic Administrative Positions should reflect best practices in recruitment and reflect the University's commitment to equity, diversity and inclusion, and access to education and employment.

2. All recommendations for a candidate's appointment or re-appointment to an Academic Administrative Position must be made by a Committee duly constituted in accordance with the Procedures, and must be approved by the President or the President's designate prior to an offer of appointment or re-appointment being extended to the selected candidate. The Provost and Vice-President Academic's appointment or re-appointment must also be approved by the Board of Governors.

3. In making a recommendation for a candidate's appointment to an Academic Administrative Position, a Search Committee will seek to identify and appoint the most suitable individual for the Academic Administrative Position. Such recommendation shall be based on evidence of demonstrated abilities and excellent performance of duties by the candidate, while also considering a candidate's future potential for the Academic Administrative Position.

4. The University is committed to promoting equity, diversity and inclusion within its community; and to providing leadership opportunities for people from historically under-represented and marginalized communities and groups. Equity, diversity and inclusion in education and employment and respect for Indigenous perspectives are core values of the University. Committee Members shall, in all their deliberations, consider issues of equity, diversity and inclusion and each Committee shall identify or nominate an Equity Advocate.

Committees

5. All Committees shall be constituted in accordance with the Procedures, and in accordance with generally accepted principles of collegial governance.

6. Each Committee shall be comprised of a majority of elected Committee Members, and shall normally include at least one Student Committee Member whose program of studies falls within the responsibilities of the Academic Administrator Position in question.

7. In undertaking their duties, all Committee Members have a duty and obligation to act in the best interests of the University, including complying with the principles and processes articulated in this Policy and acting in a fair, equitable, objective, professional, respectful, civil, non-discriminatory, non-harassing, and confidential manner. All Committee Members will act in accordance with University policies including, but not limited to policies on Employment Equity, Workplace Civility and Respect, Discrimination and Harassment Prevention, Conflict of Interest, and Accommodation for Persons with Disabilities.

8. To serve as a Committee Member, an individual must agree to be bound by the rights and responsibilities set out in the *Rights and Obligations of Toronto Metropolitan University Committee Members* form.

9. A Committee Member who has or believes they have a Conflict of Interest shall declare the Conflict of Interest to the Chair of the Committee as soon as possible, and pending discussion and determination by the committee, shall refrain from taking part in any discussion or decision related to the matter, or withdraw from the meeting at which the matter is being discussed if required to do so by the Committee.

10. Committee Members and others involved in the review and search processes will have access to confidential material, and are therefore bound by the requirements of confidentiality necessary for the proper functioning of such a Committee and the protection of the interests of the Incumbent and candidates. In particular:
    a. In the course of Committee work, Committee Members may become aware of plans, opinions and employment experiences provided in confidence by individual candidates. Confidential reference comments about candidates will also be received. This information should only be shared or discussed with other Committee Members.
    b. The Committee process should respect the confidence of the candidates and the identity of candidates should not be disclosed save as necessary for the decision-making process.
    c. In the course of Committee deliberations, Committee Members will become aware of the perceptions, assessments and views of the other Committee Members concerning candidates being assessed. These exchanges are provided in confidence and should only be shared or discussed with other Committee Members; all Committee Members have an obligation to make every effort to respect the dignity and integrity of their colleagues and to sustain a climate in which colleagues are able to function as responsible members of the academic community.

Consultation

11. On issues related to process, and interpretation of this Policy and Procedures Committees Members may consult with the Vice-Provost, Faculty Affairs, unless the search is for the Vice-Provost, Faculty Affairs. Committee Members may consult with the relevant union/association and Vice-Provost, Faculty Affairs on issues related to interpretation of collective agreements.

12. If a Committee Member observes inappropriate behavior or activity that contravenes a collective agreement or policy relevant to the Committee's

mandate, this Committee Member should avail themself of the consultation process described in the paragraph above.

Intra-Term Assessment

13. The primary purpose of performance evaluation is to maintain and increase the effectiveness of academic administration through feedback on administrative performance and, where appropriate, recommendations for improvement.

14. An annual performance assessment will be conducted by the academic administrator's supervisor. The annual performance assessment is a confidential document. It is to be completed by May 31 of each year.

15. In the second or third year of the five-year term, there will be a full and detailed intra-term assessment of each Academic Administrative Positions covered by this Policy.

16. The intra-term assessment will be informed by confidential input from appropriate and knowledgeable people in the University community as determined by the Academic Administrative Position's supervisor. In the case of the assessment of Deans and Associate Deans of Faculties, this will include at minimum the canvassing of the tenured faculty members in the relevant Faculty. In the case of the Dean of Libraries and Associate Dean of Libraries, this will include at minimum the canvassing of the career-status librarians.

17. The supervisor may seek similar broad input to assist in the assessment at any time in the five-year term.

18. The Incumbent being reviewed has the right to obtain a copy and respond in writing to the confidential annual performance assessments, intra-term assessment or any other assessments. The Incumbent will be provided with a summary of the input but under no circumstances will the names of those who provided input be identified.

Term of Appointments

19. The term of an appointment of an individual to an Academic Administrator Position may not exceed five years. An Incumbent may be renewed for a second consecutive term not to exceed five years on the recommendation of the Chair of the Review Committee, and the approval of the President. Incumbents are restricted to two consecutive terms. A second consecutive term includes two, five-year terms interrupted by a leave or an Interim appointment.

20. In special circumstances, on the recommendation of the appropriate senior administrator, the length of appointment (either the first or second term) of an Incumbent may be extended for one additional year.

V. Roles and Responsibilities

1. President

- As provided in the Toronto Metropolitan University Act, and in the University's general by-laws, the Board of Governors has delegated its authority to the President with respect to the appointment of individuals to Academic Administrator Positions, with the exception of the appointment of the Provost and Vice-President Academic.

- Recommendation to the Board of Governors of appointment of Provost and Vice-President Academic.

2. Vice-Provost, Faculty Affairs (VPFA)

- Consultation with Chairs and Committee Members on issues related to the process of review and search Committees, except in the review/search for the Vice-Provost, Faculty Affairs. In the case of a review/search for the Vice-Provost, Faculty Affairs issues related to process of review and search Committees will be directed to the Provost and Vice-President, Academic.

3. Chair

- Oversight for Committee development and formation, including oversight of elections and the appointment of non-elected Committee Members, and ensuring that the Committee identifies an Equity Advocate.

- Responsible for principles and processes outlined in the AAA Procedures including creation and maintenance of a Committee environment that is collegial, respectful and accessible, and where all Committee Members comply with University policies.

- Considerations of institutional values in particular equity, diversity and inclusion as described in the Academic Plan, during Committee formation and Committee administration.

- Participation in Committee discussions on an equal basis as a non-voting Committee member.

4. Committee Members

- Complying with the principles, rules and procedures of this policy.

- Reading, signing and abiding by the *Rights and Obligations of Toronto Metropolitan University Committee Members* document.

- Reading documents put before the Committee, listening with an open mind to diverse viewpoints for and against particular candidates, and respectfully

engaging in Committee interviews, Committee discussions and decision-making.

- Respecting the rights of Committee Members to have different opinions and making different judgments, and raising difficult questions in a respectful manner and in an atmosphere of collegiality and mutual respect, without fear of reprisal.

VI. Jurisdiction

This Policy falls under the jurisdiction of the Vice-Provost, Faculty Affairs who is responsible for the interpretation and application of this Policy, and the creation of such Procedures and guidelines as necessary or desirable to give effect to this Policy.

VII. Policy Review

In accordance with the University's Administrative Policies Framework Policies and Procedures, this policy will be reviewed on a regular basis at the discretion of the Board of Governors, normally every five years or sooner. Such review will involve formal consultation with the University community, including but not limited to the Toronto Metropolitan Faculty Association and its members, and CUPE Local 3904.

Appointment of Academic Administrators Procedures (AAA Procedures)

- **Related Documents:** Appointment of Academic Administrators Policy (AAA Policy); Rights and Obligations of Toronto Metropolitan University Committee Members; Recruitment Resources; Senate Election Procedures
- **Owner:** Vice-Provost, Faculty Affairs

I. Purpose

These procedures (the "Procedures") assist in the interpretation and application of the Appointment of Academic Administrators Policy ("Policy") and set out the process for implementing the Appointment of Academic Administrators Policy (AAA Policy). These procedures outline the composition, formation and functioning of Committees, including information on who Chairs each committee and how. They include direction on the collegial administration of intra-term assessments, reviews and searches.

II. Definitions

All capitalized terms not otherwise defined in these Procedures have the meanings set out in the Policy.

"Continuing Education (CE) Student" means an individual (in good academic standing) registered in a Chang School course, and not simultaneously registered in an undergraduate/graduate program at Toronto Metropolitan University.

"Failed Search" means a situation where candidate is not identified as a result of a search as set out in Sections 2(j)(ii), 2(h)(iii) and 2(i);

"Undergraduate/Graduate Student" means an individual currently registered (in good academic standing) in an undergraduate/graduate program at Toronto Metropolitan University leading to an undergraduate/graduate degree.

"VPFA" means the Vice-Provost Faculty Affairs

III. Committees

1) Role of Committee Chairs

The senior administrator to whom the Academic Administrator Position reports shall serve as the Chair of the Committee. The Chair is a non-voting Committee Member but may participate in discussions on an equal basis. The Chair is responsible for:

a. Developing and forming a Committee.

b. Ensuring that all procedures related to nominations, elections and appointments of review and search Committee Members, are properly

conducted in accordance with these Procedures. Any unusual situations related to Committee formation will be addressed in consultation with the VPFA.

c. Achieving a Committee composition which advances the University's commitment to equity, diversity and inclusion, and adding specific knowledge and experience when necessary.

d. Ensuring that all Committee Members are familiar with the process and all materials under consideration. If applicable, facilitating transparent information sharing between the search firm and the Committee.

e. Ensuring that all Committee Members have read and agreed to abide by the *Rights and Obligations of Toronto Metropolitan University Committee Members*.

f. Ensuring that all deliberations of the Committee are conducted in an atmosphere of collegiality and mutual respect, where concerns can be fully and collegially addressed.

g. Ensuring that meetings are accessible (consider individual accessibility needs and institutional standards), and when possible, are held during regular business hours.

h. Developing procedures and rules, in consultation with Committee Members, to guide the work of the Committee that are consistent with this and other University policies. These include but are not limited:

   i. Confidentiality and record management;
   ii. Attendance and quorum: Each Committee shall establish rules regarding quorum for meetings, rules regarding how attendance or absence may affect the right to vote on certain issues, etc.;
   iii. Defining a majority sufficient for decisions of various kinds (e.g. for regular business, for a final recommendation, etc.);
   iv. Input from the community and portfolio staff;
   v. Identifying key issues related to the portfolio based on input from the community and portfolio staff and/or strategic directions of the portfolio as determined by the Chair;
   vi. Selection criteria and rating/ranking methodology;
   vii. Advertising and application requirements (internal, external, international);
   viii. Screening of resumes and short-listing of candidates;
   ix. Interview process and questions;
   x. Reference checks; and
   xi. Site visits, presentations and/or other components of the search and assessment process.

i. Ensuring that when there is significant concern with respect to compliance with relevant principles, confidentiality, Conflict of Interest or procedures, or another matter, the issue(s) should be brought to the attention of the Committee. The Chair in consultation with the Committee, and if necessary with the VPFA, may take necessary steps to address the issue, including seeking advice with respect to recusing a Committee Member(s), or striking a new Committee.

j. It is the responsibility of the Chair to approach and meaningfully engage with the appropriate department hiring committee or library appointments committee to ensure that an external candidate is academically qualified; and to seek their recommendation for the external candidate to join the Department/School/Division of which they may ultimately become a faculty member. Each department hiring committee/library appointment committee may develop a process through which they consult and/or receive feedback from their Department Chair/Director (if not a Member of the department hiring committee/library appointment committee) and departmental colleagues.

2) Committee Composition

a. Committees shall be composed of the number and type of elected and appointed Committee Members as set out in Schedule One below, provided that in the event that after a second call for nominations, an insufficient number of individuals from a required type are nominated, the Chair in consultation with the VPFA may determine that alternative comparable individuals, where applicable, from the same bargaining unit/employee group, are eligible to be elected to the Committee.

b. Each Committees shall be constituted in a manner to have diverse representation.

c. Except as set out in Schedule One with respect to a specific Committee, an individual, other than a Student, must be a full-time employee past their probationary period to serve as a Committee Member.

d. All students must be in good academic standing to serve as a Committee Member.

e. Incumbents are not eligible to sit on Committees for their current Academic Administrator Position.

f. In considering appointments to a Committee, the Chair shall make every effort to increase the participation of women, racialized people, First Nations, Métis and Inuit (FNMI) Peoples, persons with disabilities and 2SLGBTQ+ people.

g. Each Committee shall select a Committee Member to act as the Equity Advocate. The Equity Advocate must complete equity, diversity and inclusion

training, and shall be responsible for ensuring that the Committee adheres to the values of equity, diversity and inclusion in all aspects of their work. The Equity Advocate is not required to be from an equity-deserving group.

3) Election and Appointment of Committee Members

a. The nomination and election of elected Committee Members will follow the Senate Election Procedures except as modified herein, including voting by secret ballot, and will be supported by the Senate Secretariat.

b. The nomination period for elected Committee Members should be open for at least seven working days.

c. Each individual who is qualified to vote may vote for up to the number of Committee Member positions available to be filled.

d. Pre-tenure faculty members, tenured faculty members and limited-term faculty members may vote in electing tenured faculty members to a Committee, except in the case of the Committee for the Vice-Provost and Dean, and Associate Dean of the Yeates School of Graduate Studies, where voters are restricted to members of the Yeates School of Graduate Studies.

e. Probationary librarians and career librarians may vote in electing career librarians to a Committee.

f. The candidate receiving the most votes will serve; subsequent candidates will be chosen from the list in the order of most votes as long as their Faculty/Division/Department/School is not already represented. In the event that there are no candidates from the number of Faculties/Divisions/Departments/Schools needed to fill the number of elected Committee Members, then the selection will proceed in a similar manner, selecting a second Member from an already represented constituency, but not a third, until all other constituencies have reached two Members. This is to minimize the potential for any one constituency to dominate.

g. Where more than one constituency election must be held to determine the Membership of a Committee, all the constituency elections for the Committee shall be held simultaneously or as close to each other as practically possible. In any event, none of the election results shall be announced until all elections have been held for a specific Committee.

h. In the event that there remain vacancies after the second election and after the process identified in 3.g. above, the Chair, after consultation with the Committee Members, may initiate ad hoc procedures for striking a fully composed Committee; provided that a written record of actions to strike a fully composed Committee shall be provided to all Committee Members before the start of Committee work.

i. A Chair shall be responsible for appointing Committee Members from specified constituencies as set out in Schedule One. In making such appointments the Chair shall consider diversity, experience, and appropriate representation.

j. Should a Committee Member elected or appointed from one constituency experience a change in their main employment role, the Chair in consultation with the Committee, shall decide whether the Committee Member remains on the Committee, considering such matters as community representation and the potential for conflict of interest. Faculty Members on the Committee who assume a Chair/Director role of a Department/School, or whose tenure as a Chair/Director ends while the Committee remains in process, are normally excluded from this consideration and may continue to serve.

k. Once elections for the review and/or search Committee are complete, all appointed Committee Members confirmed, and the Committee has met once, no Committee Member may become a candidate.

4) Committee Support

a. The Office of the VPFA shall make every reasonable effort to keep their website up-to-date with information on the role, responsibilities, Incumbent, and term length of each Academic Administrator Position. The Office of the VPFA shall keep the University community informed of any pending and active reviews and searches.

b. The Office of the VPFA shall maintain a resource page on the University's Faculty Recruitment resource page that provides Committees with best practice advice, information and steps in making strategic hiring decisions consistent with the values and principles of the University.

c. At the request of the Chair, after notifying the Committee, a non-voting resource person(s) may be assigned to the Committee from Human Resources, the Office of the VPFA, or from the Office of the Chair to support the Committee in the discharge of its responsibilities. Such limited, non-voting resource persons shall be governed by the same confidentiality provisions as Committee Members regarding any information or deliberations to which they are party.

d. Where appropriate, a Committee may consult with internal and/or external colleagues and stakeholders with necessary specific expertise to assist the Committee with its activities. Such limited, non-voting participants shall be governed by the same confidentiality provisions as Committee Members regarding any information or deliberations to which they are party.

e. A Chair may engage an executive search firm to assist the Committee with its activities. The selection of such a firm shall be carried out in compliance with

the University's procurement policies. Notwithstanding the engagement of a search firm, the Chair shall retain control over the search process. Materials gathered and shared by the search firm shall be made available to all Committee Members.

5) Conflicts of Interest

If a Committee Member fails to declare a perceived conflict of interest, the Chair or any other Committee Member, shall bring the matter to the Committee's attention. The Committee shall consider the matter and decide whether a conflict exists, whether the matter warrants the Committee Member's removal from the Committee, or whether any other action should be taken to mitigate the conflict. In the event there is no agreement among Committee Members, or between the Committee and the Chair, the matter will be referred to the VPFA for a ruling.

6) Replacement and Disbandment

a. During the term of a Committee, if a Committee Member ceases to be a Committee Member for any reason, a successor will be chosen in the same manner as the Committee Member withdrawing, unless in the judgment of the Chair in consultation with the Committee, the selection process is so far advanced that a new appointment to the Committee would be inappropriate, in which case the seat will remain vacant.

b. During the term of a Committee, if a student Committee Member ceases to be a student at the University, but remains willing and able to continue to serve as a Committee Member, the Chair may, at their discretion, permit the student to continue to serve or appoint a replacement student Committee Member, unless in the judgment of the Chair in consultation with the Committee, the selection process is so far advanced that a new appointment to the Committee would be inappropriate, in which case the seat will remain vacant.

c. Under certain unusual circumstances a Committee may need to be disbanded early. Such circumstances include but are not limited to:

    i. when a Committee has sustained a loss of membership sufficient to undermine its functioning as a deliberative body;

    ii. when there has been a serious breach of policy that compromises the process; and

    iii. where there has been sufficiently severe conflict on the Committee to undermine its functioning.

    When such circumstances exist, the Chair will discuss the concerns and the possibility of disbanding with the Committee. If a majority of the Committee, through voting by secret ballot, agrees that disbanding is in order, the Committee is disbanded and a new Committee will be established in accordance with these

procedures as soon as reasonably possible. If the Committee does not agree that disbanding is in order, the matter will be referred to the VPFA who will meet with the Committee to discuss the issue, and then make the final determination regarding disbanding within ten business days.

IV. Reviews and Searches

1) Review Committee Procedures

a. At the beginning of the final year of an Incumbent's first term (typically by September 1 depending on the start date of their first term), the senior administrator responsible for an Academic Administrative Position will ask the Incumbent whether they wish to be considered for reappointment for a second term.

b. An Incumbent interested in being considered for a second term shall indicate this in writing to the senior administrator to whom they report.

c. In the event the Incumbent indicates they do wish to be considered for a second term, the senior administrator that they report to shall strike a Review Committee which shall undertake a review of the Incumbent in accordance with the procedure listed below. If the Incumbent indicates that they are not interested in being considered for a second term, the senior administrator shall strike a Search Committee and shall follow the procedures set out in Section 2, below.

d. The Review Committee shall assess the Incumbent's performance to date, and prospects for future performance. This will include:

    i. A review of the relevant Academic Administrative Position specifications against which the Incumbent was selected; an updated CV provided by the Incumbent, an accurate summary of the intra-term performance assessment, as well as of any other previous evaluations of the Incumbent's performance completed by the relevant senior administrator; any responses to intra-term assessments by the Incumbent; and any other material that the Chair or the Incumbent wishes to bring to the attention of the Committee.

    ii. Seeking input from all direct reports, peers, colleagues and other appropriate members of the University community regarding:

        a) The Incumbent's performance up to the time of the intra-term performance assessment and since.

        b) Priorities of the portfolio as identified at the time of appointment and intra-term.

c) Current issues and future direction of the portfolio.

d) Individuals shall be invited to provide submissions in writing to an appropriate office as determined by the Chair. Anonymous submissions will not be considered. The receiving office will ensure the confidentiality of all submissions, and shall provide the Review Committee with anonymized submissions.

e) The Review Committee will provide the Incumbent with an anonymized summary of the submissions for review and comment. All anonymized summaries should be an accurate reflection of the input received.

iii. The Incumbent will provide the Review Committee with a self-evaluation of their performance and will have an opportunity to respond in writing to the anonymized summary.

iv. The Review Committee will meet with the Incumbent to review the assessments and to discuss the Incumbent's vision and priorities in respect of a renewed appointment.

e. Having due regard for the information listed in 1.d. above, the Committee will render its own judgment with respect to the reappointment of the Incumbent. If sufficient Committee Members (in accordance with the rules established by the Review Committee) agree as indicated by a secret ballot vote, the Review Committee will make a recommendation to the Chair, providing supporting arguments and sufficient rationale as to whether the Incumbent should be reappointed or not. If the input received under 1.d.ii. above is clearly positive or clearly negative regarding the Incumbent but the Review Committee is making a recommendation that is contrary to the feedback (e.g., the Review Committee recommends reappointment when the feedback received was clearly negative), then the Review Committee's recommendation must clearly address this inconsistency and provide specific rationale as to why their recommendation should be accepted.

f. If the Chair agrees with the Review Committee's recommendation:

i. not to reappoint the Incumbent, the Review Committee will be reconstituted as a Search Committee and a search will commence. The Incumbent will not be eligible to apply for the Academic Administrative Position.

ii. that the Incumbent should be reappointed, the Chair shall make the recommendation to the President (or to the Chair of the Board of Governors in the case of the Provost and Vice-President, Academic search) for approval. Upon approval, the Review Committee's work concludes and the appropriate office begins the appointment process.

g. If the Chair disagrees with the recommendation of the Review Committee regarding the reappointment of the Incumbent, the Chair will provide their rationale to the Review Committee and will ask the Committee to reconsider its recommendation.

h. If, after the Review Committee's recommendation, the Chair disagrees with the Review Committee's recommendation, the work of the Review Committee is concluded, and the Review Committee will becomes a Search Committee and a search will commence. The Incumbent will be eligible to apply for the Academic Administrative position.

i. If after reconsideration, the Chair agrees with the Committee's recommendation that the Incumbent should be reappointed, the recommendation shall go to the President (or to the Board of Governors in the case of the Provost and Vice-President, Academic search) for approval. Upon approval, the Review Committee's work concludes and the appropriate office begins the appointment process.

j. An Incumbent may at any point inform the Chair in writing that they no longer want to be considered for reappointment. Upon receipt of such notice by the Chair the Incumbent will then not be eligible for reappointment for a second consecutive term.

k. No Committee Member of a Review Committee that recommends against reappointment of an Incumbent may be a candidate in the following search for the Academic Administrative Position.

l. If the Incumbent indicates that they are not interested in being considered for a second term, the Committee will be deemed a Search Committee and follow the Search Committee procedures in Section 2, below.

2) Search Committee Procedures

a. If a search process was preceded by a reappointment review process, the existing Committee Members of the Review Committee have the first opportunity to continue as Committee Members on the Search Committee. In the event they are required, any replacement Committee Member will be added to the Search Committee in the same category and using the same manner (election or appointment) as set out in Schedule 1.

In the event that there is no Incumbent eligible for, or seeking reappointment, or a new appointment to an Academic Administrative Position is required, a Search Committee will be constituted and a search will commence .

b. The Search Committee's mandate is to seek and recommend the best candidate for the Academic Administrative Position. Towards that end, the Search Committee:

    i. Reviews and, where appropriate, recommends updates to the position description;
    ii. Reviews and recommends the qualifications and experience required;
    iii. Seeks candidates;
    iv. Screens applications;
    v. Interviews selected candidates; and
    vi. Conducts any other assessments as may be appropriate.

c. A person holding an Academic Administrative Position on an interim basis will be eligible to apply for the position.

d. A Search Committee as a whole may where appropriate consult with any person(s) who is not a Committee Member of the Search Committee on their views of the Academic Administrative Position and what characteristics they think the appointee should possess provided such consultation does not involve any performance assessment of a candidate.

e. A Committee shall make a recommendation to the Chair as to which candidate should be appointed to the Academic Administrative Position. The recommendation of the candidate shall be determined by a majority vote of the Search Committee, made in accordance with the voting rules established by the Search Committee. In the event that a vote or a series of votes fails to result in a majority for one of the candidates, the Search Committee should continue to try to reach an agreement.

f. Except in the circumstances of interim appointments or an extension of an Incumbent or interim appointment, there will be no appointment made from a search in the absence of a positive recommendation from the Search Committee.

g. If the Chair agrees with the Search Committee's recommendation of a candidate, the recommendation shall go to the President (or to the Board of Governors in the case of a Provost and Vice-President Academic search) for approval. Upon approval, the Search Committee's work concludes and the appropriate office begins the appointment process.

h. If the Chair disagrees with the recommendation of the Search Committee, or after due consideration and discussion the Search Committee is unable to make a recommendation, the Chair shall ask the Search Committee to reconsider. If the Search Committee is unable or unwilling to provide another recommendation, the following options are available:

    i. In the case of an internally advertised search, the Search Committee may ask the Chair to seek authorization for an external search. If such

authorization is granted, the Search Committee will continue on that basis;

ii. If authorization for an external search is not granted, and the Search Committee has not re-advertised internally, the Search Committee may so advertise unless the Search Committee and Chair agree that re-advertising would not be effective, in which case a Failed Search will be declared and the Search Committee will be dissolved. If the Search Committee has already re-advertised and reached the same position with no recommendation acceptable to the Chair, a Failed Search will be declared and the Search Committee dissolved; or

iii. In the case of an externally advertised search, the Chair may ask the Search Committee to re-advertise externally and continue on that basis or the Chair may declare a Failed Search. If after re-advertising the Search Committee still makes no recommendation acceptable to the Chair, a Failed Search will be declared.

i. If no candidate can be found who is acceptable to the Search Committee, the Chair and the President (or the Board of Governors), a Failed Search will be declared.

j. After a Failed Search, a new Search Committee will be struck. Members of the disbanded Search Committee are entitled to put their names forward for election or appointment to serve on the new Search Committee.

3) Advertising Positions

If a Review Committee is reviewing an Incumbent's performance because they are seeking a second term, the Academic Administrative Position does not need to be advertised. Otherwise, all vacancies in the Academic Administrative Positions must be advertised internally or externally as set out below.

"Internal" advertising of a vacancy means there will be written notice of a vacancy in an Academic Administrative Position and call for applicants circulated within the University including posting on the Toronto Metropolitan University Career Opportunities website.

"External" advertising means there will be written notice of a vacancy in an Academic Administrative Position and call for applicants circulated concurrently both internally within the University, including posting on the Toronto Metropolitan University Career Opportunities website, and externally, including in at least one advertisement in a publication accessible to qualified candidates such as a Toronto daily newspaper, a newspaper with a national reach, an academic educational publication or approved professional publication.

All advertising and search measures to encourage applications from diverse communities will be carried out with the assistance of the Office of the VP, Equity and Community Inclusion, and Human Resources.

A decision to advertise externally is subject to budgetary approval and shall be made by the Chair after receiving the Search Committee's advice.

In the event an Academic Administrative Position is only advertised internally, the candidate pool for the Academic Administrative Position must be limited to any full-time career University employee who is eligible for consideration including Toronto Metropolitan Faculty Association Members (all tenured faculty Members, librarians and counsellors past their probation period).

Schedule One – Committee Composition

Committee for Provost & Vice-President Academic		
Source/Composition	**# of Members**	**(S)elected by**
President (Chair)	1	Ex Officio
Tenured faculty members/career librarians, with no more than one member per Faculty/Division, and at least one Chair/Director	6	faculty/librarians [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Student	1	Graduate and Undergraduate Students [election]
Presidential appointees	3	President
Total	**12**	

Faculty and librarian members of the TFA may nominate candidates, and all faculty and librarians as a whole shall vote for up to six candidates. The first Committee Member to be selected will be the Chair/Director of a Department/School with the most votes. That Chair/Director shall be the faculty member representative for their Faculty. In cases where no Chair/Director is nominated, there will be no elected Chair/Director on the Committee. Thereafter, the remaining candidates will be tenured faculty members or librarians chosen from the list in the order of most votes as long as their Faculty/Division is not already represented, such that the elected members will all be from different Faculties/Divisions. In the event that there are not candidates from at least six (6) Faculties/Divisions, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty/Division to dominate.

The librarians and staff members elected or appointed to the search Committee must be full-time University employees past their probationary period.

Committee for Vice-President, Research & Innovation		
Source/Composition	**# of Members**	**(S)elected by**
President (Chair)	1	Ex Officio
Tenured faculty members/career librarians, with no more than one member per Faculty/Division	6	faculty/librarians [election]
Deans or Associate Deans responsible for research	2	Deans
Presidential appointees, one of whom shall be a graduate student	3	President
Total	**12**	

Faculty and librarian members of the TFA may nominate candidates, and all faculty and librarians as a whole shall vote for up to six candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of six (6) will be chosen from the list in the order of most votes as long as their Faculty/Division is not already represented, such that the elected members will all be from different Faculties/Divisions. In the event that there are not candidates from at least six (6) Faculties/Divisions, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty/Division to dominate.

The librarians and staff members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Vice-Provost, Faculty Affairs		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Tenured faculty members, career librarians/counsellors, with no more than one member per Faculty/Division	5	faculty/librarians/ counsellors [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Chief Human Resources Officer	1	Ex Officio
Provost appointees	2	Provost
Total	**10**	

Members of the TFA (faculty, librarians and counsellors) may nominate candidates, and all TFA members as a whole shall vote for up to five candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of five (5) will be chosen from the list in the order of most votes as long as their Faculty/Division is not already represented, such that the elected members will all be from different Faculties/Divisions. In the event that there are not candidates from at least five (5) Faculties/Divisions, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty/Division to dominate.

The librarians and staff members elected to the Search Committee must be full-time University employees past their probationary period.

Committee for Vice-Provost, Academic		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Tenured faculty members/career librarians, with no more than one Member per Faculty/Division	5	faculty/librarians [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Student	1	Graduate and Undergraduate Students [election]
Provost appointees	2	Provost
Total	**10**	

Faculty and librarian members of the TFA may nominate candidates, and all faculty and librarians as a whole shall vote for up to five candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of five (5) will be chosen from the list in the order of most votes as long as their Faculty/Division is not already represented, such that the elected members will all be from different Faculties/Divisions. In the event that there are not candidates from at least five (5) Faculties/Divisions, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty/Division to dominate.

The librarians and staff members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Vice-Provost & Dean of Yeates School of Graduate Studies		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Tenured faculty members who are members of YSGS with no more than one member per Faculty	3	faculty members of YSGS, excluding Graduate Program Directors [election]
Graduate Program Directors	2	Graduate Program Directors [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Graduate Student	1	Graduate Students [election]
Provost appointees	2	Provost
Total	**10**	

Graduate Program Director refers to those faculty members who are responsible for a graduate program under different titles such as Graduate Program Director, Associate Chair of Graduate Studies, etc.

Faculty members who are members of YSGS (YSGS faculty) may nominate candidates, and all YSGS faculty as a whole shall vote for up to three candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of three (3) will be chosen from the list in the order of most votes as long as their Faculty is not already represented, such that the elected members will all be from different Faculties. In the event that there are not candidates from at least three (3) Faculties, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty to dominate.

Where there are not two Graduate Program Directors available to serve on the Committee, one or more additional faculty members shall be elected.

Librarians or staff members appointed to the search Committee must be full-time University employees past their probationary period.

Committee for Associate Vice-President, Research & Innovation		
Source/Composition	**# of Members**	**(S)elected by**
Vice-President, Research & Innovation (Chair)	1	Ex Officio
Tenured faculty members/career librarians, with no more than one member per Faculty/Division	5	faculty/librarians [election]
Dean or Associate Dean responsible for research	1	Deans
Graduate Student	1	Graduate Students [election]
VPRI appointees	2	VPRI
Total	10	

Faculty and librarian members of the TFA may nominate candidates, and all faculty and librarians as a whole shall vote for up to five candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of five (5) will be chosen from the list in the order of most votes as long as their Faculty/Division is not already represented, such that the elected members will all be from different Faculties/Divisions. In the event that there are not candidates from at least five (5) Faculties/Divisions, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty/Division to dominate.

The librarians and staff members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Deans of Faculties		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Tenured faculty members in that Faculty, with no more than one Member from each Department/School	4	faculty members in that Faculty, excluding Chairs/Directors [election]
Chairs/Directors in the Faculty	1	Chairs/Directors in that Faculty [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Career staff member in that Faculty	1	Career Staff [election]
Provost appointees, one of whom shall be a graduate or undergraduate student	2	Provost
Total	**10**	

TFA members of the Faculty may nominate candidates and vote for up to four (4) candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of four (4) will be chosen from the list in the order of most votes as long as their Department/School is not already represented, such that the elected members will all be from different Departments/Schools. In the event that there are not candidates from at least four (4) Departments/School, then the selection will proceed in a similar manner so as to minimize the potential for one Departments/School to dominate.

Where there are not any Chair/Director available to serve on the Committee, one additional faculty member shall be elected.

The staff member elected to the Search Committee must be a full-time University employee past their probationary period.

Committee for Dean of The Chang School of Continuing Education		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Dean or Vice-Provost	1	Deans and Vice-Provosts
CE Program Directors	2	CE Program Directors [election]
CE Academic Coordinators	2	CE Academic Coordinators [election]
CE student	1	CE Students [election]
Provost appointees, with at least one member selected from tenured faculty members	3	Provost
Total	**10**	

With the exception of the CE student, the members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Associate Deans of Faculties		
Source/Composition	**# of Members**	**(S)elected by**
Dean (Chair)	1	Ex Officio
Tenured faculty members in that Faculty	4	faculty members of that Faculty, excluding Chairs and Directors [election]
Chair/Director in that Faculty	1	Chairs/Directors of that Faculty [election]
Two students [no more than one from each department/ school/program] in that Faculty	2	Graduate Students of that Faculty [election] and/or Undergraduate Students of that Faculty [election]
Decanal appointees, one of whom shall be a career staff member in that Faculty	2	Dean
Total	**10**	

TFA members of the Faculty may nominate candidates and vote for up to four (4) candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of four (4) will be chosen from the list in the order of most votes as long as their Department/School is not already represented, such that the elected members will all be from different Departments/Schools. In the event that there are not candidates from at least four (4) Departments/School, then the selection will proceed in a similar manner so as to minimize the potential for one Departments/School to dominate.

Where there are not any Chair/Director available to serve on the Committee, one additional faculty member shall be elected.

For Associate Deans predominantly responsible for undergraduate studies, two undergraduate students from the Faculty may be elected; for Associate Deans predominantly responsible for graduate studies, two graduate students may be elected; or one undergraduate and one graduate student, as appropriate.

The staff member appointed to the Search Committee must be a full-time University employee past their probationary period.

Committee for Associate Dean of Yeates School of Graduate Studies		
Source/Composition	**# of Members**	**(S)elected by**
Vice-Provost & Dean, YSGS	1	Ex Officio
Tenured faculty members who are members of YSGS, with no more than one member per Faculty	4	faculty members of YSGS, excluding Graduate Program Directors [election]
Graduate Program Directors*	2	Graduate Program Directors [election]
Graduate Student	1	Graduate Students [election]
Decanal appointees	2	Vice-Provost & Dean, YSGS
Total	**10**	

*Graduate Program Director refers to those faculty members who are responsible for a graduate program under different titles such as Graduate Program Director, Associate Chair of Graduate Studies, etc.

Faculty members who are members of YSGS (YSGS faculty) may nominate candidates, and all YSGS faculty as a whole shall vote for up to four candidates. The candidate receiving the most votes will serve; subsequent candidates to a total of four (4) will be chosen from the list in the order of most votes as long as their Faculty is not already represented, such that the elected members will all be from different Faculties. In the event that there are not candidates from at least four (4) Faculties, then the selection will proceed in a similar manner so as to minimize the potential for one Faculty to dominate.

Where there are not two Graduate Program Directors available to serve on the Committee, one or more additional faculty members shall be elected.

Librarians or staff members appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Dean of Libraries		
Source/Composition	**# of Members**	**(S)elected by**
Provost (Chair)	1	Ex Officio
Career librarians, of whom at least one should be a Library Department Head	4	librarians [election]
Tenured faculty	1	faculty members [election]
Career library staff member (past probationary period)	1	Library staff [election]
Dean or Vice-Provost	1	Deans and Vice-Provosts
Provost appointees, one of whom shall be an undergraduate or graduate student	2	Provost
Total	**10**	

The librarians and staff members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

Committee for Associate Dean of Libraries		
Source/Composition	**# of Members**	**(S)elected by**
Dean of Libraries (Chair)	1	Ex Officio
Career librarians, of whom at least one should be a Library Department Head	4	librarians [election]
Tenured faculty	1	faculty members [election]
Career library staff members (past probationary period)	2	Library staff [election]
Appointees of the Dean of Libraries, one of whom shall be an undergraduate or graduate student	2	Dean of Libraries
Total	**10**	

The librarians and staff members elected or appointed to the Search Committee must be full-time University employees past their probationary period.

DRAFT RESOLUTION

RE: Appointment of Academic Administrators Policy ("AAA Policy")

BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the amendments to the Appointment of Academic Administrators Policy ("AAA Policy"), as presented.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Appointment of Clinical Academic Administrators Policy ("ACAA Policy")

STRATEGIC OBJECTIVES:
_ X_ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
___ Compliance (e.g., legislatively required)
_ X_ Governance

ACTION REQUIRED: Approval

SUMMARY:
To establish the School of Medicine, parallel structures must be created to support the emergence of a Clinical Faculty group. The Appointment of Clinical Academic Administrators Policy ("ACAA Policy") is the parallel structure that has been created to complement the Appointment of Academic Administrators Policy ("AAA Policy"). There are small variances in the process noted in the bullets below for the procedures during this initial foundational phase, necessary due to the limited number of clinical faculty members.

BACKGROUND:
The Ontario *Labour Relations Act* precludes physicians from being involved in a collective bargaining process outside of the Ontario Medical Association. As a result, clinical faculty are excluded from the Toronto Metropolitan Faculty Association. At its September meeting, the Board of Governors approved the Clinical Faculty Appointment, Renewal, and Promotion Policy.

For this same reason, new parallel processes for the appointment of clinical administrators within the School of Medicine is required.

The ACAA Policy was developed with input from the foundational leadership team within the School of Medicine. Student and resident volunteers were also invited to provide input as was the Office of the Vice-Provost, Faculty Affairs.

The proposed ACAA Policy closely mirrors the process set out in the proposed AAA Policy.
With respect to the procedures, small variations in the election processes include:

- The formation of a common pool of elective representatives from which the faculty members of the committees will be added. Elections for each senior leadership role listed in the ACAA Policy during the foundational state will require approximately one to four new votes every few months and this might lead to overwhelming disengagement with the small clinical faculty group and a non-response in the elections (decreasing their validity); and

- A larger component of appointed individuals during this initial foundational phase within the procedures, mindful that much of the intersectional matters across various ranks, affiliated sites, and other factors will require appointments in the initial period until the School of Medicine has steady faculty hiring levels.

The ACAA procedures will be reviewed once the School of Medicine is fully functional and its operation reaches steady state.

ATTACHMENT: Appointment of Clinical Academic Administrators Policy ("ACAA Policy")

PREPARED BY:
Name: Teresa Chan, Dean, School of Medicine & Vice-President, Medical Affairs
Patrizia Albanese, Interim Vice-Provost, Faculty Affairs
Date: November 10, 2023

APPROVED BY:
Name: Roberta Iannacito-Provenzano, Provost and Vice-President, Academic
Date: November 21, 2023

Appointment of Clinical Academic Administrators Policy (ACAA Policy) for the School of Medicine

- **Related Documents:** Appointment of Clinical Academic Portfolio Leaders Policy (ACAPL Policy); Appointment of Clinical Academic Administrators Procedures; Rights and Obligations of Toronto Metropolitan University (TMU) Committee Members, Conflict of Interest Policy
- **Owner:** Vice-Provost, Faculty Affairs
- **Approver:** Board of Governors
- **Approval Dates:** TBD

I. Purpose

This Appointment of Clinical Academic Administrators Policy ("Policy"), which rests on the bedrock of collegial governance, provides a process for the appointment and re–appointment of Clinical Academic Administrators that is transparent and accountable.

The Policy establishes the guidelines for the formation and functioning of Committees related to the appointment of the clinical academic administrative leadership at the School of Medicine at the University. It also establishes the guidelines for the term of appointment, intra-term assessment, and reappointment of Clinical Academic Administrators.

II. Scope and Application

This Policy applies to the appointment of individuals to Clinical Academic Administrator Positions including:

i. Dean within the School of Medicine;
ii. Vice Deans within the School of Medicine;
iii. Associate Deans within the School of Medicine;
iv. Assistant Deans within the School of Medicine.

This Policy does not apply to the Interim appointment of individuals to a Clinical Academic Administrator Position, which are made on the recommendation of the appropriate senior administrator, including the Provost and Vice-President, Academic, after consultation with the appropriate constituency.

This Policy does not apply to the Clinical Academic Portfolio Leaders Positions (e.g. Department Heads, academic directors, etc.), which are within School appointments that are held separate from this policy due to decreased accountability and complexity. Please see the Clinical Academic Portfolio Leaders Positions Policy for details of those positions.

As the academic structure of the University changes and new types of Clinical Academic Administrator Positions are created, the President, in consultation with the Provost and Vice-President, Academic and Dean (School of Medicine) and Vice-President of Medical Affairs may alter the scope of this Policy.

Broadly speaking, all senior leadership roles within the School of Medicine will be

listed initially as a Clinical Academic Administrator Position. However, TFA faculty are free to apply to these roles but they would only be eligible for partial salary support that will be arranged via their division/department/school via a transfer that is aligned with the cross appointment processes under the TFA collective agreement. The selection process for all School of Medicine senior leadership roles, however, would remain within the scope of the ACAA or ACAPL policies regardless of the types of applicants within the Search.

III. Definitions

a. "Assistant Deans" within the School of Medicine are clinical faculty members who are accountable for a defined unit within an academic program (e.g. Recruitment & Admissions, Educational Scholarship) within an Office and Service Section or the entirety of an academic program. Assistant Deans will provide oversight to directors, faculty leads, managers, and staff within their Unit, and report to an associate dean, though in rare instances they will report to a Vice Dean or the Dean directly. They will not be required to manage operational matters, but are encouraged to work alongside an Associate/Vice Dean to collaboratively engage in management activities such as hiring, performance management, financial management & reporting, academic reporting, accreditation, quality improvement.

b. "Associate Deans" within the School of Medicine are clinical faculty members who are accountable for the entirety of an academic program (e.g. undergraduate medical education, clinical research, equity & social accountability). Associate Deans will usually lead an Office within the School of Medicine (including engaging in performance management, financial management & reporting, academic reporting, accreditation, quality improvement), and report to a Vice Dean within a specific Service Section. Associate Deans are expected to assume responsibility for operational matters within their Office, but are encouraged to delegate to and/or mentor their direct reports to collaboratively engage in management activities such as (but not limited to) strategic direction for the Office, hiring, performance management, financial management & reporting, academic reporting, accreditation, quality improvement.

c. "Clinical Academic Administrator Position" includes the following positions within the University:
    i. Vice Deans within the School of Medicine;
    ii. Associate Deans within the School of Medicine;
    iii. Assistant Deans within the School of Medicine.

d. "Clinical Academic Portfolio Leaders" (covered by the Appointment of Clinical Academic Portfolio Leaders School of Medicine Level Policy) includes the following positions within the University:
    i. Department Heads within the School of Medicine;
    ii. Deputy or Associate Department Heads within the School of

Medicine;
iii. Research Centre/Institute Directors within the School of Medicine;
iv. Clinical Faculty Directors within the School of Medicine;
v. Clinical Faculty Leads within the School of Medicine;
vi. Division Directors within Departments in the School of Medicine;
vii. Program Directors within the Divisions/Departments in the School of Medicine.

e. “Chair” means the chair of a Review or Search Committee.

f. “Clinical Fellow” means a physician pursuing advanced training beyond their initial postgraduate medical education. This includes, but is not limited to, individuals participating in an Area of Focused Competence (AFC) program.

g. “Clinical Fellowship Program Director” refers to the educational leader that oversees the education of a Clinical Fellow.

h. “Committee” means a Review Committee or Search Committee.

i. “Committee Member” means an individual who is either elected or appointed to a Committee including the Chair.

j. “Conflict of Interest” means a real or perceived situation when an individual’s personal interests interfere or could interfere with the independent judgment required by the individual in order to perform their duties and responsibilities in the best interest of the University. Conflicts of Interest may be financial or may be personal such as where an individual has acted as an academic supervisor of a candidate or where an individual has collaborated with the candidate on a research project or business venture; however, these supervisory and collaborative relationships do not automatically constitute a conflict of interest.

k. “Dean/VPMA” refers to the Dean of the School of Medicine and the Vice-President of Medical Affairs which is a harmonized role.

l. “Department” refers to a grouping of faculty members who share a core academic mission and mandate within a domain.

m. “Equity Representative” means a Committee Member, who is selected or elected by the other Committee Members to be responsible for ensuring that the Committee adheres to the University’s equity, diversity, inclusion, accessibility (EDIA) values.

n. “Incumbent” means the current holder of a Clinical Academic Administrator Position. An individual who is appointed on an interim basis to an Academic Administrator Position is not considered an Incumbent.

o. “Interim” means an appointment for a transition period that will normally not exceed one year, unless there are unusual or extenuating circumstances.

p. “Postdoctoral Fellow” is either a physician or PhD-trained individual who is pursuing advanced research training beyond their initial research and/or postgraduate medical education. This does *not* include individuals participating in an Area of Focused Competence (AFC) program.

q. “Procedures” means the procedures to this Appointment of Clinical Academic Administrators Policy as may be instituted by the University from time to time.

r. “Resident Physician” means an individual pursuing advanced training within their initial postgraduate medical education.

s. “Residency Program Director” refers to the educational leader that oversees the education of a resident physician.

t. "Review Committee" means a Committee that is struck with the mandate of undertaking a review of an Incumbent with respect to recommendation regarding reappointment for a second term.

u. “School” means the School of Medicine.

v. "Search Committee" means a Committee that is struck with the mandate of recruiting a new candidate to a Clinical Academic Administrator Position.

w. “TFA” refers to the Toronto Metropolitan Faculty Association.

x. “Learner” means an individual registered in a program or course of study at the University leading to a degree, diploma or certificate of the University’s School of Medicine or a resident-physician, clinical fellow, or postgraduate fellow pursuing advanced training within the postgraduate medical education phase of their training, who is in good standing

y. “University” means Toronto Metropolitan University

z. “Vice Dean” within the School of Medicine are clinical faculty members who are accountable for the entirety of an academic service section (e.g. Scholarship, Research, Creative, and Innovation; Education). Vice Deans will usually lead a Sections within the School of Medicine, which will encompass several Offices and subsidiary units. Vice Deans are expected to assume responsibility for strategic and operational matters within their Service Section. They are responsible for ensuring the supervision, support, and development for their direct reports, and will engage in key activities including but not limited to engaging in performance management, financial management & reporting, academic reporting, accreditation, and quality improvement. They report directly to the Dean, and may be asked to act as the Dean’s delegate at University, Provincial, or National level meetings/events.

aa. “VPFA” means the Vice-Provost, Faculty Affairs

bb. “VPMA” means the Vice-President, Medical Affairs.

IV. Policy

1. All search processes for Clinical Academic Administrative Positions should reflect best practices in recruitment and reflect the University's commitment to equity, diversity and inclusion, and access to education and employment.

2. All recommendations for a candidate's appointment or reappointment to a Clinical Academic Administrative Position must be made by a Committee duly constituted in accordance with the Procedures, and must be approved by the President or the President's designate prior to an offer of appointment or reappointment being extended to the selected candidate.

3. In making a recommendation for a candidate's appointment to a Clinical Academic Administrative Position, a Search Committee will seek to identify and appoint the most suitable individual for the Clinical Academic Administrative Position. Such recommendation shall be based on evidence of demonstrated abilities and excellent performance of duties by the candidate, while also considering a candidate's future potential for the Clinical Academic Administrative Position.

4. The University is committed to promoting equity, diversity,inclusion, and accessibility within its community; and to providing leadership opportunities for people from historically under-represented and marginalized communities and groups. Equity, diversity and inclusion in education and employment and respect for Indigenous perspectives are core values of the University and the School of Medicine. Committee Members shall, in all their deliberations, consider issues of equity, diversity,inclusion, and accessibility (EDIA) and each Committee shall identify or nominate an Equity Representative.

Committees

5. All Committees shall be constituted in accordance with the Procedures, and in accordance with generally accepted principles of collegial governance.

6. Each Committee shall include elected Committee Members and shall normally include at least one Trainee Committee Member whose program of studies/training falls within the responsibilities of the Clinical Academic Administrator Position in question.

7. In undertaking their duties, all Committee Members have a duty and obligation to act in the best interests of the University, including complying with the principles and processes articulated in this Policy and acting in a fair, equitable, objective, professional, respectful, civil, non-discriminatory, non-harassing, and confidential manner. All Committee Members will act in accordance with University policies including, but not limited to policies on Employment Equity, Workplace Civility and Respect, Discrimination and Harassment Prevention, Conflict of Interest, and Accommodation for Persons with Disabilities.

8. To serve as a Committee Member, an individual must agree to be bound by the rights and responsibilities set out in the *Rights and Obligations of Toronto Metropolitan University Committee Members* form.

9. A Committee Member who has or believes they have a Conflict of Interest shall declare the Conflict of Interest to the Chair of the Committee as soon as possible and shall refrain from taking part in any discussion or decision related to the matter, or withdraw from the meeting at which the matter is being discussed if required to do so by the Chair.

10. Committee Members and others involved in the review and search processes will have access to confidential material and are therefore bound by the requirements of confidentiality necessary for the proper functioning of such a Committee and the protection of the interests of the Incumbent and candidates. In particular:
    a. In the course of Committee work, Committee Members may become aware of plans, opinions and employment experiences provided in confidence by individual candidates. Confidential reference comments about candidates will also be received. This information should only be shared or discussed with other Committee Members.
    b. The Committee process should respect the confidence of the candidates and the identity of candidates should not be disclosed save as necessary for the decision-making process.
    c. In the course of Committee deliberations, Committee Members will become aware of the perceptions, assessments and views of the other Committee Members concerning candidates being assessed. These exchanges are provided in confidence and should only be shared or discussed with other Committee Members; all Committee Members have an obligation to make every effort to respect the dignity and integrity of their colleagues and to sustain a climate in which colleagues are able to function as responsible members of the academic community.

11. Consultation:

a. On issues related to process, and interpretation of this Policy and Procedures, Committees Members may consult with the Dean/VPMA, but also with the Vice-Provost, Faculty Affairs as necessary.

b. If a Committee Member observes inappropriate behavior or activity that contravenes this or any other policies relevant to the Committee's mandate, this Committee Member should avail themself of the consultation process described in the paragraph above.

12. Term of Appointments

a. The term of an appointment of an individual to a Clinical Academic Administrator Position may not exceed five years. An Incumbent may be renewed for a second consecutive term not to exceed five years on the

recommendation of the Chair of the Review Committee, and the approval of the President.

b. Incumbents are restricted to two consecutive terms. A second consecutive term includes two, five-year terms interrupted by a leave or an Interim appointment.

c. In special circumstances, on the recommendation of the appropriate senior administrator, the length of appointment (either the first or second term) of an Incumbent may be extended for up to two additional years.

13. Intra-Term Assessment

a. The primary purpose of performance evaluation is to maintain and increase the effectiveness of clinical academic administration through feedback on administrative performance and, where appropriate, recommendations for improvement.

b. An annual performance assessment will be conducted by the clinical academic administrator's supervisor. The annual performance assessment is a confidential document. It is to be completed by May 31 of each year.

c. The supervisor may seek similar broad input to assist in the assessment at any time in the five-year term.

d. Between month 22-36 of the five-year term, there will be a full and detailed intra-term assessment of each Clinical Academic Administrative Positions covered by this Policy.

e. The intra-term assessment will be informed by confidential input from appropriate and knowledgeable people in the School of Medicine community, including clinical faculty in the relevant units, as determined by the Clinical Academic Administrative Position’s supervisor.

f. The Incumbent being reviewed has the right to obtain a copy and respond in writing to the confidential annual performance assessments, intra-term assessment or any other assessments. The Incumbent will be provided with a summary of the input but under no circumstances will the names of those who provided input be identified.

V. Roles and Responsibilities

Dean of School of Medicine & Vice-President, Medical Affairs (Dean/VPMA)

- Will oversee the implementation of the procedures, and act as the ultimate nominator of successful search candidates to the Provost and President via the OVPFA.

Vice-Dean, Clinical & Faculty Affairs (VDCFA)

- Consultation with Search Committee Chairs and Committee Members on issues related to the process of review and search Committees, except in the review/search for the Vice-Dean, Clinical & Faculty Affairs. In the case of a review/search for the Vice-Dean, Clinical & Faculty Affairs issues related to process of review and search Committees will be directed to the Dean/VPMA. The VDCFA will also, at times, liaise with the OVFPA and Provost's office to ensure coherence of the SoM procedures with that of other University policies and procedures around University leaders and administrators.

Chair of the Search Committee ("Chair")

- Is normally the supervisor (e.g. Vice Dean will act as the Chair for the search for an Associate Dean within their portfolio) for the position being filled;

- Oversight for Committee development and formation, including oversight of elections and the appointment of non-elected Committee Members, and ensuring that the Committee identifies an Equity Representative;

- Responsible for principles and processes outlined in the ACAA Procedures including creation and maintenance of a Committee environment that is collegial, respectful and accessible, and where all Committee Members comply with University policies;

- Considerations of institutional values, in particular equity, diversity, inclusion and accessibility as described in the academic plan, during Committee formation and Committee administration;

- Participation in Committee discussions on an equal basis as a non-voting Committee member.

Committee Members

- Complying with the principles, rules and procedures of this policy;

- Reading, signing and abiding by the Rights and Obligations of Toronto Metropolitan University Committee Members document;

- Reading documents put before the Committee, listening with an open mind to diverse viewpoints for and against particular candidates, and respectfully engaging in Committee interviews, Committee discussions and decision-making;

- Respecting the rights of Committee Members to have different opinions and making different judgments, and raising difficult questions in a respectful

manner and in an atmosphere of collegiality and mutual respect, without fear of reprisal.

VI. Jurisdiction

With the exception of the Dean/VPMA role for the School of Medicine, this Policy falls under the jurisdiction of the Dean/VPMA, with the VPFA and Provost acting in advisory roles. The Dean/VPMA is responsible for the interpretation and application of this Policy and for the creation of such Procedures and guidelines as necessary or desirable to give effect to this Policy.

The Dean/VPMA role will fall under the jurisdiction of the VPFA and Provost, who are responsible for the interpretation and application of this Policy, and the creation of such Procedures and guidelines as necessary or desirable to give effect to this Policy as they relate to the Dean/VPMA position.

DRAFT RESOLUTION

RE: Appointment of Clinical Academic Administrators Policy ("ACAA Policy")

BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the proposed Appointment of Clinical Academic Administrators Policy ("ACAA Policy"), as presented.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Amendment #1 to the Toronto Metropolitan University Pension Plan
Amendment #1 to the Total Earnings Supplemental Plan

STRATEGIC OBJECTIVES:

____ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
____ Compliance (e.g., legislatively required)
_X___ Governance

ACTION REQUIRED: Approval

SUMMARY:

The Board of Governors (the "Board") is being asked to approve the amendments to the Toronto Metropolitan University Pension Plan ("TMUPP") and the Total Earnings Supplemental Plan ("TESP") to reflect changes to the contributions made by non-faculty members.

BACKGROUND:

Current service contributions under the TMUPP and TESP have been shared 50/50 by Toronto Metropolitan University (the "University") and employees since the inception of the TMUPP in 1964 and the TESP in 2006.

Both employee and employer contributions to the TMUPP and the TESP were increased effective January 1, 2021, to address increased contribution requirements set out in the December 31, 2019, valuation report. The 2021 increase was only the third increase in contributions since 1964.

Contributions made by faculty members to the TMUPP and TESP were reduced due to an arbitration award made in April 2022. The Board approved the amendments to the TMUPP and TESP to reflect that change at the November 2022 ERPC meeting.

At the ERPC meeting on September 19, 2023, a resolution was approved that reduced the contribution rates for non-faculty members effective November 1, 2023.

A change to the terms of the plan requires that a plan amendment be prepared and filed with the provincial and federal regulators. As such, to reflect the September resolution, the ERPC is being asked to recommend that the Board approves an amendment to section 4.01 of the TMUPP, which details the member current service contribution rates, and Section 4.02, that deals with other types of member contributions such as those on a leave of absence or pre-enrolment service contributions, as well as amendments to the corresponding sections of the TESP (sections 4.1 and 4.2).

As a result of the amendments, effective November 1, 2023, all members of the two plans will contribute amounts calculated as follows:

- 9.5% of earnings up to the Year's Basic Exemption ("YBE")
- 7.4% of earnings between the YBE and the Year's Maximum Pensionable Earnings ("YMPE")
- 9.5% of earnings over the YMPE

The University contributes the same amount as employees.

Upon approval from the Board, the amendments will be filed with the regulatory authorities.

ATTACHMENTS: Amendment #1 of the TMUPP
Amendment #1 of the TESP

PREPARED BY:
Name: Jan Neiman, Director, Pensions & Benefits
Date: November 7, 2023

APPROVED BY:
Name: Joanne McKee, Chief Financial Officer
Jenny O'Donnell, Chief Human Resources Officer
Date: November 7, 2023

TORONTO METROPOLITAN UNIVERSITY PENSION PLAN

Amendment No. 1

WHEREAS Toronto Metropolitan University (the "University") established the Toronto Metropolitan University Pension Plan (the "Plan") effective April 1, 1964, as amended from time to time;

WHEREAS the Board of Governors of the University (the "Board") reserves the right to amend the Plan pursuant to Section 16.01 of the current Plan text;

AND WHEREAS the Board wishes to reduce the employee contribution rates applicable to non-faculty Members as set out below, effective November 1, 2023;

NOW THEREFORE the Plan is amended as follows:

EFFECTIVE JUNE 30, 2023:

1. Section 4.04 is amended by deleting the third last paragraph in its entirety.

EFFECTIVE NOVEMBER 1, 2023:

2. Subsection 4.01(e) is deleted and replaced with the following:

"(e) Effective from January 1, 2021 to October 31, 2023, subject to sub-section (f) below, every Member of the Plan, other than a Member described in sub-section (e.1) below, shall contribute to the Pension Fund from the Member's Salary for the Plan Year:

(i) 9.95% of the part thereof which is below the year's basic exemption as prescribed by the Canada Pension Plan;

AND

(ii) 7.75% of the part thereof which is between the year's basic exemption and the YMPE;

AND

(iii) 9.95% of the part thereof which is in excess of the YMPE."

3. Section 4.01 is amended by adding new Subsection 4.01(e.2) as follows:

"(e.2) Effective November 1, 2023, subject to sub-section (f) below, every Member of the Plan other than a Member described in sub-section (e.1) above, shall contribute to the Pension Fund from the Member's Salary for the Plan Year:

(i) 9.5% of the part thereof which is below the year's basic exemption as prescribed by the Canada Pension Plan;

AND

(ii) 7.4% of the part thereof which is between the year's basic exemption and the YMPE;

AND

(iii) 9.5% of the part thereof which is in excess of the YMPE."

4. The last paragraph of Section 4.02(b) is amended by adding the following sentence at the end thereof:

"Effective November 1, 2023, such contribution shall be determined in accordance with Sections 4.01(e.1) and (e.2), as applicable."

5. Section 4.02(c) is deleted and replaced with the following:

"(c) Employees Prior to Becoming Members

Each Member who was continuously employed as an Employee by the Employer before the Member became a contributor under Section 4.01 may elect to contribute to the Pension Fund in respect of such period of employment. If such period of employment is prior to January 1, 1993, such contributions shall be determined in accordance with Section 4.01(a) and if after December 31, 1992, such contributions shall be determined in accordance with Section 4.01(b). If such period of employment or any portion thereof is after June 30, 1996, and before October 1, 2003, such contributions for such period shall be determined in accordance with Section 4.01(c). If such period of employment or any portion thereof is on or after January 1, 2012 and before January 1, 2021, such contributions for such period shall be determined in accordance with Section 4.01(d). If such period of employment or any portion thereof is on or after January 1, 2021 and before November 1, 2023, such contributions for such period shall be determined in

accordance with Sections 4.01(e) and (e.1), as applicable. If such period of employment or any portion thereof is on or after November 1, 2023, such contributions for such period shall be determined in accordance with Sections 4.01(e.1) and (e.2), as applicable. Such contributions shall be based on the Salary authorized at the time the quotation request is made, and shall be payable to the Pension Fund in a lump sum within six months of such election and interest shall not be added. Notwithstanding the foregoing, an Employee employed in another than full-time basis will not be permitted to contribute to the Pension Fund for the period before such Employee became a Member and a contributor as provided above, except as provided in sub-section (i).”

TOTAL EARNINGS SUPPLEMENTAL PLAN FOR EMPLOYEES OF TORONTO METROPOLITAN UNIVERSITY

Amendment No. 1

WHEREAS Toronto Metropolitan University (the "University") established the Total Earnings Supplemental Plan for Employees of Toronto Metropolitan University (the "TESP Plan") effective January 1, 2006, as amended from time to time.

WHEREAS the Board of Governors of the University (the "Board") reserves the right to amend the TESP Plan pursuant to Section 8.1 of the current TESP Plan text;

AND WHEREAS, the Board wishes to reduce the employee contribution rates applicable to non-faculty Members as set out below, effective November 1, 2023;

NOW THEREFORE the TESP Plan is amended as follows:

EFFECTIVE NOVEMBER 1, 2023:

1. Subsection 4.1(a) is amended by deleting the first sentence and replacing it with the following:

   "(a) Prior to November 1, 2023, in the case of a Member of the TESP other than a Member described in sub-section (b) below:"

2. Section 4 is amended by the addition of a new subsection 4.1(a.1) as follows:

   "(a.1) On and after November 1, 2023, in the case of a Member of the TESP other than a Member described in sub-section (b) below:

   (i) 9.5% of the part thereof which is below the year's basic exemption as prescribed by the Canada Pension Plan;

   AND

   (ii) 7.4% of the part thereof which is between the year's basic exemption and the YMPE;

   AND

   (iii) 9.5% of the part thereof which is in excess of the YMPE."

3. Section 4.3 is amended by deleting the second paragraph in its entirety.

DRAFT RESOLUTION

RE: Amendment #1 to the Toronto Metropolitan University Pension Plan

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BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the amendment of the Toronto Metropolitan University Pension Plan (the "Plan") to reduce the employee contribution rates applicable to non-faculty members as presented.

That the Board of Governors directs the Chief Financial Officer, or their delegate, to execute such other agreements or documents, to make such payments and take all other action, including the filing of all required documents with appropriate governmental agencies and ensuring compliance with any reasonable charges or conditions imposed by the Canada Revenue Agency, the Financial Services Regulatory Authority of Ontario, or any other appropriate governmental authorities in connection with the approved amendment that the Chief Financial Officer deems necessary or desirable to carry out the intent and purposes of the Board's resolution.

November 28, 2023

DRAFT RESOLUTION

RE: Amendment #1 to the Total Earnings Supplemental Plan

BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the amendment of the Total Earnings Supplemental Plan for Employees of Toronto Metropolitan University to reduce the employee contribution rates applicable to non-faculty members as presented.

That the Board of Governors directs the Chief Financial Officer, or their delegate, to execute such other agreements or documents, to make such payments and take all other action, including the filing of all required documents with appropriate governmental agencies and ensuring compliance with any reasonable charges or conditions imposed by the Canada Revenue Agency, the Financial Services Regulatory Authority of Ontario, or any other appropriate governmental authorities in connection with the approved amendment that the Chief Financial Officer deems necessary or desirable to carry out the intent and purposes of the Board's resolution.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Amendments to the ERPC Terms of Reference & Summary of Delegated Roles & Responsibilities in the Governance of the Toronto Metropolitan University Pension Plan

STRATEGIC OBJECTIVES:

____ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
____ Compliance (e.g., legislatively required)
_X___ Governance

ACTION REQUIRED: Approval

SUMMARY:

The Employee Relations and Pension Committee ("ERPC") Terms of Reference Regarding the Toronto Metropolitan University Pension Plan ("TMUPP") sets out the duties, responsibilities, and powers that are delegated to the ERPC by the Board of Governors ("Board") and those that are further delegated to the President.

The ERPC Summary of Delegated Roles and Responsibilities sets out those duties, responsibilities and powers that are further delegated to the Vice-President, Administration and Operations, the Chief Financial Officer, and the Chief Human Resources Officer.

These documents have been amended to reflect the change in the name of Toronto Metropolitan University and the pension plan, as well as other minor updates. The amended documents, with changes tracked, are attached for review and recommendation to the Board for approval.

BACKGROUND:

The ERPC approved both the Terms of Reference Regarding the Toronto Metropolitan University Pension Plan ("TMUPP") and The ERPC Summary of Delegated Roles and Responsibilities in April 2017. They are reviewed annually and any required updates are brought forward for approval.

ATTACHMENTS: ERPC Terms of Reference Regarding the Toronto Metropolitan University Pension Plan ("TMUPP")
ERPC Delegation of Duties & Responsibilities

PREPARED BY:

Name: Jan Neiman, Director, Pensions & Benefits
Date: November 7, 2023

APPROVED BY:

Name: Joanne McKee, Chief Financial Officer
Jenny O'Donnell, Chief Human Resources Officer
Wendy Lawrence, General Counsel, Secretary of the Board of Governors, and Chief Privacy Officer

Date: November 7, 2023

EMPLOYEE RELATIONS & PENSIONS COMMITTEE

TERMS OF REFERENCE

REGARDING THE

~~RYERSON RETIREMENT~~TORONTO METROPOLITAN UNIVERSITY PENSION PLAN

A. INTRODUCTION

~~Ryerson~~ Toronto Metropolitan University (the "University") maintains the ~~Ryerson Retirement~~ Toronto Metropolitan University Pension Plan and its related fund (the "Plan"). Under the terms of the Plan, the University is:

- the "Administrator" of the Plan for the purposes of applicable laws and regulations, including the *Pension Benefits Act* (Ontario) and the *Income Tax Act* (Canada); and
- the Plan sponsor.

The ~~*Ryerson*~~ *Toronto Metropolitan University Act, 1977* has delegated authority to the Board of Governors ("Board of Governors") to act as the Administrator and the Plan sponsor of the Plan.

By Law No. 1 of ~~Ryerson~~ Toronto Metropolitan University provides for the establishment of the Employee Relations and Pensions Committee (the "ERPC") and provides that the Mandate of the ERPC shall be to recommend changes and improvements to the Plan and to make any decision or take any action related to the Plan that has been delegated to the ERPC by the Board of Governors.

The purpose of these Terms of Reference is to set out those duties, responsibilities and powers that are being delegated to the ERPC by the Board of Governors.

B. APPOINTMENT AND COMPOSITION OF ERPC

1. Members of the EPRC ("ERPC Members") are appointed in accordance with By-Law No. 1 of the General By-Laws of ~~Ryerson University~~Toronto Metropolitan University.

C. SPONSOR MANDATE

1. The Board of Governors retains full power to set benefits design and to terminate the Plan or amend or modify the terms of the Plan.
2. Subject to 1 above, the ERPC is authorized to:
   (a) review the University's existing retirement benefit design, and recommend changes to the Board of Governors; and

(b) recommend to the Board of Governors, for approval, any amendment to the Plan, whether the ERPC is empowered to approve such amendment or not.

D. ADMINISTRATOR MANDATE

The ERPC has all of the powers, responsibilities and duties needed for the administration of the Plan, except as otherwise provided in these Terms of Reference.

The ERPC's responsibilities include:

Governance matters:

1. reviewing and recommending to the Board of Governors governance policies for the effective administration of the Plan;

2. confirming compliance with the governance policies;

3. approves the process for the selection, assessment and monitoring of external service providers;

Administrative Activities:

4. reviewing and recommending for adoption by the Board of Governors the Statement of Investment Policies and Procedures (SIP&P) for the Plan;

5. reviewing and recommending for approval by the Board of Governors the audited financial statement for the Plan;

6. reviewing and recommending for approval by the Board of Governors the assumptions for the actuarial valuation of the plan, based on recommendations provided by the Plan actuary;

7. approving annual budget for pension plan expenses;

8. monitoring the performance of investment managers, and reporting any concerns with respect to same to the Board of Governors;

9. receiving information annually on significant developments regarding the interpretation of Plan terms;

10. receiving information annually regarding the adjudication of significant member complaints;

11. receiving confirmation annually that the Plan and Fund are being administered and invested in accordance with applicable statutory and contractual requirements;

12. receiving confirmation annually that payments from the Fund are appropriate and that employer and employee contributions are being appropriately remitted;

13. receiving information annually on types and frequency of member communications;

Statutory Filings:

14. receiving confirmation that statutory filings have been made, including but not limited to the following:

    a. Audited Financial Statements;

    b. Investment Information Summary;

    c. Actuarial Reports;

    d. Actuarial Information Summary;

    e. Annual Information Return;

    f. Pension Benefits Guarantee Fund Assessment Certificate; and

    g. SIP&P for the Plan.

E. PERFORMANCE STANDARDS

In the execution of their duties and responsibilities, the ERPC members will:

- comply with applicable law;
- comply with the terms of the Plan;
- comply with these Terms of Reference; and
- all relevant ERPC policies.

When exercising the Sponsor Mandate as described in Section C above, which is non-fiduciary in nature, the ERPC may take into consideration the interests of the University and will follow any related University policies or directives.

When exercising the Administrator Mandate, which is fiduciary in nature, the interests of the Plan beneficiaries must take precedence to the extent required by law and the ERPC will consider any related University policies or directives.

F. REPORTING

The ERPC is responsible for reporting to the Board of Governors, on activities, at such times and in such form and manner as may be acceptable to the Board of Governors. Such reporting should include:

1. confirmation that the performance standards set out in Section E have been satisfied;

2. a summary of significant actions taken in performing its responsibilities; and

3. a summary of significant issues that arose in the operation of the Plan, such as any breach of the Code of Conduct (as defined in Section I).

G. DELEGATION BY ERPC

The ERPC may delegate the performance of any of its functions to others and, in doing so, it must oversee the performance of such delegated functions and may establish reporting policies and guidelines.

More specifically, the functions delegated by the Board of Governors to the ERPC within its Plan Administrator mandate as described in Section D above shall be delegated to the President of the University, who may further delegate matters, particularly tasks with respect to the day to day administration of the Plan and the Fund to others as required.

The Secretary of the Board of Governors shall be responsible for administering governance training for the members of the ERPC.

All delegation of functions shall have a corresponding obligation to oversee the performance of delegated matters, and there shall be also be an obligation to provide reporting with respect to the performance of such delegated matters.

H. ERPC REMUNERATION

In accordance with By-Law No. 1, ERPC members who are employees are not entitled to compensation, beyond their normal compensation as employees, for the time spent on the conduct of their duties as ERPC Members.

I. CONFLICT OF INTEREST

Each ERPC member shall follow the conflict of interest provisions of in Article 8 of By-Law No. 1 (the “Conflict of Interest Policy”) and apply it to his or her activities as a ERPC Member. For greater certainty, any conflict of interest, whether real or perceived, is subject to the procedures prescribed by the Conflict of Interest Policy.

J. MEETING PROCEDURES

The ERPC shall follow any applicable procedures established in Article 15 of By-Law No. 1 for its meetings.

K. AMENDMENT OF TERMS OF REFERENCE

The Board of Governors reserves the right to amend these Terms of Reference. ERPC members must be given notice of any change. The ERPC does not have the authority to amend these Terms of Reference or otherwise act in a way to alter the scope of the duties delegated to the ERPC.

EMPLOYEE RELATIONS AND PENSIONS COMMITTEE

SUMMARY OF DELEGATED ROLES AND RESPONSIBILITIES IN THE GOVERNANCE OF THE ~~RYERSON RETIREMENT~~TORONTO METROPOLITAN UNIVERSITY PENSION PLAN

Introduction

~~Ryerson~~ Toronto Metropolitan University (the "University") maintains the ~~Ryerson Retirement~~Toronto Metropolitan University Pension Plan and its related fund (the "Plan").

The ~~*Ryerson*~~ *Toronto Metropolitan University Act, 1977* has delegated authority to the Board of Governors ("Board of Governors") to act as the Administrator and the Plan sponsor. *By Law No. 1* of ~~Ryerson~~ Toronto Metropolitan University provides for the establishment of the Employee Relations and Pensions Committee (the "ERPC") and provides that the Mandate of the ERPC shall be to recommend changes and improvements to the Plan and to make any decision or take any action related to the Plan that has been delegated to the ERPC by the Board of Governors.

The Board has delegated duties, responsibilities and powers to the ERPC in the Terms of Reference Regarding the ~~Ryerson Retirement~~Toronto Metropolitan University Pension Plan (the "Terms of Reference"). Within the Terms of Reference, the ERPC has been provided with the authority to delegate the performance of its duties with respect to the Plan to others, including the President of the University, who may further delegate matters as required.

The purpose of this Summary Document is to set out those duties, responsibilities and powers that are being delegated to the President of the University, the Vice-President Administration & Operations, the Chief Financial Officer, and the Chief Human Resources Officer.

Roles and Responsibilities

A. The President of the University (the "President")

1. Reports to the ERPC on matters involving significant financial impact to the Plan.

B. Vice-President Administration & Operations

1. In consultation with the Chief Financial Officer and the Chief Human Resources Officer, recommends to the ERPC governance policies for the effective administration of the Plan.
2. Confirms to the ERPC compliance by delegates with respect to the governance policies.
3. Recommends to the ERPC administrative procedures for the Plan.
4. Establishes criteria, in conjunction with the Chief Financial Officer and the Chief Human Resource Officer, for the selection, assessment and monitoring of external service providers.
5. Appoints external service providers, in accordance with University contracting policies and procedures.
6. In consultation with the Chief Human Resources Officer, confirms to the ERPC that the Plan and Fund are being administered in accordance with applicable statutory and contractual requirements, which includes:
    i. Remittance of contributions to the trustee/custodian/record-keeper
    ii. Reconciliation of statements from trustee/custodian/record-keeper
    iii. Payment of benefits in accordance with Plan terms

C. Chief Financial Officer (the "CFO")

1. In consultation with the Vice President Administration & Operations and the Chief Human Resources Officer, recommends to the ERPC governance policies for the effective administration of the Plan.
2. Establish criteria, in conjunction with the Vice President Administration & Operations and the Chief Human Resources Office, for the selection, assessment and monitoring of external service providers.
3. Confirms to the ERPC that the Plan and Fund are being invested in accordance with applicable statutory and contractual requirements.
4. Prepares and submits (or causes to be prepared and submitted) provincial (Financial Services ~~Commission~~ Regulatory Authority of Ontario) and federal (Canada Revenue Agency) statutory filings including:
    i. Annual Investment Summary (Form 8);
    ii. Audited Financial Statements;
    iii. SIP&P for the Plan (including monitoring of compliance with respect to same);
    iv. Actuarial Report;
    v. Actuarial Information Summary;
    vi. Annual Information Return;
    vii. Pension Benefits Guarantee Fund Assessment Certificate; and
    viii. Form 7, Schedule of Contributions
    ~~viii.~~ix. Statistics Canada Quarterly Survey of Trusteed Pension Funds
5. Appoints external service providers, in accordance with University contracting policies and procedures.
6. Recommends annual budget for pension plan expenses, and monitors budget.
7. Signs actuarial certificate.
8. Prepares, in conjunction with the Chief Human Resources Officer, the annual ~~Ryerson Retirement~~ Toronto Metropolitan University Pension Plan Report.

D. Chief Human Resources Officer (the "CHRO")

1. Provides confirmation that appropriate member communications and disclosures have been provided (e.g., annual statements, member booklets, routine communications, notices of amendment).
2. Establish criteria, in conjunction with the Vice President Administration and Operations and the Chief Financial Officer, for the selection, assessment and monitoring of external service providers.
3. Prepares, in conjunction with the Chief Financial Officer, the annual ~~Ryerson Retirement~~Toronto Metropolitan University Pension Plan Report.
4. Reports to the ERPC on significant member complaints.

5. Reports to the ERPC on significant developments regarding the interpretation of Plan terms.
6. Provides final adjudication of member complaints.
7. Monitors legal and regulatory developments.

DRAFT RESOLUTION

RE: Amendments to the ERPC Terms of Reference & Summary of Delegated Roles & Responsibilities in the Governance of the Toronto Metropolitan University Pension Plan

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BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the Amended and Restated Employee Relations and Pensions Committee Terms of Reference Regarding the Toronto Metropolitan University Pension Plan ("TMUPP"), as presented.

THAT the Board of Governors approves the Amended and Restated Employee Relations and Pensions Committee summary of delegated roles and responsibilities in the Governance of the Toronto Metropolitan University Pension Plan, as presented.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

Agenda Item: Financial Statements (unaudited) for the period ending October 31, 2023

STRATEGIC Objectives

____ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
_x__ Financial Resources Management
____ Compliance (e.g. legislatively required)
_x__ Governance

ACTION REQUIRED: Approval

SUMMARY

The second quarter ("Q2") unaudited financial statements for the six (6) months ending October 31, 2023, indicate that Toronto Metropolitan University (the "University") remains on track to meet the 2023-24 budget as approved by the Board of Governors ("Board") in April 2023.

BACKGROUND

The Balance Sheet summarizes the assets and liabilities as of the period ended October 31, 2023. Best estimate projections to the end of the fiscal year April 30, 2024, have been provided where practical. Also, comparisons to the actual results for the previous year end April 30, 2023, are included. As certain figures in the financial statements are dependent on actuarial assumptions and market conditions, estimates are not practical and normally adjusted at year end.

The Statement of Operations summarizes the major revenues and expenditures with actuals for the six (6) months ending October 31, 2023. Adjustments to actuals have been made on a modified accrual basis to represent best estimates given the time passed as of October 31, 2023. The 2023-24 annual approved budget, presented to the Board in April 2023, is compared to actuals projected to year end. Best estimates of projections to the end of the fiscal year April 30, 2024, have been provided based on the actual results to date, trends and expected changes.

The Statement of Operations includes all consolidated financial activities of the University. The University uses fund accounting in its financial and budgetary accounting system to manage all activities within segregated funds (as summarized on the annual approved consolidated budget schedule: operating; student funded; ancillary; trust and endowment; and research and other restricted grants). These segregated funds are regularly monitored by the departments,

researchers, and divisions responsible for their use, as well as centrally within Financial Services through online access, reporting, and monitoring. Oversight of segregated funds exists to ensure that these funds are used for the purposes intended and to ensure that variances to budget within these segregated funds are proactively monitored and corrective action taken as needed.

HIGHLIGHTS

Balance Sheet:

- The cash and investments position continues to remain in a solid position and mainly reflects proceeds of the $250 million (“M”) debenture issued on May 4, 2021. The restricted investments also include deferred revenue contributions relating to large federal grants such as Future Skills Centre, Canada First Research Excellence Fund (“CFREF”), Magnet’s Student Work Placement Program (“SWPP”), and Magnet’s Canadian Digital Adoption Program (“CDAP”). The deferred revenue contributions for the period decreased by $37M primarily due to increase in activities related to these programs.
- Cash and non-endowed investment balances are reviewed on an ongoing basis to ensure that adequate restricted cash is available for the intended future restricted use. Various analyses are prepared and reviewed quarterly which attribute the components of investments available for future spending of deferred revenue contributions. The total cash uses and sources of cash are detailed in the Statement of Cash flows.
- Accounts receivables and deferred revenues reflect modified accrual-based estimates on time passed. Winter term fees have been assessed but are not yet due or earned as of October. Deferred revenues reflect the normal revenue cycle related to student fees where payments have been received but are not yet earned as of Q2.
- Capital assets have increased during the period mainly due to the acquisition of two properties, 277 Victoria Street and 38 Dundas Street East. The statements do not reflect at this time the medical school property contributed from the City of Brampton. The accounting treatment is still under review.
- Employee future benefits (pension and other) are normally updated annually at the fiscal year end as they are dependent on actuarial assumptions and related market conditions that will exist at the fiscal year end.
- All other assets and liabilities are trending as expected for this time of year.
- Net assets are directly impacted by operating results, investment in capital assets and from the market driven volatility of the employee's future benefits and the interest rate swaps (refer to details in the Statement of Net Assets.

Statement of Operations:

- Government grants for general operations are trending as expected.
- Restricted grants are recognized in income as expense is incurred, these grants include large federal grants for Future Skills, CFREF, and Magnet-CDAP, and SWPP. Year over year decrease is due to the slower pace of spending on large institutional research grants; however, the annual projection remains consistent with budget plans. The corresponding expenditures for payments made to other institutions and sub-grantees are reflected as a separate expenditure category and are trending the same as the grant revenues.

- Actual international undergraduate tuition revenues are higher over last year due to growth and approved increase in tuition fee rates. Domestic undergraduate revenues are also higher due to the rate increase on approved anomalies and growth. Total tuition revenues are projected to be on budget with slight decrease in planned growth for international undergraduate programs offset by increase in domestic enrolments.
- Significant increase in investment income reflects the higher short-term interest rates on excess and the unused bond proceeds invested in liquid short-term financial instruments.
- Ancillary Services revenues continue their overall improvement over prior years with increased activities in residence, parking and food services operations. Ancillary results are trending as projected in the approved budget and it is estimated that revenue will exceed expenses by $0.7M
- Salaries and benefits are expected to increase as in prior years due to annual salary increases for staff and CUPE instructors; growth; and Toronto Metropolitan Faculty Association Bill 124 retro payments made during the period. It is expected that some departments will continue to rely on carryforward budgets to manage one-time salary and benefits costs; therefore, actuals are projected to be higher.
- Materials and supplies have leveled off as on campus activities have stabilized in comparison to the prior year including less spending on post pandemic maintenance and repairs. It is also expected that some departments will need to rely on carryforward budgets to cover one-time material and supplies costs; therefore, actuals are projected to be higher in the current year.
- Bursaries and scholarships are projected to be consistent with the budget.
- Interest rate swap liability decreased due to changes in the yield curve used to value the swaps since year end which has resulted in an unrealized gain of $7M. It is currently assumed that this gain will not be as high by year end given interest rate projections for that time.
- Sub grants to partner institutions are projected to remain steady and reflect flow through grants related to large projects such as Future Skills, CFREF, and Magnet-CDAP. Actuals reflect a decrease in year over year actuals due to slower pace in spending with certain larger institutional research grants.

<u>Excess of expenses over revenues</u>

- As noted above, results also reflect modified accrual-based estimates on time passed for certain items. For example, not all cash received for grants and tuition is considered earned revenue as of Q2 and therefore revenues are recognized accordingly. However, most salaries and benefits will be incurred as expected as of Q2. Additionally, some departments are drawing on unspent approved budgets from previous years to manage one-time costs.
- These expenses incurred in the current year that are covered by the prior year's budget (carryforwards) are reflected in the operating expenses with a corresponding transfer from the internally restricted funds held in net assets. As of October 31, 2023, this amount is $1.5M (refer to details in the Statement of Net Assets).
- Overall, expenses incurred are outpacing revenues earned as of October 31, 2023 by $8.5M primarily due to increase and growth in salaries and benefits. After the interest rate swap gain of $7M this reduces the shortfall to $1.5M.

- It is currently projected that by year end revenues will exceed expenses by $1.1M mainly due to an increase in earned revenue, higher one time investment income that is currently offsetting increased one-time expenses.

ATTACHMENT: Financial Statements (unaudited) for the period ending October 31, 2023.

PREPARED BY:
Names: Ravi Haldavnekar, Controller & Director of Financial Accounting & Reporting
Nadia Ferrari, Director, Budget Administration and Advisory Services
Muhammad Salman, Interim Manager Accounting and Reporting
Date: November 9, 2023

APPROVED BY:
Name: Joanne McKee, Chief Financial Officer
Date: November 9 , 2023

Toronto Metropolitan University

Financial Statements

October 31, 2023

(unaudited)

Toronto Metropolitan University
CONSOLIDATED BALANCE SHEETS
[amounts in thousands]

	Period Ended October 31, 2023 Actual - Unaudited $	Year Ended April 30, 2023 Actual - Audited $	Year Ended April 30, 2024 Projected $	Comments
ASSETS				
Current				
Cash, cash equivalent & short term investments	161,361	160,817	146,997	Cash & Investments of $801M includes un-used portion of cash debenture proceeds of $250M, funds received for restricted purposes, some of which are a flow through
Accounts receivable	197,618	62,114	60,000	Increase mainly related to student receivables and is consistent with changes at this time of the fiscal year
Prepaid expenses	3,999	14,427	15,500	Reflects expenses paid but not yet incurred. Trend consistent with prior years and reflected in year-end projection
Inventories	1,707	1,222	1,800	Increase indicative of increased campus activities for food service, book store and other areas
Current portion of long-term note receivable	387	376	188	Student Campus Centre
Total current assets	**365,073**	**238,956**	**224,485**	
Investments (endowment, restricted & other purposes)	639,976	681,821	632,158	Endowments and cash held with long term intent for restricted funds and capital projects. Decrease compared to year-end a combination of use of funds in restricted grants related program activities
Employee future benefits - pension	208,130	208,130	208,130	Excess fair value ("FV") of plan assets that support future benefit obligations
Long-term note receivable	3,010	3,210	2,822	Student Campus Centre
Long-term prepaid expenses	6,540	6,581	4,911	Invoice paid in advance to benefit from upfront discount
Capital assets, net	1,243,770	1,214,167	1,242,754	Increase due to newly acquired properties
Total Assets	**$ 2,466,498**	**$ 2,352,865**	**$ 2,315,260**	
LIABILITIES AND NET ASSETS				
Current				
Accounts payable and accrued liabilities	107,387	114,396	115,000	Operational variance due to timing of certain payments such as payroll including government remittance
Deferred revenue	203,775	29,199	29,500	Increase mainly due to deferral of unearned fees and is consistent with changes at this time of the fiscal year
Current portion of long-term debt	9,810	9,536	10,102	Current portion of BMO & TD loans.
Current portion of fair value of interest rate swap	128	253	128	Current portion of Long term SWAP - see comments below.
Total current liabilities	**321,100**	**153,384**	**154,730**	
Employee future benefits - other	37,692	37,692	37,692	Reflects accrued benefit obligations related to other non-pension benefit plans, no change from year-end as actuarial calculations are only performed at year-end
Long-term debt	489,094	494,019	484,208	Includes outstanding amounts for Series A & B debentures and BMO / TD loans
Fair value of interest rate SWAP	2,071	8,955	2,071	Fair value affected by a changes in yield curve used to value swaps. Generally, a steepening of the yield curve will result in an increase in the value of the swap position, and a flattening of the yield curve will result in a decrease in the fair value of the swap positions.
Deferred L/T Lease Revenue	48,250	48,750	47,750	Deferred long-term lease revenue from DCC residence monetization
Deferred revenue contributions	141,106	177,755	141,106	Externally restricted research grants and donations received at times, in advance of expenditures incurred. Decrease from prior year reflects recognition of revenue from receipts in those years.
Deferred capital contributions	276,446	280,354	268,628	Externally restricted grants and donations for capital purposes, amortized over the life of the assets.
Total Liabilities	**1,315,758**	**1,200,909**	**1,136,185**	
Net assets				
Endowments	155,737	155,492	155,982	Change due to donations received during the period. The change in FMV related to endowment funds held with Fiera Capital is reflected in long term investments referenced above.
Other	995,003	996,464	1,023,093	See statement of Net Assets attached
Total net assets	**1,150,740**	**1,151,956**	**1,179,075**	
Total Liabilities and Net assets	**$ 2,466,498**	**$ 2,352,865**	**$ 2,315,260**	

Toronto Metropolitan University
CONSOLIDATED STATEMENT OF OPERATIONS
[amounts in thousands]

	Year Ended April 30, 2023 Actual - audited $	6 Months Ended October 31, 2023 Actual - Unaudited $	Year Ended April 30, 2024 Annual Approved Budget (Sch 3) $	Year Ended April 30, 2024 Projected $	Variance Annual Budget vs Projected $	Comments
REVENUE						
Government grants for general operations	262,013	130,252	260,090	260,504	414	Slight increase with prior year actuals due to new daycare subsidy program.
Government grants and contracts for restricted purposes	228,734	110,745	240,070	240,540	470	Restricted grants are recognized as income when related expense is incurred, these also include large federal grants for Future Skills and Magnet. The associated expenses are reported under sub-grants to partner institutions and salaries/material supplies. Decrease in year over year actuals due to delays in spending in larger institutional research grants. Annual projection currently consistent with budget plan.
Student fees	416,897	223,712	425,339	425,899	560	Year of year increase in undergraduate domestic due to rate increase on approved anomalies and growth. Increase in undergraduate international related to growth and approved rate increases. Tuition fees are projected to be on budget with a slight decrease in planned growth for undergraduate international which is offset with an increase in domestic enrolment. Annual projection includes a slight increase in other student fees.
Sales and services	35,160	15,759	31,651	31,651	0	Year over year results reflect an increase in ancillary activities UBS and Residence. Consistent with annual budget plan.
Donations recognized	14,501	2,874	13,575	13,335	(240)	Recognition of restricted donation revenues earned to match expenses incurred.
Amortization of deferred capital contributions	14,363	6,753	13,860	13,506	(354)	Amortization of contributions for capital projects over life of assets.
Investment, and Other Income	44,044	21,049	12,434	26,993	14,559	Favourable year over year increase in investment income due to higher short term interest rates and slight increase in various other income. Projection at year-end anticipate favourable increase in investment income.
	1,015,712	**511,144**	**997,019**	**1,012,428**	**15,409**	
EXPENSES						
Salaries and benefits	607,700	317,003	590,947	605,006	14,059	Change over prior year due to growth and annual salary/benefit increases in staff and CUPE teaching and TFA retro related to current fiscal year from May to Aug. Anticipating that departments will continue to rely on carry forward budgets to cover salary and benefits costs, therefore actuals are projected to be higher for current year.
Materials, supplies, repairs and maintenance	200,894	98,427	167,291	172,787	5,496	As on campus activities begin to stabilize, year of year decrease represents maintenance/renovations projects which have completed or winding down. Anticipating that departments will continue to rely on carry forward budgets to cover material/supplies costs, therefore actuals will be higher in current year.
Bursaries and scholarships	52,282	22,769	56,448	56,118	(330)	Projected to be as per budget however actuals lower then prior year related to spending on scholarships.
Debt service interest	19,423	9,501	21,067	20,636	(431)	Includes interest on TD / BMO loans & for $130M series A and $250M series B debentures.
Sub-grants to partner institutions	102,835	45,889	109,739	109,278	(461)	Actuals reflects flow through grant activity to partner institutions or other entities, includes Magnet and Future Skills. Decrease in year over year actuals due to delays in spending in larger institutional research grants. Annual projection consistent with budget plan.
Amortization of capital assets	53,258	26,042	50,825	50,984	159	Amortization of Capital Assets over the life of the assets.
	1,036,392	**519,631**	**996,317**	**1,014,809**	**18,492**	
Excess of revenue over expenses (expenses over revenues), before interest rate swaps	**(20,680)**	**(8,487)**	**702**	**(2,381)**	**(3,083)**	Expense higher than revenue due to spending from carry forward budgets. Projected deficit will be funded by transfer from internally restricted funds.
Unrealized gain on interest rate swaps	3,127	7,026		3,513	3,513	Anticipating that interest rates may decrease from the current levels by the end of the fiscal year, the expectation is that the market gains on the interest rate swap will deteriorate from the current levels.
Excess of revenue over expenses (expenses over revenues)	**$ (17,553)**	**$ (1,461)**	**$ 702**	**$ 1,132**	**$ 430**	

Toronto Metropolitan University

CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS

For the Period Ended October 31, 2023

(with comparative figures at April 30, 2023)

	Unrestricted	Investment in Capital Assets	Employee Future Benefits	Internally Restricted Carry Forwards	Net Assets before Endowments	Endowments	Period Ended October 31, 2023 Actual - Unaudited	Period Ended April 30, 2023 Actual - Audited
	$	$	$	$	$	$	$	$
Net assets, beginning of year	**(231,824)**	**687,898**	**170,438**	**369,952**	**996,464**	**155,492**	**1,151,956**	**1,109,889**
S3462 Change in Accounting Standards	-		-		-		-	**(9,344)**
Net Assets, restated beginning of period	**(231,824)**	**687,898**	**170,438**	**369,952**	**996,464**	**155,492**	**1,151,956**	**1,100,545**
Revenue less expenses	**(1,461)**	**-**	**-**		**(1,461)**		**(1,461)**	**(17,553)**
Capitalization of investment income in endowments	**-**				**-**	**-**	**-**	**5,740**
Endowment contributions						**245**	**245**	**437**
Allocation of carry forwards	**1,500**			**(1,500)**				
Employee Future Benefits Remeasurements			**-**		**-**		**-**	**62,787**
Investment in Capital Assets	**(32,583)**	**32,583**						
Net Assets, end of period	**$ (264,368)**	**$ 720,481**	**$ 170,438**	**$ 368,452**	**$ 995,003**	**$ 155,737**	**$ 1,150,740**	**$ 1,151,956**

Toronto Metropolitan University
CONSOLIDATED STATEMENT OF CASH FLOWS
[amounts in thousands]

	Period Ended October 31, 2023 Actual - Unaudited	Year Ended April 30, 2023 Actual - Audited	Year Ended April 30, 2024 Projected	Comments
	$	$	$	
OPERATING ACTIVITIES				
Excess of revenue over expenses (expenses over revenues)	(1,461)	(17,553)	1,132	See Statement of Operations
Add (deduct) non-cash items				
Amortization of capital assets	26,042	53,258	50,984	See Statement of Operations
Amortization of deferred capital contributions	(6,753)	(14,363)	(13,506)	See Statement of Operations
Change in fair value of interest rate swap	(7,010)	(3,127)	(7,010)	Reflects change in forecasted long term interest rates used to value swaps
Unrealized loss (gain) on investments	4,106	(5,372)	4,106	Reflects change in market values of invested endowed funds, non-cash operating activity
Defined benefit plans cost (income)	-	(10,297)	-	Actuarial calculations reflective of point in time valuation (not performed quarterly)
Net change in deferred revenue contributions	(36,649)	4,837	(36,649)	Reflects timing variations of externally restricted grants and donations received versus spent during the period
Net change in non-cash working capital balances	42,008	(1,884)	120,853	
Cash provided by operating activities	**20,283**	**5,499**	**119,911**	
INVESTING ACTIVITIES				
Decrease (increase) in note receivable	189	354	388	
Acquisition of capital assets	(55,644)	(34,090)	(79,571)	As per capital project plan
(Increase) decrease in L/T prepaid	41	(6,581)	1,670	Expected change
(Increase) decrease in short-term investments, net	35,241	(141,481)	40,000	Increase reflective of holdings - higher yields on short term instruments
Decrease (Increase) in investments	37,739	(8,925)	49,663	Variation in timing in expenditures of restricted funds (e.g. Capital Plan and other) and funding received
Cash used in investing activities	**17,566**	**(190,723)**	**12,150**	
FINANCING ACTIVITIES				
Contributions received for capital purposes	2,844	17,028	5,688	Funds received for capital project purposes
Endowment contributions	245	437	490	Endowment contribution during the period
Capitalization of investment income (loss) in endowments	-	5,740	-	
Repayment of long-term debt principal	(4,651)	(9,050)	(9,536)	Loan principal repayments as expected
Increase/(decrease) in Deferred Long Term Lease Revenue	(500)	48,750	(1,000)	Amortization related long-term deferred revenue from DCC residence monetization
Cash used in financing activities	**(2,062)**	**62,905**	**(4,358)**	
TOTAL CASH, CASH EQUIVALENT & SHORT TERM INVESTMENTS				
Total Net increase (decrease) in cash & short term during the year	35,787	(122,319)	127,702	
Cash & cash equivalents & short term beginning of year	19,295	141,614	19,295	
Cash & cash equivalents & short term end of year	**$ 55,082**	**$ 19,295**	**$ 146,997**	

DRAFT RESOLUTION

RE: Financial Statements (unaudited) for the period ending October 31, 2023

BE IT AND IT IS HEREBY RESOLVED:

THAT the Board of Governors approves the Financial Statements (unaudited) for the period ending October 31, 2023, as presented.

November 28, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: 2023-24 Enrolment Update

STRATEGIC OBJECTIVES:
__X__ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
____ Compliance (e.g. legislatively required)
____ Governance

ACTION REQUIRED: Information

SUMMARY:
This is a snapshot of Fall 2023 enrolment at the undergraduate and graduate level.

BACKGROUND:
The Interim Vice-Provost, University Planning provides an annual enrolment update to the Finance Committee and the Board of Governors in the fall term of each academic year.

ATTACHMENT: Enrolment Update, Fall 2023 Presentation

PREPARED BY:
Name: Kimberley McCausland, Interim Vice-Provost, University Planning
Date: November 9, 2023

APPROVED BY:
Name: Roberta Iannacito-Provenzano, Provost and Vice-President, Academic
Date: November 9, 2023

Enrolment Update, Fall 2023

Finance Committee

November 2023

Toronto Metropolitan University

Overview

- Overall enrolment is expected to meet levels assumed in approved budget.
- Domestic enrolment is expected to be near the top end of our funded corridor.
- The landscape for international students continues to be uncertain.

Toronto Metropolitan University

Undergraduate Enrolments, Fall 2023

Headcounts in full-time programs	Domestic	International	Total
New year 1 Students	9,104	760	9,864
% change from November 2022	*8.1%*	*-6.2%*	*6.8%*
Returning Students	26,163	2,796	28,959
% change from November 2022	*-0.2%*	*6.7%*	*0.4%*
Total Headcount	35,267	3,556	38,823
% change from November 2022	*1.8%*	*3.6%*	*2.0%*

Toronto Metropolitan University

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Undergraduate Enrolments

Domestic:

- Intake of domestic students into first year is higher than planned
- Overall domestic enrolment up 1.8% over Fall 2022, projected to be at top of funding corridor

International:

- Overall increase of 3.6% in international enrolments driven by returning students
- Streamlined deferral process from Fall to Winter for international students; continued expansion of Winter intake
- 10% of undergraduate students in full-time programs are international

Toronto Metropolitan University

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Graduate Enrolments, Fall 2023

Headcounts	Domestic	International	Total
Masters Headcount	1,846	337	2,183
% change from November 2022	*-3.2%*	*15.4%*	*-0.8%*
PhD Headcount	559	125	684
% change from November 2022	*3.7%*	*-2.3%*	*2.5%*
Total Graduate Headcount	2,405	462	2,867
% change from November 2022	*-1.7%*	*10.0%*	*0.0%*

Toronto Metropolitan University

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Graduate Enrolments

- Total graduate Fall headcounts are similar to 2022 levels, in line with projections
- Significant growth in masters international students, primarily in course-based professional programs
- Graduate students account for approximately 7% of total Fall enrolment (undergraduate and graduate)
- 16% of graduate students in Fall 2023 are international

Toronto Metropolitan University

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BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Fiera Capital Quarterly Report – September 30, 2023

STRATEGIC OBJECTIVES:
____ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
__X_ Financial Resources Management
__X_ Compliance (e.g. legislatively required)
__X_ Governance

ACTION REQUIRED: Information

SUMMARY:
Toronto Metropolitan University (the "University") has an endowment fund and a separately held Stabilization Fund, both managed by Fiera Capital Corporation ("Fiera"). The performance results are shared with the Finance Committee on a semi-annual basis.

BACKGROUND:

Key Updates
Equity markets started the first half of the year in positive territory, but reversed course in the third quarter of 2023 as rising interest rates and energy prices weighed on stock market valuations and dampened investor's appetite for risk. The Canadian bond market posted one of its historically worst returns during the quarter with a (3.9%) loss, reflecting the substantial rise in bond yields during the quarter. The resiliency of the global economy and persistent inflation reinforced the fact that although central bank policy tightening may be peaking, policy rates may remain elevated for some time (the "higher-for longer" narrative).

Fiera continues with its defensive positioning in this market environment, maintaining the underweight position in total equities and bonds and the overweight position in cash, while having a neutral allocation to alternative investments.

The University's main endowment fund is invested in the Fiera Balanced Endowment, Foundation & Trust ("EFT") Fund. This fund will undergo some changes to its investment policy and strategic asset allocation in the fourth quarter of 2023. Fiera's

goal with these changes is to improve the risk-return profile of the fund.

These changes have been reviewed and discussed with the Investment Advisory Committee, and include the following:

- The Fiera Balanced EFT Fund will be renamed the Fiera Balanced Ethical Fund;
- New asset classes will be added to the fund which will include a 5% target allocation to each of private equity and private credit;
- Reducing the strategic weight to Canadian equities from a range of 20-40% with a target allocation of 30%, to a range of 10-30% with a target allocation of 20%;
- Introducing a new global equity sleeve to the fund, which will be managed by Fiera's Atlas Global Equity team for more style diversification. This allocation will have a range of 0-20% with a target allocation of 10%. This allocation is in addition to the existing allocation to both U.S. equities and international equities which each have a range of 0-20% with target allocations of 10% each; and
- Eliminating the existing target allocation of 5% to cash and cash equivalents in the fund.

These asset mix changes are noted on pages 39 and 43 of the Fiera Capital Quarterly Report attached, and Sarah Aves will be available to address any questions on these proposed changes.

Endowment Funds Overview

In July 2023, a redemption of $5.7 million was processed from the Stabilization Fund in order to support the annual spending. As of September 30, 2023, the endowment fund had a market value of $173.6 million compared to a book value of $122.7 million. The stabilization fund had a market value of $20.2 million compared to a book value of $18.7 million. The Endowment Fund underperformed the benchmark in the third quarter and year-to-date, while the Stabilization Fund outperformed its benchmark over the same periods. Performance results as of September 30, 2022, are as follows:

Fund	Time Period	Performance	Benchmark	Value Added
Endowment	Year-to-date	3.91%	5.27%	(1.36%)
	Third quarter	(1.52%)	(1.08%)	(0.44%)
Stabilization	Year-to-date	3.56%	3.39%	0.17%
	Third quarter	1.23%	1.22%	0.01%

Asset Allocation

The asset allocation of the Fiera Balanced EFT Fund is provided below. Fiera continues to maintain its overweight allocation to cash, and its underweight allocations to bonds and equities. Within the equity allocation, Fiera has an overweight allocation to Canadian equities, and is underweight U.S. and international stocks.

Asset Class	Asset Allocation (Market Value)				Investment Guidelines (%)
	June 30, 2023		September 30, 2023		
	$	%	$	%	0 10 20 30 40 50 60 70 80 90 100
Cash & Short Term	72,506,815	13.9	68,864,940	13.0	
Bonds	86,612,896	16.5	83,127,236	15.7	
Canadian Equities	155,442,490	29.7	170,177,307	32.2	
U.S. Equities	66,142,737	12.6	63,222,953	12.0	
International Equities	63,481,523	12.1	63,505,745	12.0	
Global Equities	5,000,000	1.0	4,732,300	0.9	
Alternative Strategies	74,292,699	14.2	74,834,996	14.2	
Total	523,479,159	100.0	528,465,476	100.0	Actual Range Benchmark

The Stabilization Fund is invested in the Money Market Core Strategy, which focuses on high-quality money market and fixed-income securities. Other low-risk investment strategies are currently being explored for the Stabilization Fund, seeking increased investment returns.

Fees

The University pays annual fees to Fiera on a flat basis. The fees related to its endowment fund are 0.25%, with an annual donation from Fiera equal to 10% of the fee. On an endowment value of $173.6 million, the net cost, after considering the donation, is estimated at approximately $390,600 or 0.23%. On the Stabilization Fund, the annual fee is 0.10%; this is estimated at approximately $20,200 on a fund value of $20.2 million.

Responsible Investing

As in the prior year, Fiera has provided an update to their annual reporting with their recently issued 2022 Sustainable Investing Report, which highlights some of their sustainable investing activities and accomplishments over the past year. The report includes recent sustainability highlights; sustainable investment spectrum and an in-depth review of their four pillars of sustainable investing; ESG Integration; active Ownership; and Climate and Industry Collaboration. The report is included with the materials and also available at this link (https://www.fieracapital.com/en/about-fiera-capital/sustainable-investing).

ATTACHMENTS: #1 Fiera Capital Quarterly Report – September 30, 2023
#2 Fiera Capital Sustainable Investing Report - 2022 - (located in the Resource Center in Diligent)

PREPARED BY:
Name: Gordon Lee, Interim Director, Treasury & Investing Services
Date: November 6, 2023

APPROVED BY:
Name: Joanne McKee, Chief Financial Officer
Date: November 6, 2023

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Periodic Program Review Summary and Implementation Plan Reports approved in 2022-2023

STRATEGIC OBJECTIVES:
__X__ Academic
____ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
____ Compliance (e.g. legislatively required)
____ Governance

ACTION REQUIRED: Information

SUMMARY:
Toronto Metropolitan University is pleased to provide the Summary and Implementation Plan Reports for the following Periodic Program Reviews approved in 2022-23:

BACKGROUND:
As required by Senate Policy 126, Section 13.4, which states: *The Provost and Vice-President Academic is responsible for the presentation of the PPR Executive Summary and its associated implementation plan to the Board of Governors for its information.*

Attached is the Summary and Implementation Plan Reports for the following Periodic Program Reviews approved in 2022-23:

Undergraduate:
- INTERIOR DESIGN (BID)
- PUBLIC ADMINISTRATION AND GOVERNANCE (BA)
- HOSPITALITY AND TOURISM (BComm)
- DISABILITY STUDIES (BA)
- GEOGRAPHIC ANALYSIS (BA Hon)
- PSYCHOLOGY (BA)

Graduate:
Please note that there are no Graduate Final Assessment Reports to be submitted for the 2022-2023 academic year.

This report was sent to the Quality Council on July 19, 2023.

The report, which includes the Provost's annual Final Assessment Reporting ("FAR") reporting to the Quality Council, as well as the FARs for the programs listed above, can be found in the Resource Center on Diligent.

COMMUNICATIONS STRATEGY: These reports have also been posted on the Toronto Metropolitan Curriculum Quality Assurance website:
https://www.torontomu.ca/curriculumquality/curriculum-review/

PREPARED BY:
Name: Stéphanie Walsh Matthews, Director, Curriculum Quality Assurance
Date: November 14, 2023

APPROVED BY:
Name: Sean Kheraj, Vice-Provost, Academic
Date: November 14, 2023

Toronto Metropolitan University

EXECUTIVE SUMMARY

PERIODIC PROGRAM REVIEW (PPR) AND FINAL ASSESSMENT REPORT (FAR) AT TORONTO METROPOLITAN UNIVERSITY

A Periodic Program Review (PPR) is a cyclical review performed every eight years that provides a comprehensive means for graduate and undergraduate programs to undergo a critical analysis, ensuring they remain aligned with the university's academic priorities and plans, meet current and future societal needs, identify strengths, weaknesses, opportunities, and threats, and devise a strategic plan for growth and development. Governed by Toronto Metropolitan University's Senate Policy 126, PPRs are an integral part of the university's Institutional Quality Assurance Process (IQAP). A PPR includes a comprehensive self-study done by the program's home school or department, as well as an external review completed by a qualified peer review team. The self-assessment and peer review report, along with responses from the program department and Faculty Dean, inform an implementation plan that identifies key priorities with an action plan and timelines that the program uses as part of its continuous improvement commitment to drive change. Completed PPRs must pass a comprehensive review by Toronto Metropolitan University's Academic Standards Committee, which in turn recommends the PPR to Senate for review and approval.

In 2022/23, six undergraduate programs (Interior Design (TCS), Public Administration and Governance (ARTS), Hospitality and Tourism (TRSM), Disability Studies (FCS), Geographic Analysis (ARTS), and Psychology (ARTS) successfully completed the PPR process.

While each of these programs has its own unique set of strengths and recommendations for growth, there were some common themes identified by peer reviewers that transcended program boundaries. Across the six undergraduate programs that were reviewed, the opportunities for engaged and experiential learning for students, as well as the quality and engagement of faculty, students and staff, were consistently noted. Societal reflections were often noted, as well as real engagement with novel curriculum development, equity, diversity, inclusion and community as future strengths of programs. In addition, all programs engage with TMU's mission, and the commitment to do so is done by faculty and staff alike. Programs are all encouraged to continue to engage with quality assurance practices to ensure that future student successes are secured. There were no graduate programs to complete their cyclical program review in the 2022-23 academic year.

The Final Assessment Reports (FAR) included here for the six undergraduate programs provide an executive summary, details of the external reviewers' recommendations, the program and Dean's responses to those recommendations, and the implementation plan. FARs are posted publicly on the TMU's Curriculum Quality Assurance website and reported annually to TMU's Board of Governors and to the Ontario Universities Council on Quality Assurance (Quality Council). The final step of the PPR process is a one-year follow-up report that details progress-to-date on the implementation plan and any subsequent recommendations.

The following report, submitted to Toronto Metropolitan University's Board of Governors, includes the Provost's annual FAR reporting to the Quality Council, as well as the FARs for the programs listed above, for information.

BOARD OF GOVERNORS
November 28, 2023

AGENDA ITEM: Canadian University Survey Consortium (CUSC) First-Year Student Survey 2022

STRATEGIC OBJECTIVES:

____ Academic
_X__ Student Engagement and Success
____ Space Enhancement
____ Reputation Enhancement
____ Financial Resources Management
____ Compliance (e.g. legislatively required)
____ Governance

ACTION REQUIRED: Information

SUMMARY:

This report summarizes results from the Canadian University Survey Consortium ("CUSC") First-Year Student Survey 2022 and is presented for the information of the Board of Governors.

BACKGROUND:

The triennial First-Year Student Survey is one of a series of student surveys conducted by Toronto Metropolitan University (the "University") as a member of the CUSC. Survey questions relate to students' reasons for attending university in general and this University in particular; the resources they used in deciding which university to attend; their transition to university; and their satisfaction with their university experience in first year.

ATTACHMENT: CUSC First-Year Student Survey Presentation

COMMUNICATIONS STRATEGY:

The report will be disseminated within the Toronto Metropolitan University community and posted on the University's website.

PREPARED BY:

Name: Kimberley McCausland, Interim Vice-Provost, University Planning
Date: November 9, 2023

APPROVED BY:

Name: Roberta Iannacito-Provenzano, Provost and Vice-President, Academic
Date: November 9, 2023

CUSC-TMU First Year Student Survey

Highlights of the 2022 Survey Results

About the Survey

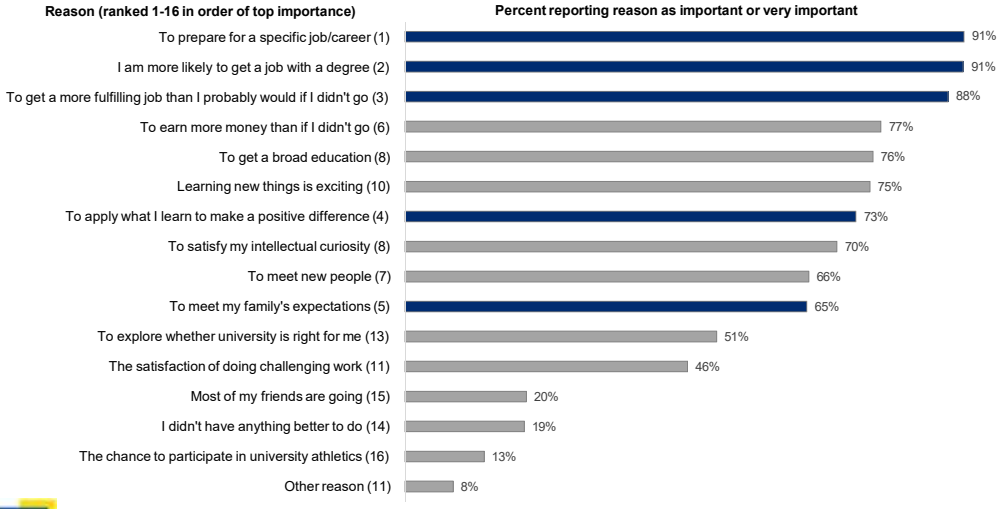
- Every three years, Toronto Metropolitan University (“TMU”) conducts a survey of first-year undergraduate students as part of the Canadian University Survey Consortium.
- The survey is conducted across the country by over 40 universities. TMU has been a member of this group for the past 20 years.
- Students are asked about their decision to attend TMU and their experience upon arriving.
- In 2022, approximately 2,000 students were contacted, and 615 students completed the survey – a response rate of 30.3%.

Why They Decided to Attend

Reasons for Attending University

- Students were asked to rank the importance of certain reasons that factored into their decision to attend university.
- For TMU respondents, the reasons rated as important by the highest proportion of students pertained to career or finances:
  - Preparing for a specific career;
  - To earn more money;
  - Higher likelihood of getting a job; and
  - Higher likelihood of a more fulfilling job.
- Earning money was a stronger motivator than in 2019, by approximately 6 percentage points.
- Students were also asked to identify which single reason was the most important to them:
  - As in recent years (and for all participating institutions), the top reason was to prepare for a specific career (28%).
  - The 5 reasons that were identified as most important are highlighted in blue in Figure 1.

Figure 1: Reasons for Attending University



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Reasons for Attending TMU

- Almost all the respondents at TMU applied to other universities besides TMU (compared with 70% at all CUSC-participating universities).
  - Three-quarters of TMU students reported that the university was their first choice (fewer than the CUSC average, at 80%).
- Students were asked to identify the importance of various reasons to attend TMU, as well as selecting the reason they found most important.
  - The most important reason was the availability of the program that the students wanted.
  - Other top reasons related to the city/town where the university was located, having work-integrated learning, being closer to home, and the university's academic reputation.
  - The 5 most important reasons are highlighted in blue in Figure 2.

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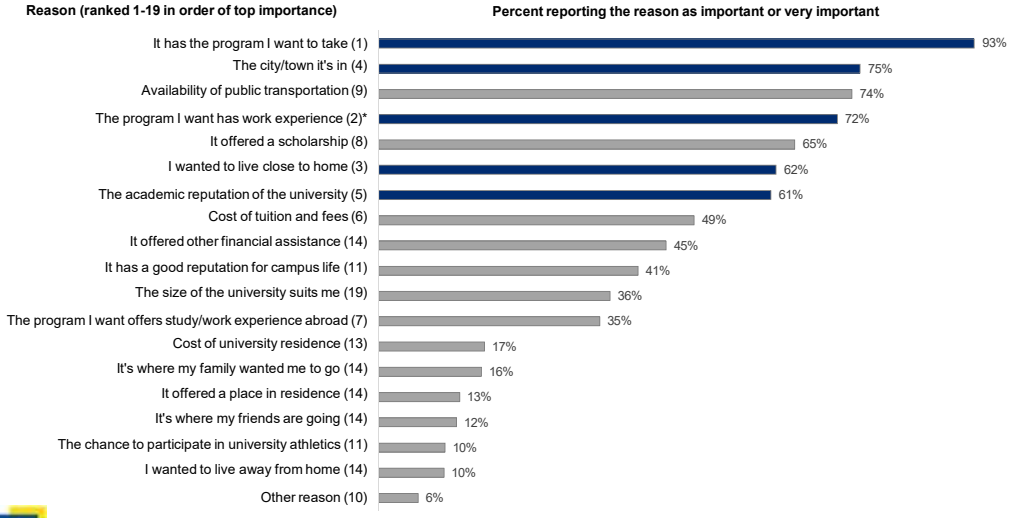
Figure 2: Reasons for Attending TMU



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* Edited slightly for brevity

Top reasons for attending…

Which of the reasons listed is the most important to you?
(from those listed in Figure 1 and Figure 2)

University in general
1. To prepare for a specific career
2. I am more likely to get a job with a degree
3. To get a more fulfilling job than I probably would if I didn't go
4. To apply what I learn to make a positive difference
5. To meet my family's expectations

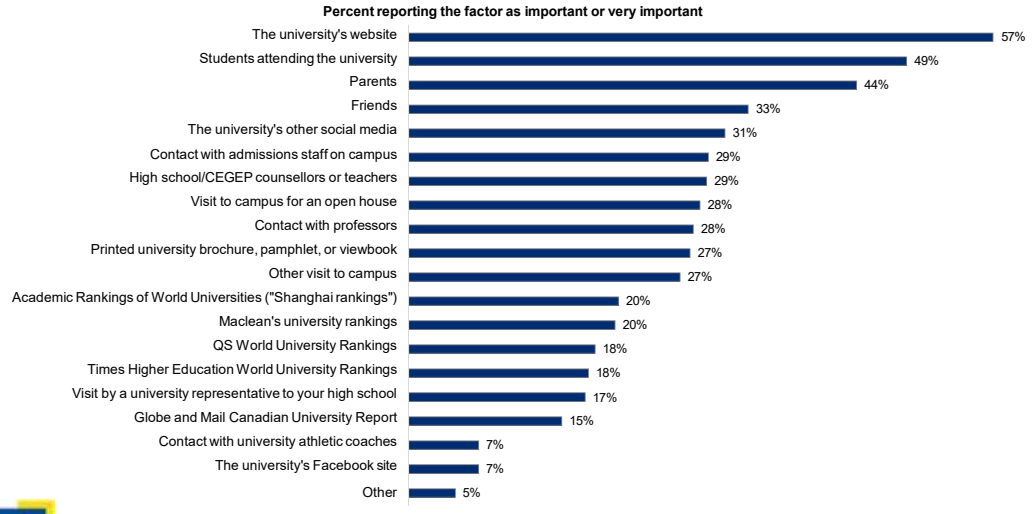
TMU in particular
1. It has the program I want to take
2. The program I want has a co-op, practicum, or other work experience
3. I wanted to live close to home
4. The city/town it's in
5. The academic reputation of the university

Toronto Metropolitan University

Resources for Decision-Making

- Students were asked what resources they used when making their decision about which university to attend.
- The top influence was the university's website, with over half of students indicating that it was an important or very important resource (57%).
- Interpersonal influences, like parents, friends, and students attending the university, were also key factors.
- Activities that involved going to the campus (open houses, other campus visits) and visits from university recruiters were less important for these students who began in 2021-22 (during the pandemic) than the survey respondents in 2019.

Figure 3: Influences in Decision-Making

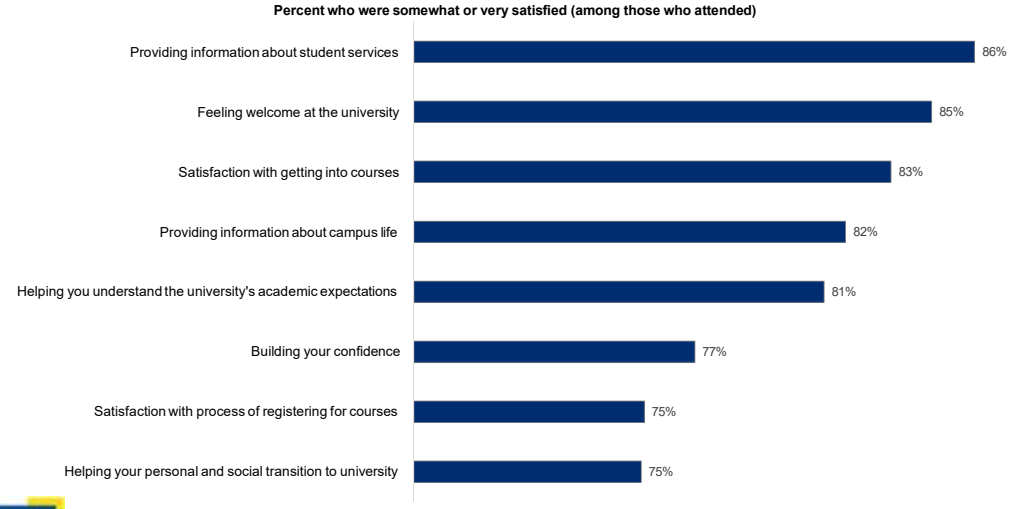


Transition to First Year

Transitioning to University – Orientation

- A much lower proportion of first-year students attended an orientation in this survey year (46%) compared to the previous survey in 2019 (72%). This was true broadly for CUSC-participating institutions during the pandemic.
- Students who attended orientation were generally satisfied.
- The course registration process showed notable improvements over the 2019 survey responses.

Figure 4: Satisfaction with Orientation



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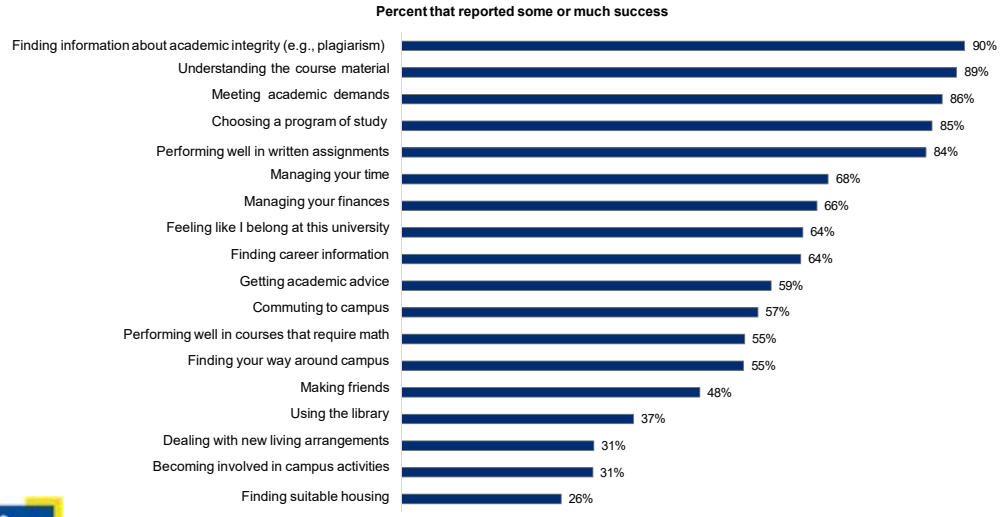
Transitioning to University – Navigating First Year

- Many students found success in adjusting to the new academic environment, such as choosing a program, performing well on assignments, and meeting academic demands.
- However, fewer students reported success in other aspects of the transition, like navigating around campus, using various services, and managing time and finances.
- Social aspects showed lower levels of success than other areas and are lower than results reported in 2019 prior to the pandemic.
- Although relatively few students reported success with housing, approximately 40% reported “no basis for opinion” on finding suitable housing or adjusting to new housing arrangements. 81% of respondents reported living with relatives.

Toronto Metropolitan University

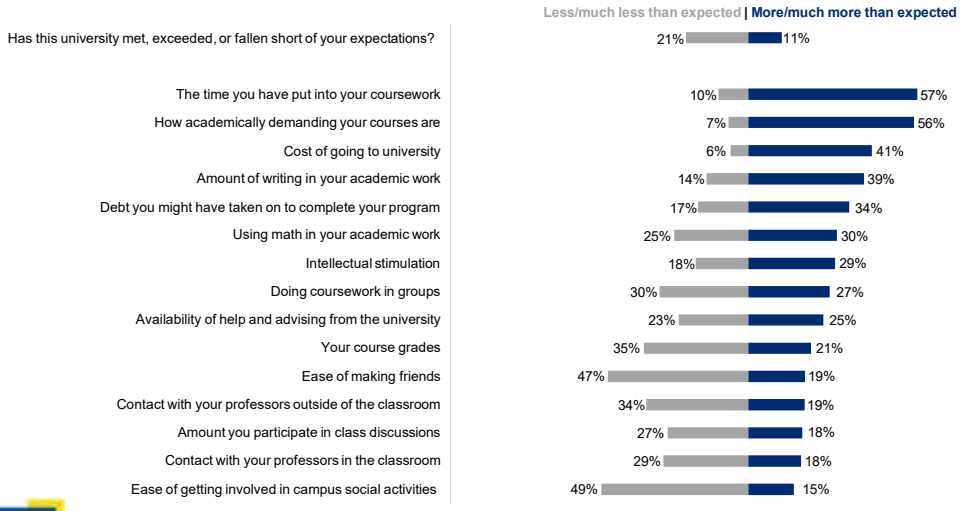
Figure 5: Transitioning to University



Expectations

- Students were asked to compare their expectations of campus life to what they experienced in first year.
- Students found the academic demands of their courses, and the time they put into coursework, to be more than they expected.
- Many students found social interactions to be less than expected (ease of making friends, ease of getting involved in campus opportunities, and contact with professors inside and outside of the classroom). These results for the 2021 entering cohort are also lower than those from the 2019 round of the survey.
- Overall, approximately two-thirds of students said that the university met their expectations. About one in five said that the university fell short of their expectations (more than in 2019).

Figure 6: Expectations



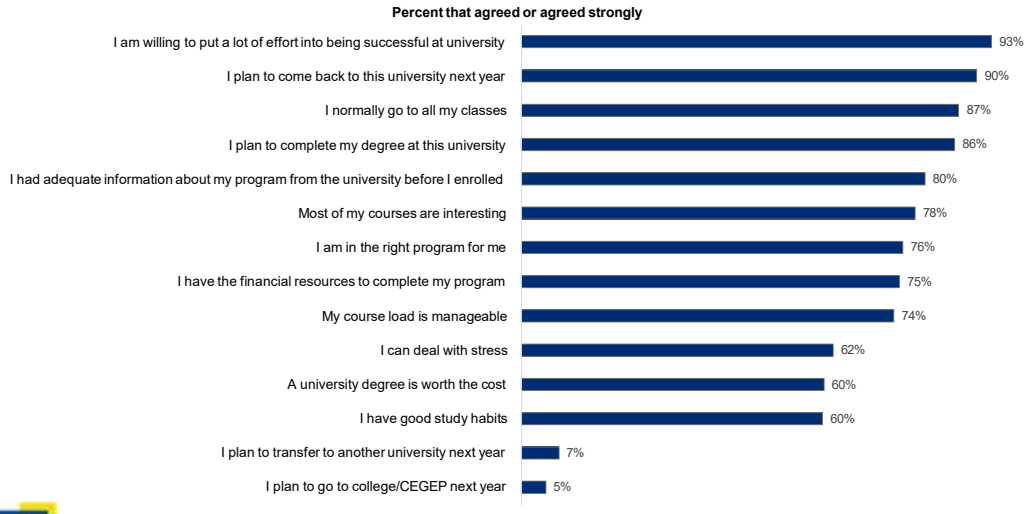
Toronto Metropolitan University

Transitioning to University – Student Engagement

- Students reported a high level of willingness to put in the required effort to be successful. 87% reported going to all their classes.
- Students also showed high commitment to the university – 90% reported a plan to return to the university the following year, and 86% planned to complete their degree at TMU.
- However, fewer students reported success with managing stress (62%) and only 60% agreed with the statement about having good study habits.
- 60% agreed that a university degree was worth the cost.

Toronto Metropolitan University

Figure 7: Transitioning to University – Student Engagement



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Evaluation of Experience

Toronto Metropolitan University

Evaluation of Teaching

- Students were asked to rate a series of instructor characteristics on their importance and the degree to which the professors exhibited these characteristics.
- Overall, students were very satisfied with the five most important instructor characteristics, the most important of which was communicating well in their teaching.

Table 1: Five most important instructor characteristics as identified by TMU respondents, FYSS 2022

Ranking of instructor characteristic to students	Percent of students agreeing that their instructor demonstrated this characteristic
1. Communicate well in their teaching	73%
2. Are well organized in their teaching	74%
3. Seem knowledgeable in their field	94%
4. Provide useful feedback on my work	66%
5. Are intellectually stimulating in their teaching	72%

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Evaluation of Teaching

- About three-quarters of TMU students were generally satisfied with the quality of teaching they had received at the university so far (three-quarters of students reported the opportunity, in at least some of their classes, to evaluate their professors).
- Almost all students felt that their professors seemed knowledgeable in their fields and felt that professors treated all students the same regardless of race and gender.
- Fewer students were satisfied with the feedback they received (could be more prompt and more useful). Students were also less likely to report that professors showed a personal interest in their academic success.

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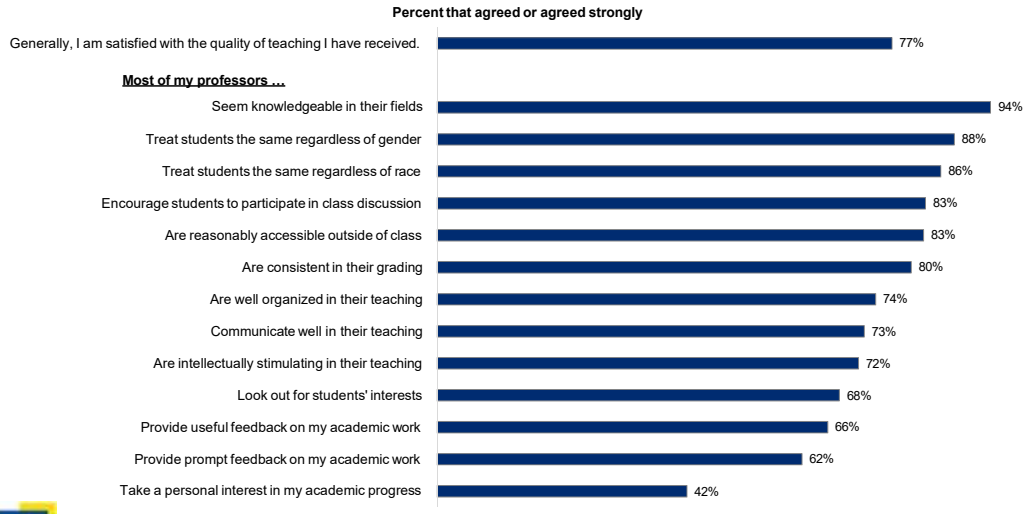
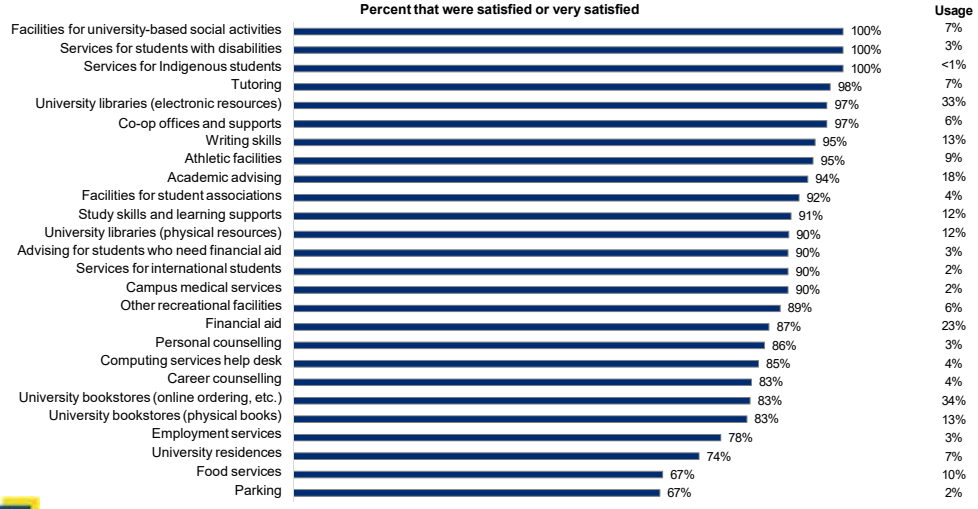
Figure 8: Evaluation of Teaching



Evaluation of Services

- Students were asked whether they had used the services and facilities at the university – and for those who did use the service or facility, how satisfied they were with their experience.
- Usage rates were similar to those reported in 2019.
- 22 out of the 26 services and facilities had satisfaction ratings (satisfied or very satisfied) of 80% or above.
- Facilities for university-based social activities, tutoring, academic advising, and university libraries (physical resources) also showed higher ratings than those at other CUSC-participating institutions.

Figure 9: Evaluation of Services



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First Year Student Profile

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About the Survey

- Broadly, the respondent group is representative of the first-year undergraduate population.
- Female students are slightly overrepresented in the survey, as are Engineering students.
- Part-time students are underrepresented.

Category	Sub-category	Survey respondents	Survey %	First-year population	First-year population %
Gender	Male	246	40.0	3,925	44.6
	Female	367	59.7	4,750	54.1
	Another identity	2	<1	107	1.2
Load	Full-time	587	95.4	8106	92.3
	Part-time	28	4.6	676	7.7
Faculty	ARTS	88	14.3	1422	16.2
	FEAS	123	20.0	1277	14.5
	TCS	100	16.3	1472	16.8
	FCS	79	12.8	1242	14.1
	SCI	79	12.8	970	11.0
	TRSM	146	23.7	2399	27.3

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Age, Living Arrangements, Transportation

TMU respondents reported an average age of 18.3 years, older than respondents in 2019 (17.8).

17: <1% | 18: 75% | 19: 23% | 20 or older: 2%

81% of respondents reported living with relatives, significantly more than in 2019 (73%).

On-campus: 9% | With relatives: 81% | Off-campus (shared): 5% | Off-campus (solo): 2% | Own home: 2% | Other: <1%

Availability of transportation was rated as important or very important to 74% of respondents in choosing this university (unchanged from 2019).

Not important: 9% | Somewhat important: 17% | Important: 36% | Very important: 38%

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Family Educational Background, Residency

Over three-quarters of respondents had parents with some form of post-secondary education (unchanged from 2019).

High school or less: 17% | Some college or university: 9% | College graduate: 16% | University graduate: 37% | Graduate degree: 15% | Other: <1% | Don't know: 6% | No response: <1%

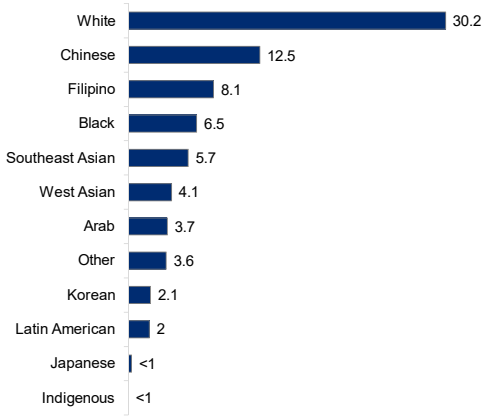
4% of respondents were international students (unchanged from 2019) compared with 10% in the TMU first-year population.

Canadian citizen: 89% | International student: 4% | Permanent resident: 7% | No response: <1%

Ethnicity

- 74% of respondents self-identified as a racialized person (similar to 2019), significantly more than the respondents from all CUSC-participating institutions (38%).
- Respondents were further asked to self-identify as members of ethnic groups. Responses are shown in Figure 10. (Note: Respondents could select more than one option.)

Figure 10: Ethnicity as self-selected by first-year respondents (%)



Disability and Mental Health

- 23% of participants self-identified with a disability, 7 percentage points lower than the average across all participating institutions (30%).
- Of those reporting a disability*:
  - 56% reported a mental health condition
  - 25% reported vision impairments
  - 20% reported neurodivergence; and,
  - 15% reported learning/memory conditions.

  *Respondents could select more than one type of disability.
- 29% of participants with disabilities reported significant impact on their daily activities (that is, their daily activities were always limited by their disability/impairment).

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Financial Supports

- Similar to the previous survey in 2019, 37% of students were working during the term of the survey. A further 41% were looking for work.
- Students who were employed worked for 14.5 hours per week, significantly lower than the average across all participating institutions.
  - 48% of students who worked reported no impact on their academic performance.
- Just over half (56%) of the respondents had at least one credit card, similar to the national average and lower than in 2019 (63%). 92% of credit card holders paid off their balance in full each month.

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Conclusions

Conclusions

- In 2022, TMU first-year students were a diverse group who were broadly satisfied with their experience so far.
- For TMU respondents, the reasons cited as important for attending university by the highest proportion of students related to finding a career and/or improving their financial position.
- The most important reason to attend TMU in particular was the availability of the program that the students wanted. Other top reasons included the city/town where the university was located, having work-integrated learning, being closer to home, and the university's academic reputation.
- Students had success adjusting to the new academic environment; however, some students struggled with other aspects of the transition (such as navigating around campus, managing time and finances, using services, and social factors).
- Students were generally satisfied with the teaching they had received. Students also expressed satisfaction with the services they had used, particularly with facilities for social activities, services for students with disabilities, and services for Indigenous students.
- These results will be posted online at https://www.torontomu.ca/university-planning/