MEMORANDUM

To: Members of the Department of Materials Science and Engineering

c.c. Cheryl Misak, Deputy Provost
    Susan Pfeiffer, Dean, School of Graduate Studies and Vice-Provost, Graduate Education
    Chairs and Directors

From: Cristina Amon, Dean, Faculty of Applied Science and Engineering

Date: June 20, 2008

Re: Advisory Committee on the Appointment of a Chair, Department of Materials Science and Engineering: Call for Nominations

Doug Perovic’s term as Chair, Department of Materials Science and Engineering, ends on December 31, 2008; he is not eligible for reappointment. In accordance with the Policy on Appointment of Academic Administrators, we will be commencing the process to seek approval of an Advisory Committee on the appointment of a Chair, Department of Materials Science and Engineering.

The Committee should normally be composed as follows:

- the Dean of the Faculty;
- three to five members of the teaching staff of the department;
- the Dean of the School of Graduate Studies or representative;
- one or two members of cognate departments;
- one or two students;
- a Vice-Dean of the Faculty, where appropriate; and
- a librarian, where appropriate.

Members of Department of Materials Science and Engineering are invited to nominate individuals to serve on the Advisory Committee by July 4, 2008. As well, any nominations you might have for a Chair are welcome at this time. Please forward your suggestions to the attention of:

Office of the Dean
Faculty of Applied Science and Engineering
35 St. George Street, Room 170
Fax: (416) 978-4859
Email: dean@ecf.utoronto.ca

We very much look forward to your input.