MEMORANDUM

To: Members of the Department of Civil Engineering

cc: Cheryl Misak, Vice-President and Provost
Brian Corman, Dean, School of Graduate Studies and Vice-Provost, Graduate Education
Chairs and Directors

From: Cristina Amon, Dean

Date: February 27, 2012

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

Professor Brenda McCabe’s term as Chair, Department of Civil Engineering, ends on December 31, 2012; she is 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 to the Dean on the appointment of a Chair, Department of Civil 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;
- a librarian, where appropriate; and
- in addition, the committee may include an alumnus/a, a member of the administrative staff and, in the case of professional faculties or schools, a senior member of the appropriate professional community.

Members of Department of Civil Engineering are invited to nominate individuals to serve on the Advisory Committee by March 9, 2012. Please forward your suggestions to the attention of:

Christina da Rocha-Feeley
Director, Office of the Dean
Email: cdarocha@ecf.utoronto.ca

Thank you for your input.