



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

**MEMORANDUM**

**2010/11-02**

**To:** Members of the Department of Chemical Engineering and Applied Chemistry

**c.c.** 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, Faculty of Applied Science and Engineering

**Date:** October 8, 2010

**Re: Advisory Committee on the Appointment of a Chair, Department of Chemical Engineering and Applied Chemistry: Call for Nominations**

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Professor Doug Reeve's second term as Chair, Department of Chemical Engineering and Applied Chemistry, ends on June 30, 2011; 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 to the Dean on the appointment of a Chair, Department of Chemical Engineering and Applied Chemistry.

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 Chemical Engineering and Applied Chemistry are invited to nominate individuals to serve on the Advisory Committee **by October 20, 2010**. At this time I welcome any nominations you might have for a Chair, along with a rationale and background for the nomination. Please forward your suggestions to the attention of:

Lisa Simpson-Camilleri  
Assistant Dean, Academic HR and Diversity  
Email: [lisa@ecf.utoronto.ca](mailto:lisa@ecf.utoronto.ca)

Thank you for your input.