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

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

Thank you for your input.