MEMORANDUM 2010/11-01

To: Members of the Division of Engineering Science
    Chairs and Directors, Faculty of Applied Science and Engineering

CC: Cheryl Misak, Vice-President and Provost

From: Cristina Amon

Date: September 20, 2010

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

**Note: This memorandum is being re-issued with updated information. All nominations received from the original memorandum issued on December 9, 2009 remain active. All new nominations are welcomed to be received by September 30, 2010.**

Professor Will Cluett’s term as Chair, Division of Engineering Science ends on December 31, 2010; he is eligible for re-appointment. 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, Division of Engineering Science.

The Committee should normally be composed as follows:

- the Dean of the Faculty;
- three to five members of the unit’s teaching staff;
- two to four members of cognate departments;
- one or two students;
- 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.

I would appreciate receiving nominations for individuals to serve on the Advisory Committee by September 30, 2010. Please forward all nominations to the attention of:

Lisa Simpson-Camilleri
Assistant Dean, Academic HR and Diversity
Office of the Dean, 35 St. George Street
Email: lisa@ecf.utoronto.ca

Thank you for your input.