MEMORANDUM

To: Members of the Department of Mechanical and Industrial Engineering
cc: Cheryl Regehr, Vice-President and Provost
    Brian Corman, Dean, School of Graduate Studies and Vice-Provost, Graduate Education
    Chairs and Directors

From: Cristina Amon, Dean

Date: September 6, 2013

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

Professor Jean Zu’s term as Chair, Department of Mechanical and Industrial Engineering, ends on June 30, 2014; 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 Mechanical and Industrial 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 the Department of Mechanical and Industrial Engineering are invited to nominate individuals to serve on the Advisory Committee by September 20, 2013. Please forward your suggestions to the attention of:

Lisa Simpson-Camilleri
Assistant Dean
Email: lisa@ecf.utoronto.ca

Thank you for your input.