MEMORANDUM

To: Faculty and Staff, Faculty of Applied Science and Engineering
cc: Cheryl Regehr, Vice-President and Provost

From: Christopher Yip, Dean

Date: January 31, 2020

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

*Note: The title for the academic head of Engineering Science will transition from Chair to Director, effective July 1, 2020, in conformity with University guidelines on titles for heads of Extra-Department Units (EDU’s).

Professor Will Cluett’s term as Interim Chair, Division of Engineering Science ends on June 30, 2020. 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 Director, 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;
• one or two students;
• two to four other qualified individuals, at least two of whom shall be from outside the unit;
• 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 February 14, 2020. Please forward all nominations to the attention of the Dean (dean.engineering@utoronto.ca).