



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2008/09-03

To: Members of the Department of Mechanical and Industrial Engineering

cc Cheryl Misak, Interim Vice-President and Provost
Susan Pfeiffer, Dean, School of Graduate Studies and Vice-Provost, Graduate Education
Chairs and Directors

From: Cristina Amon, Dean, Faculty of Applied Science and Engineering

Date: August 11, 2008

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

Tony Sinclair's term as Chair, Department of Mechanical and Industrial Engineering, ends on December 31, 2008; he 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 Department of Mechanical and Industrial Engineering are invited to nominate individuals to serve on the Advisory Committee **by August 26, 2008**. 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:

Cristina Amon
Dean
Faculty of Applied Science and Engineering
35 St. George Street, Room 170
Email: dean@ecf.utoronto.ca

Thank you for your input.