



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2008/09-05

To: Chairs & Directors

From: Cristina Amon, Dean

Date: September 3, 2008

Re: **Academic Promotions**

In accordance with policy, I am moving to convene the Faculty's Promotions Committee for the coming year. I propose that Promotions Committee members are now assigned to serve for up to three years, rather than the usual one-year term. Not only will this improve the consistency of the decisions being made by taking advantage of the experience gained by the members during the longer term of service, it will also reduce the training requirements for new members. Please advise us of who your representative is and how long your representative is willing to serve. Please forward this information to us ***no later than September 26, 2008.***

At the same time, I would also appreciate receiving a list of those colleagues you will be putting forward for promotion. Note that Associate Professors within your unit have until October 15, 2008 to notify you of their desire to be considered this cycle. Please keep me informed as to any changes to your list.

Thank you.