



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

MEMORANDUM

2012/13-12

**To:** Chairs and Directors

**From:** Cristina Amon and Yu-Ling Cheng

**Date:** December 12, 2012

**Re: Nominations to Advisory Committee, Vice-Dean, Graduate Studies**

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Professor Chris Damaren's first term as Vice-Dean, Graduate Studies ends on June 30, 2013. In accordance with the [Policy on Appointment of Academic Administrators](#), we will be commencing the process to strike a special advisory committee on the appointment of a Vice-Dean, Graduate Studies.

The Committee should normally be composed as follows:

- the Dean or representative who shall chair the committee;
- five to eight persons\*, drawn from the teaching staff, students and administrative staff of the division, teaching staff from outside the division and members of the wider community including alumni, each group not necessarily being represented

*\*in a multi-Department Faculty, such as ours, 3 of the members should be Department Chairs/Institute Directors.*

We would appreciate receiving nominations for membership to the committee, along with a justification for them, **January 9, 2013**. Please forward your suggestions via email to [dean.engineering@ecf.utoronto.ca](mailto:dean.engineering@ecf.utoronto.ca)

Thank you for your input.