



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

**MEMORANDUM**

**2010/11-03**

**To:** Members of the Institute for Aerospace Studies

**From:** Cristina Amon, Dean

**cc:** Cheryl Misak, Vice-President and Provost  
Chairs and Directors

**Date:** January 24, 2011

**Re: Advisory Committee on the Appointment of a Director, University of Toronto  
Institute for Aerospace Studies: Call for Nominations**

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Professor David Zingg's term as Director, University of Toronto Institute for Aerospace Studies (UTIAS), ends on June 30, 2011; 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 Director, Institute for Aerospace Studies.

The Committee should normally be composed as follows:

- the Dean of the Faculty;
- three to five members of the teaching staff appointed to the Institute;
- one or two students;
- a librarian, where appropriate; and
- two to four other qualified individuals, at least two of whom shall be from outside the Institute.

Members of UTIAS and the broader Faculty community are invited to nominate individuals to serve on the Advisory Committee **by February 4, 2011**. At this time I also welcome any nominations you might have for a Director, along with a rationale and background for the nomination. Please forward your suggestions to the attention of:

Lisa Simpson-Camilleri  
Assistant Dean, Academic HR and Diversity  
Email: [lisa@ecf.utoronto.ca](mailto:lisa@ecf.utoronto.ca)

Thank you for your input.