



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

2013/14-3

**MEMORANDUM**

**To:** Chairs and Directors  
FIAT

**From:** Cristina Amon, Dean

**Date:** July 23, 2013

**Re:** **Update on Human Resources in the Faculty of Applied Science and Engineering**

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I am pleased to announce that the Faculty of Applied Science and Engineering is currently transitioning to the establishment of a stand-alone HR office for the Faculty. The Professional Faculties South office has provided highly valued HR services to us for many years. The Faculty has grown significantly over the last decade and our needs have expanded. We sought input from the Faculty's academic and administrative leaders and the outcome was that we required a Faculty-dedicated HR office in order to support the ambitious goals in our Academic Plan. As a result of this and other changes to the broader University HR portfolio, the Professional Faculties South office no longer exists.

Effective July 1, 2013 a new Professional Faculties HR Office was established to service the needs of the Faculties of Architecture, Forestry, Information, Law, Music, Nursing, Pharmacy and Social Work. Two PFS staff members have joined this new office (Jasmin Olarte, HR Assistant and Joanna Bukiejko, Generalist) and are no longer providing services to Engineering.

Karen Lewis, Director of Human Resources PFS will remain with Engineering as will Emma Scully, Senior Generalist and Joe-Anne Vanhorn, HR Advisor. We are currently in the process of hiring a second Generalist to replace Joanna Bukiejko.

The second phase of the full implementation of the HR Office for Engineering will take effect October 1, 2013. Karen Lewis's application to retire under the PM Retirement Incentive Program was approved and she will be leaving the University September 30, 2013. Karen has been a valued contributor to the Faculty for the past 6 years and to the University for 26 years. I am grateful for her leadership of the PFS office and for her continued dedication to the Faculty as we transition to the new HR office structure. We will have an opportunity to thank Karen for her extraordinary service and details will be circulated in due course.

On August 1, 2013, Emma Scully will move into the role of Manager, Human Resources for Engineering and will work closely with Karen Lewis on transitioning to the new office. On October 1, 2013, Emma will assume the leadership of the Engineering Human Resource office.

During the transition stage, the office will continue to meet the HR needs of the Faculty. Your main HR contact is listed below:

**Karen Lewis** 978-2112 [karen.lewis@utoronto.ca](mailto:karen.lewis@utoronto.ca)

Dean's Office, Vice Deans Offices

Office of Advancement

Strategic Communications

Office of the Registrar

ECF

Faculty of Kinesiology & Physical Education (until September 30, 2013)

**Emma Scully** 978-8453 [emma.scully@utoronto.ca](mailto:emma.scully@utoronto.ca)

UTIAS

IBBME

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MIE

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ECE

Chemical Engineering

Engineering Science

ECC

Outreach & Recruitment Office

Chair 1<sup>st</sup> Year

**Joe-Anne Vanhorn** 946-3798 [joanne.vanhorn@utoronto.ca](mailto:joanne.vanhorn@utoronto.ca)

Benefit Orientations & processing

UHIP enrolment

Tuition Waivers

Please circulate this information, as appropriate, within your unit.