



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2013/14 - 4

To: Members of the Department of Mechanical and Industrial Engineering

cc: Cheryl Regehr, Vice-President and Provost
Brian Corman, Dean, School of Graduate Studies and Vice-Provost, Graduate Education
Chairs and Directors

From: Cristina Amon, Dean

Date: September 6, 2013

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

Professor Jean Zu's term as Chair, Department of Mechanical and Industrial Engineering, ends on June 30, 2014; she 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 the Department of Mechanical and Industrial Engineering are invited to nominate individuals to serve on the Advisory Committee **by September 20, 2013**. Please forward your suggestions to the attention of:

Lisa Simpson-Camilleri
Assistant Dean
Email: lisa@ecf.utoronto.ca

Thank you for your input.