



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

MEMORANDUM

2019/20-03

To: Academic Staff, Faculty of Applied Science and Engineering

From: Christopher Yip, Dean

Date: January 31, 2020

Re: Academic Director, Engineering Career Centre – Call for Nominations

The Engineering Career Centre (ECC) has a mandate to provide professional development services for the undergraduate and graduate student body at the Faculty of Applied Science and Engineering. Over the past 40 years, the ECC has run the PEY program offering students a 12-16 month work integrated learning experience. The success of our students, through support from the Faculty and an engaged industry community, has allowed the PEY program to grow significantly.

Under the leadership of the Executive Director, Engineering Careers and Experiential Learning (EXCEL), the ECC is expanding its staffing, modernizing its programming, and enhancing its professional development services. These changes include:

- Positioning PEY as PEY Co-Op
- Proactive employer stewardship
- PEY Co-Op Awards
- Graduate student internship programming

We are currently seeking an Academic Director to work with the ED EXCEL and to provide academic oversight for the ECC. Expressions of self-interest or nominations of individuals will be accompanied with a short justification, and should be sent to the attention of the Dean (dean.engineering@utoronto.ca) by February 21, 2020.

Role of the Academic Director

- Act as a thinking partner for the ED EXCEL and senior FASE administration
- Liaise with academic departments and extra-departmental units in FASE, including serving as a resource for key FASE strategic initiatives, such as NSERC CREATE and CFREF-funded programs i.e. Medicine by Design, PRIME, School of Cities, and others as necessary.
- Serving as the ECC representative on key academic leadership groups
- Participate in, and contribute to, growth of inter-divisional/faculty opportunities, working with cognate academic divisional representatives
- Participate in weekly standing meetings with ED EXCEL, Registrar, Vice Dean Undergraduate and Vice Dean Graduate
- Serve on Dean's working group to discuss ECC strategies and items

- Serve as a resource for the ECC's efforts concerning safety, harassment and other workplace issues encountered by students participating in PEY Co-Op
- Oversee work term report marking and grading (pass/fail) administration
- Work proactively, including co-travel, with ED EXCEL to represent EXCEL and ECC in industry and academic internship partnership and opportunity development
- Facilitate FASE participation in key MITACS programs:
 - Outbound undergraduate Globalink Research Awards and Fellowships
 - Graduate Accelerate / Accelerate International internships