



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

MEMORANDUM

2019/20-04

**To:** Faculty and Staff, Faculty of Applied Science and Engineering

**cc:** Cheryl Regehr, Vice-President and Provost

**From:** Christopher Yip, Dean

**Date:** January 31, 2020

**Re: Advisory Committee on the Appointment of a Director\*, Division of Engineering Science  
Call for Nominations**

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*\*Note: The title for the academic head of Engineering Science will transition from Chair to Director, effective July 1, 2020, in conformity with University guidelines on titles for heads of Extra-Department Units (EDU's).*

Professor Will Cluett's term as Interim Chair, Division of Engineering Science ends on June 30, 2020. 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, Division of Engineering Science.

The Committee should normally be composed as follows:

- the Dean of the Faculty;
- three to five members of the unit's teaching staff;
- one or two students;
- two to four other qualified individuals, at least two of whom shall be from outside the unit;
- 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.

I would appreciate receiving nominations for individuals to serve on the Advisory Committee **by February 14, 2020**. Please forward all nominations to the attention of the Dean ([dean.engineering@utoronto.ca](mailto:dean.engineering@utoronto.ca)).