



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2009/10-08

To: Members of the Division of Engineering Science
Chairs and Directors, Faculty of Applied Science and Engineering

CC: Cheryl Misak, Vice-President and Provost

From: Cristina Amon

Date: December 11, 2009

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

Professor Will Cluett's term as Chair, Division of Engineering Science ends on June 30, 2010. 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, 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;
- two to four members of cognate departments;
- one or two students;
- 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 January 6, 2010**. Please forward all nominations to the attention of:

Lisa Simpson-Camilleri
Assistant Dean, Academic HR and Diversity
Office of the Dean, 35 St. George Street
Email: lisa@ecf.utoronto.ca

Thank you for your input.