MEMORANDUM

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.