




## MEMORANDUM

To: Faculty, Staff, and Students, University of Toronto Scarborough  
From: Professor William A. Gough, Vice-Principal Academic & Dean   
Date: 26 July 2021  
Re: **Call for Nominations, Search Committee - Associate Dean Undergraduate Programs & Curriculum**  
Note: For distribution widely

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Professor Michael Souza has decided to step down due to personal family reasons as Associate Dean Undergraduate Programs & Curriculum (ADUPC) effective 22 July 2021, and Professor Hugh Laurence has agreed to take on the interim role until the appointment of a new ADUPC. As a first step in the process, I will be establishing a Search Committee to advise on the appointment of a new Associate Dean.

I am writing to call for nominations of individuals to serve on that Committee. In accordance with Section 100 of the [Policy on Appointment of Academic Administrators \(Perron Rules\)](#), the committee will have three to five members of the teaching staff from within the division, at least 3 Department Chairs, and may have one or two qualified individuals from appropriate constituencies from outside the division. The membership of the committee should reflect the responsibilities of the Associate Dean. Please nominate as many in each category as you wish and include a brief description of your reasons for suggesting each of the persons you name, after which the final membership announcement will follow.

Please send your suggestions for Committee members by email to Fefe Wong at [fefe.wong@utoronto.ca](mailto:fefe.wong@utoronto.ca) no later than **3 August 2021**.

The ADUPC will work closely with the Vice-Dean Teaching, Learning & Undergraduate Programs in the following key areas of responsibility with an Inclusive Excellence lens:

- Curriculum innovation and renewal, including attention to Indigenous experiences and knowledge systems; Black and racialized knowledges and experiences; experiences of other historically and systemically marginalized communities; and international and intercultural perspectives
- New Undergraduate Programs
- Special Programs, including Combined, Dual, Double, Conjoint, and Joint Degrees and Certificate Programs
- Major and Minor Modifications of Undergraduate Programs
- Unit and Program Reviews (quality assessment of programs and courses)