




MEMORANDUM

To: Faculty, Staff, and Students, University of Toronto Scarborough
From: Professor William A. Gough, Vice-Principal Academic & Dean 
Date: 27 October 2021
Re: **Call for Nominations - Advisory Committee Members, Vice-Dean Graduate & Postdoctoral Studies**
Note: For distribution widely

Professor Mary Silcox will complete her term as Vice-Dean Graduate & Postdoctoral Studies (VDGPS) on 30 June 2022 and she is not eligible for re-appointment. As a first step in the process, I will be establishing an Advisory Committee to advise on the appointment of a new Vice-Dean.

I am writing to call for nominations of individuals to serve on that Committee. In accordance with Section 83 of the [Policy on Appointment of Academic Administrators \(Perron Rules\)](#), the committee membership should reflect the responsibilities of the Vice-Dean and include the Vice-Principal Academic & Dean, at least three Chairs, and members of the teaching staff at University of Toronto Scarborough.

Please nominate as many names in each category as you wish, and include a brief description of your reasons for suggesting each of the persons you name. The committee membership will be announced following this process.

Please send your suggestions for Committee members by email to Fefe Wong, Manager Academic HR, at academichr.utsc@utoronto.ca no later than **3 November 2021**.

The VDGPS will address the following key areas of responsibility with an Inclusive Excellence lens:

- Provide leadership and administrative oversight of graduate programs and life-long learning initiatives
- Coordinate the development, and regular review, of graduate units and programs
- Provide guidance for graduate student admissions, registration, and support and tracking of their academic progress
- Administer the Inclusive Excellence Postdoctoral Fellowship Program
- Oversee Teaching Assistant Training Program (TATPs)
- Support Labour Relations: CUPE Unit 1 and CUPE Unit 5
- Administer campus-level graduate student and postdoctoral fellow funding and scholarships/awards
- Support the building of a community of graduate students and postdoctoral fellows at U of T Scarborough
- Liaise with the School of Graduate Studies (SGS) on graduate student and postdoctoral fellow matters, including academic integrity
- Mentoring, professional development and other supports for graduate students and post-doctoral fellows in collaboration with Office Vice-Principal Research & Innovation (VPRI)