




MEMORANDUM

To: Faculty, Staff, and Students, Department of Arts, Culture & Media
From: Professor William A. Gough, Vice-Principal Academic & Dean 
Date: 21 September 2023
Re: **Call for Nominations - Acting Chair, Department of Arts, Culture & Media**
Note: For distribution broadly

Professor Thy Phu will be taking a research and study leave from 1 July 2024 to 30 June 2025, and therefore, an Acting Chair will be appointed for a one-year term.

In accordance with Section B.9.b of the [Policy on Appointment of Academic Administrators \(Perron Rules\)](#), “in the event of the Chair’s absence for a period of more than two months ... the Dean, after consultation with members of the department and the Dean of the School of Graduate Studies, shall recommend the appointment of an Acting Chair for a period of no more than one year.”

For the success of the selection process, the input of faculty, staff, and students is crucial. You are invited to submit, in writing, the names of individuals you feel have the attributes we should be looking for in an Acting Chair. Please briefly indicate the reasons for your nominations.

Your submissions will be held in confidence and made known only to myself. These should be sent to the attention of Fefe Wong, Manager Academic HR & Faculty Affairs at academichr.utsc@utoronto.ca no later than **29 September 2023**.