



# CHAIR/DIRECTOR NOMINATION FORM

## Graduate Education Council

**Fall 2013 By-Election: Division III (Physical Sciences)**

**1 CHAIR / DIRECTOR SEAT – THREE YEAR TERM**

**IMPORTANT! To be valid, nominations must meet the following criteria:**

- Nominees for Chair/Director seats must be Chair/Director of a graduate unit in Division III.
- The nomination form must be signed by the nominee and by two nominators who must be Chairs/Directors of graduate units in Division III.
- The nomination form must be returned to the **Office of Quality Assurance and Governance, School of Graduate Studies, 2nd Floor, 65 St. George Street, by 5:00 p.m. on Monday, September 16, 2013.**

If you have questions, please contact the Governance & Policy Officer at 416-978-7709 or erin.mcmahon@sgs.utoronto.ca

**A Personal Information** (Please print)

Name of Nominee: \_\_\_\_\_

Graduate Unit: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

U of T Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**B Candidate's Statement**

Submission of a statement is voluntary. Nominees may submit a biographical statement or other comments to a **maximum of 75 words**. Longer statements will be edited by SGS to conform to size. Acronyms and abbreviations will be counted as one word. To be accepted, the statement must clearly printed, or typed and attached to this form.

**PLEASE NOTE:** If there is an election, the statement will appear on the ballot. Voters will want to know about relevant experience such as committee work; other offices held at U of T, SGS, or elsewhere; and other relevant activities. The content of the statement may be altered by the candidate prior to but not after the close of nominations.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C Signature of Nominee** \_\_\_\_\_ **Date** \_\_\_\_\_  
(signifying willingness to stand for election to the Graduate Education Council and approval of the Candidate's Statement above)

**D Nominators:**

	Name (Please print)	Graduate Unit	Signature
1	_____	_____	_____
2	_____	_____	_____

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

**RETURN NOMINATION TO SGS BY 5 P.M. MONDAY, SEPTEMBER 16, 2013**

**SGS GRADUATE EDUCATION COUNCIL  
FALL 2013 BY-ELECTION**

NOMINATIONS ARE OPEN: CHAIR/DIRECTOR SEAT (DIVISION III – PHYSICAL SCIENCES)

Each year, the School of Graduate Studies (SGS) holds elections to fill vacant seats on Graduate Education Council (GEC). Effective immediately, a seat is vacant for a Chair/Director of a graduate unit, centre or institute in Division III (Physical Sciences) to be elected by Chairs or Directors of graduate units of Division III. Nominations are now open.

**What is GEC?** GEC is an academic advisory and approval body responsible for developing and implementing academic policy and regulations for SGS and for graduate studies at the University of Toronto.

It considers, recommends and, where appropriate, approves:

- new and/or revised SGS academic policies and regulations;
- reports of its standing committees; and other related matters as they arise;
- other topics for consideration.

**Membership:** GEC membership includes several ex-officio voting members, and the following 35 elected members: five graduate faculty members from each of the four divisions, three graduate students from each of the four divisions, and three graduate administrators (one from SGS and two from graduate units). In addition, non-voting members may be appointed by the SGS Dean.

**Meetings:** Meetings are held on the St. George campus and are normally scheduled at 3 p.m. on the third Tuesday of the month. GEC meets at least once a session (term) between September and May.

**Chair/Director of Graduate Unit on GEC:**

This seat is to be filled by a Chair/Director in Division III. No graduate unit may have more than two members on Council at one time (including the Chair/Director and four faculty seats).

**Term:** Membership is normally for three years and terms begin July 1.

**Eligibility:** Candidates must be a Chair or Director of a graduate unit, centre or institute in the relevant division and must be nominated by two Chairs or Directors from their division. GEC faculty members whose first terms are ending are eligible for immediate re-election for a second three-year term, to a maximum of six consecutive years.

**Responsibilities:** Members are expected to attend meetings and to review agenda material so they can make informed decisions about items for approval. In addition, members may be asked to serve on related committees. Members missing more than two successive meetings of Council may be asked to resign.

**Contact:**

Erin McMahan  
SGS Governance & Policy Officer  
Tel: 416 978-7709  
erin.mcmahan@sgs.utoronto.ca

**DIVISION III  
(Physical  
Sciences)**

Aerospace Science and Engineering; Astronomy and Astrophysics; Biomedical Engineering; Chemical Engineering and Applied Chemistry; Chemistry; Civil Engineering; Computer Science; Earth Sciences; Electrical and Computer Engineering; Materials Sciences and Engineering; Mathematical Finance; Mathematics; Mechanical and Industrial Engineering; Physical and Environmental Sciences; Physics; Statistical Sciences