



McGill

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TO: Members of the Academic Staff of the School of Continuing Studies

FROM: Edyta Rogowska
Secretary-General

SUBJECT: Call for Nominations
Advisory Committee for the Selection of a Dean of School of Continuing Studies

DATE: April 12, 2017

Professor Judith Potter's second term as Dean of the School of Continuing Studies will end on July 31, 2018. An Advisory Committee chaired by the Provost and Vice-Principal (Academic), Professor Christopher Manfredi, will be struck pursuant to Article 3.4.2 of the University *Statutes* for the selection of a Dean of the School of Continuing Studies.

The membership of this Advisory Committee will include two members and one alternate member elected by the School of Continuing Studies. The membership also includes two Senate representative, one Board representative and two students representatives.

Nominations are called for two members and one alternate member from the academic staff of the School of Continuing Studies to serve on the Advisory Committee for the selection of a Dean of the School of Continuing Studies.

All nominees must be members of the academic staff holding the rank of ***Full Professor, Associate Professor, Assistant Professor, Faculty Lecturer or Academic Associate*** in the School of Continuing Studies. Nominations representing the broad diversity of the School of Continuing Studies are encouraged.

Recipients of this call for nominations have the option to verify the electoral list for errors or omissions. Upon request, the list will be made available for consultation in the Secretariat. Any request for changes to the list by electors needs to be submitted to the Secretariat at least five (5) days before the end of the election period and will be referred to Human Resources for resolution.

Each nomination requires the signature of the nominator, must be endorsed by two members of the academic staff of the School of Continuing Studies, and must indicate the consent of the nominee. Nominators are permitted to nominate only one person for each available position. Endorsers may endorse any number of nominations.

Nominees must submit a **100-word maximum statement** in English and French about why they wish to serve on the Advisory. This statement together with the nomination form must be received by the deadline. Please submit your statement electronically to Ms. Christine Chehade at Christine.chehade@mcgill.ca

The official nomination form is attached. Nominations on other than the official forms will not be accepted. Should you require additional nomination forms, please photocopy the attached.

Nominations must be submitted to Ms. Christine Chehade in the Secretariat, Room 313, James Administration Building **by 5 pm on Thursdday, April 27, 2017**. Upon completion of the nomination period, an election, as necessary, will take place.