



Memorandum

To: 2013-2014 Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: March 20, 2013
Subject: **Request for Members' 2013-2014 Committee Preferences**

Each year, members of the Academic Board and members of the Governing Council are asked to volunteer to serve on the following standing Committees of the Board. These include:

1. The Agenda Committee
2. The Committee on Academic Policy and Programs
3. The Planning and Budget Committee

Members from all constituencies have found that the opportunity to serve on one of the committees has provided them with a greater understanding of issues considered by the Board. While all members may indicate their preferred assignments, in the past, some new members to the Board have chosen not to serve on a standing committee in the first year of their three-year term. In addition to the need for renewal of membership, there is also a need to provide for some continuity from year to year. For this reason, some members who were on a Committee this past year might be asked to serve on it again.

Volunteers from the Academic Board are also needed to serve on the Discipline Appeals Board and the Advisory Committee on the University of Toronto Library System. As well, in the Fall 2013, volunteers will be needed to serve on the Board's Striking Committee.

Members are asked to complete an online form indicating their preferences for serving on the standing committees and the other related governance bodies listed above. The 2012-13 Striking Committee of the Academic Board will then use this information when considering the membership of the various committees at its meeting in May. Recommendations for committee membership will be submitted by the Striking Committee for the Board's consideration at its June 3, 2013 meeting.

Information on the Agenda Committee, the Committee on Academic Policy and Programs, and the Planning and Budget Committee including the terms of reference and the distribution of seats is available online [here](#).

Information on the Discipline Appeals Board is available online [here](#).

The Terms of Reference for the Advisory Committee on the University of Toronto Library System is available online [here](#).

I would ask that all members complete the online **Committee Preferences Form** available [here](#) by 5:00 p.m. on Friday, April 5, 2013.

Please feel free to contact me by email (maeyu.tan@utoronto.ca) or by phone (416-978-8794) if you have any questions about this process.

Thank you.