



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

January 11, 2008

Memorandum to: Prospective Candidates

From: Mae-Yu Tan, Secretary to the College of Electors

Subject: Alumni Members of the Governing Council

Nominations have opened, effective today, for three alumni seats on the Governing Council. Each seat is for a three-year term beginning July 1, 2008 and ending June 30, 2011.

Schedule:

Nominations open	Friday, January 11, 2008 at 12:00 noon
Nominations close	Monday, February 25, 2008 at 4:00 p.m.
Interview of selected candidates	Thursday, April 3, 2008 (from 6 pm onwards; exact time to be selected by lot)

ELIGIBILITY REQUIREMENTS FOR CANDIDATES:

‘Alumni’ are defined in *The University of Toronto Act, 1971* as ‘persons who have received degrees or post-secondary diplomas or certificates from the University, or persons who have completed one year of full-time studies, or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma or certificate and are no longer registered at the University.’ *The University of Toronto Act* requires that members of the Governing Council be Canadian citizens.

WORK OF THE GOVERNING COUNCIL

The Governing Council and its Boards and Committees oversee the academic, business and student affairs of the University.

Matters approved by the Council and its Boards include:

- appointment of senior administrators;
- mission statements and policies that guide the operation of the University;
- multi-year budget guidelines and capital plans;
- tuition fees and compulsory non-academic incidental fees;
- establishment, disestablishment, or restructuring of academic units;
- new degree programs;
- major allocations of resources in support of the University’s priorities;
- decisions to acquire or dispose of assets.

Information about the Governing Council and its Boards and Committees, including the meeting schedule, membership, Terms of Reference, meeting agendas with links to non-confidential material, and meeting reports are available on the Governing Council web-site (<http://www.governingcouncil.utoronto.ca/home.htm>). An *Information Manual* for members of the Governing Council is available on the Governing Council web-site at <http://www.governingcouncil.utoronto.ca/Page154.aspx>.

ROLE OF GOVERNORS

- Governors are trustees of the University.
- They are responsible for ensuring that all decisions are made in the best interests of the University.
- They must ensure that the University will be handed on to successive generations with its strengths intact or improved, and its mission well supported.

EFFECTIVE GOVERNORS

- Understand and passionately support the mission of the University;
- Respect the distinct and separate roles of governance and administration. The Governing Council must ensure that the University is managed well, but responsibility for managing the University is delegated to the President and members of the administration;
- Are committed to gaining an understanding of the context and implications of matters before the Council;
- Understand the overall trusteeship function of a governor and do not focus on one idea or issue;
- Have the capacity for critical thinking, while remaining open-minded to new ideas;
- Engage their fellow governors as well as community, when appropriate, to ensure all stakeholders also support the mission of the University;
- Possess the potential to rise to positions of leadership within the University.

REQUIRED AREAS OF EXPERTISE

- Understanding of and respect for the mission and values of the University, as articulated in the *Statement of Institutional Purpose* (<http://www.governingcouncil.utoronto.ca/Assets/Policies/Policy/mission.html>);
- Knowledge and understanding of postsecondary education;
- Knowledge and experience of the external communities whose support is critical to the University, including governments, alumni groups, and the University's broad range of stakeholders;
- Knowledge and experience in such areas as finance, entrepreneurship, strategic communications, and growth industries (e.g. biotechnology and information technology);
- Interest in and knowledge of the student experience and ways in which it could be enhanced.

TIME COMMITMENT

Governors are expected to attend the meetings of Council, and normally to sit on two boards/committees of Council. Meetings are scheduled from September to June, usually begin at 4 p.m. or 5 p.m., and continue for two or two and a half hours. A normal commitment would consist of preparation and meeting time for eighteen meetings a year. Special meetings and *ad hoc* committee assignments would be in addition to that commitment. Current alumni governors estimate the average time commitment to be approximately 4 hours a week, or 176 hours a year, depending on the depth to which governors choose to pursue individual issues.

NOMINATION PROCEDURE

Nomination forms are available on the Governing Council web-site (<http://www.governingcouncil.utoronto.ca/elections.htm>). They are also available from the Office of the Governing Council, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1. As well, the nomination form may be requested by phone by calling 416-978-6576.

The onus is on the person nominated to submit a *bona fide* nomination form. That is, the candidate is responsible for ensuring that the form is complete and that the appropriate documentation has been provided.

All nominations are subject to a verification process by the Secretary of the College of Electors. A nomination will be certified as correct only if all the following criteria are fulfilled:

- a) the candidate is an alumnus/a of the University of Toronto as defined by the *Act* (see above);
- b) the candidate is a Canadian citizen. Those candidates who are chosen for an interview will be asked to bring evidence of citizenship with them to the interview. Photocopies of any one of the following will be deemed sufficient for this purpose: certificate of birth in Canada; certificate of citizenship; certificate of naturalization; Canadian certificate of registration of birth abroad; certificate of retention of Canadian citizenship; valid Canadian passport. Failing such documentary evidence, a notarized statement to the effect that the nominee is a Canadian citizen must be presented prior to the interview;
- c) the nomination form includes the candidate's name, his/her consent to run and the signatures of at least 10 valid nominators (alumni who are **NOT** members of the College of Electors). A member of the College **MUST NOT** sign as a nominator and the candidate may **NOT** nominate himself/herself;
- d) candidate information **is completed as instructed on the pages provided**; additional information will not be circulated to the members of the College;
- e) the nomination form is received by the Secretary of the College of Electors, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1 **by 4:00 p.m., Monday, February 25, 2008.**

LETTERS IN SUPPORT OF NOMINATION

In addition to the above criteria, the College requires that each candidate submit **three letters in support of his/her nomination**. These letters do not have to be from University of Toronto alumni. The letters **must not** be from members of the College of Electors. If preferred, the letters of support may be sent in confidence directly to Mae-Yu Tan, Secretary, College of Electors, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1, and **must be received by the close of nominations at 4 p.m. on Monday, February 25, 2008**. Letters received after that time will not be distributed to the College.

SELECTION OF CANDIDATES FOR INTERVIEW

All verified nominations are reviewed by the College. Members of the College will select those candidates who best meet the identified skill set required by the Governing Council to meet with them in the evening of **Thursday, April 3, 2008**. Interview times will be determined by lot. Following the interviews, members of the College will vote for one candidate at a time until the three positions have been filled.

If you have any questions, please do not hesitate to contact the Office of the Governing Council by phone (416-978-6576) or by email (governing.council@utoronto.ca).

2008 NOMINATION FORM

ALUMNI MEMBER OF THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

Full Name:

Name used while at University, if different from above:

Faculty, College or School:

Year of Graduation or years of attendance:

Occupation/Profession:

Current Position Title:

Company Name:

Business Address:

Business Telephone Number :

Home Address :

Home Telephone Number:

Preferred email address:

Preferred fax number:

I, the undersigned candidate, certify that I am eligible to serve on the Governing Council of the University of Toronto, in accordance with the *University of Toronto Act, 1971*, as amended by 1978, *Chapter 88*, and I have consented to stand for election to that office. **I am a Canadian citizen***. I am not a member of the teaching staff, the administrative staff, or a student in the University. I have received a degree or post-secondary diploma or certificate from the University, **or** I have completed one year of full-time studies, or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma or certificate. I am no longer registered at the University.

(date)

(signature)

Candidates may be invited to meet with the College of Electors **in the evening of Thursday, April 3, 2008.**

* Documentary evidence of Canadian citizenship **must** be presented at the time of the interview. Photocopies of any one of the following will be deemed sufficient for this purpose: certificate of birth in Canada; certificate of citizenship; certificate of naturalization; Canadian certificate of registration of birth abroad; certificate of retention of Canadian citizenship; valid Canadian passport. Failing such documentary evidence, a notarized statement to the effect that the nominee is a Canadian citizen must be presented prior to the interview.

Please Note:

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 securing nominations for alumni members of the Governing Council of the University of Toronto. 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 or contact the Secretary of the College of Electors at 416-978-6576.

For our Records:

Where did you find out about the Call for Nominations for Alumni Governors?

U of T Magazine _____ Alumni Association publication/website _____ Friend/Acquaintance _____

Other (please specify) _____

Please note that the onus is on the person nominated to submit a *bona fide* nomination form. The candidate is responsible for ensuring that the form is complete and that the appropriate documentation has been provided.

VERIFICATION PROCESS

All nominations are subject to a verification process by the Secretary of the College of Electors. A nomination will be certified as correct if:

- (a) the candidate is an alumnus/a of the University of Toronto as defined by the *Act* (see above);
- (b) the nomination form includes the candidate's name, consent to run and the signatures of at least 10 valid nominators (alumni who are **NOT** members of the College of Electors). A member of the College **MUST NOT** sign as a nominator and the candidate may **NOT** nominate himself/herself);
- (c) the nomination form is completed as instructed;
- (d) the nomination form is received by the Secretary of the College of Electors, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1 **by 4:00 p.m., Monday, February 25, 2008.**

Candidate Information

Name:

Please provide the information **on this form or on a reasonable facsimile** as requested. Typewritten format is preferred.

1. Post-Secondary Education

Degrees, diplomas, certificates	University	Year Obtained

2. Involvement with the University of Toronto since your attendance (e.g. in the University of Toronto Alumni Association (UTAA), constituent alumni associations, University committees, etc.):

Group	Position/Duties	Years of service

3. Please indicate your understanding of and respect for the mission and values of the University, as articulated in the *Statement of Institutional Purpose* (<http://www.governingcouncil.utoronto.ca/Assets/Policies/Policy/mission.html>), along with indications of your knowledge of issues facing the University of Toronto and the postsecondary sector in Ontario and Canada more generally. In doing so, please cite your demonstrated involvement with and connections to the internal and external communities of the University.

4. Please describe your work (business or profession) with reference to the following required areas of expertise:

- Knowledge and understanding of postsecondary education system.

- Knowledge and experience of the external communities whose support is critical to the University, including governments, alumni groups, and the University's broad range of stakeholders.

- Knowledge and experience in such areas as finance, entrepreneurship, strategic communications, and growth industries (e.g. biotechnology and information technology).

- Interest in and knowledge of the student experience and ways in which it could be enhanced.

5. Please describe your community involvement:

Organization	Position/Duties	Years of Service

6. In your view, what are the three most important issues facing the University of Toronto in the next three to five years?

7. Please explain why you should be elected to serve as an alumni member of the Governing Council of the University of Toronto. (**Max: 500 words**)

8. Please attach 3 letters of support. These letters do not have to be from University of Toronto alumni. The letters **MUST NOT** be from members of the College of Electors. If preferred, the letters of support may be sent in confidence directly to the Secretary, College of Electors, Room 106, Simcoe Hall, University of Toronto, Toronto, Ontario, M5S 1A1, and **must be received by 4 p.m. on Monday, February 25, 2008.**

9. Each candidate must have the support of 10 nominators who are alumni of the University of Toronto:

Please note **that members of the College of Electors MUST NOT SIGN as nominators**, and **will not be counted** among the 10 required nominators.

Please Print

Name used while at the University of Toronto	Address	Phone	College/ Faculty *	Year	Signature

* If your Faculty is Arts and Science, please indicate the **College** not Arts and Science

Members of the College of Electors 2007-2008

UTAA	Dr. Françoise Ko
Architecture, Landscape, and Design	Mr. Doug Allen
Applied Science & Engineering	Mr. Michael Branch
Applied Science & Engineering	Ms Noreen Calderbank
Community Health	Ms Ruhee Chaudhry
Innis College	Dr. Victor Chiasson
University of Toronto at Scarborough	Ms Ann Clarke
School of Graduate Studies	Professor Mary Condon
Medicine	Dr. Donald H. Cowan
St. Michael's College	Mr. Chris Driscoll
Ontario Institute for Studies in Education/UT	Dr. Inez Elliston
Ontario Institute for Studies in Education/UT	Mr. Pierre François
Woodsworth College	Ms Celeste Francis
University College	Ms Erica Henderson
University College	Ms Victoria Hurlihey
Forestry	Professor Shashi Kant
University of Toronto at Mississauga	Mr. Garry Kwan
Nursing	Dr. Claire Mallette
Victoria College	Ms Pamela McPherson
Information Studies	Mr. Michael Meth
Law	Mr. Paul Morrison
Social Work	Mr. Peter Murchison
Victoria College	Ms Florence Newman
University of Toronto at Mississauga	Mr. Lennox Phillips
Ontario Institute for Studies in Education/UT	Dr. Betty Power
Pharmacy	Ms Linda Prytula
University of Toronto at Scarborough	Mr. Devin S. Ragwen
Physical Education & Health	Ms Patricia Robb
Physical Therapy & Occupational Therapy	Ms Barbara Salmon
University of Toronto at Mississauga	Mr. Gordon Shantz
Trinity College	Ms Maureen Simpson
Victoria College	Ms Nancy Sutherland
New College	Mr. Colin Swift
Ontario Institute for Studies in Education/UT	Ms Liz Terry
Music	Ms Maria Topalovich
School of Graduate Studies	Mr. Rajesh Uttamchandani
Dentistry	Dr. Ben Venditti
University College	Mr. Jason Wong
Woodsworth College	Mr. William Wrigley

Members of the College of Electors 2007-2008 (cont'd)

<i>Applied Science & Engineering</i>	<i>Tba</i>
<i>Management</i>	<i>Tba</i>
<i>St. Michael's College</i>	<i>Tba</i>
<i>School of Graduate Studies</i>	<i>Tba</i>
<i>School of Graduate Studies</i>	<i>Tba</i>
<i>New College</i>	<i>Tba</i>