



UNIVERSITY OF TORONTO  
FACULTY OF ARTS & SCIENCE

CPAD #22-2009-10

---

## Memorandum

Date: 28 October 2009

To: Council of Chairs, Principals, and Academic Directors

From: Robert Baker, Vice-Dean, Research and Graduate Programs

**Re: Faculty of Arts and Science Research Awards Writer and Coordinator**

---

I am writing to remind you that fall is a time when many opportunities for awards and prizes become available and there are several opportunities that we would like to see departments participate in.

As you know, the Faculty of Arts and Science hired Farheen Hasan as the Faculty's Research Awards Writer and Coordinator in March of this year and, since that time, we have greatly increased our activity in this area. Farheen is an excellent resource available to you and can assist with compiling and preparing nomination packages as appropriate.

Also, we are developing a database for key awards and it is important that you share your awards activity with Farheen so she is able to track and compile our Faculty's efforts. Thus I would appreciate it if you would please send Farheen an email, [farheen.hasan@utoronto.ca](mailto:farheen.hasan@utoronto.ca), anytime you are working on a nomination and provide her with the name of your candidate and the potential award title. This information is useful for evaluation purposes and will aid in the development of long term strategy.

Thank you.