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1. People: Old and New

1.1 Academic Administrators

For a complete list of faculty members to whom you can turn to for various kinds of help, please consult the departmental committee membership list on the department web page. The following is the list of academic administrators in 2010–2011.

- **Man Wah Wong**, Chair
- **Stephen Chamberlin**, Associate Chair, Director of Statistics, Undergraduate Program Director
- **Huaiping Zhu**, Director of the Graduate Program
- **Stan Kochman**, Director of Pure Mathematics
- **Hélène Massam**, Coordinator of Mathematics for Commerce
- **Huaxiong Huang**, Director of Applied Mathematics

1.2 Departmental Staff

The following is an alphabetical listing of our staff members with a brief mention of their major portfolios:

- **Ann-Marie Carless**, Administrative/Faculty Secretary, is responsible for textbook orders, scheduling all final examinations and conflict examinations for the department; all enquiries related to testing and registration for MATH 1710 6.0; and, booking tutorials. In addition, Ann-Marie prepares ETF payments for CUPE, post-docs, visitors, research assistants/associates, tutors and others. She is responsible for hotel accommodations, invigilating requests/payments, bank deposits, assists with financial claims, ordering ITC equipment for classrooms and distribution of keys. Ann-Marie is also the contact person for Math professors, post docs and visitors located in the TEL Building and the back-up person to the Receptionist in the main office. Her office hours in N520 Ross are Monday to Thursday from 10:30a.m. to 6:30p.m. and on Fridays from 8:30a.m. to 4:30p.m. her lunch hour is 3:00p.m. which varies according to the time available.
- **Steven Chen**, Systems Administrator, helps with all aspects of the increasingly large and complex task of setting up and maintaining our departmental network of computers. Steven can usually be found in his office, N525 Ross, or one of the labs.
- **Janice Grant**, Administrative Assistant/Advisor, in N503, is responsible for the day-to-day operation of the Undergraduate Office. Janice advises students and faculty on all program requirements within Mathematics or Statistics and should be seen about all matters related to the departmental programs, timetables, problem sessions and
general undergraduate concerns. All grade enquiries also go through her. Janice helps
students navigate their way through the University in general. Office hours are posted
at the Undergraduate Office.

- **Primrose Miranda**, *Graduate Program Assistant*, handles matters related to the Graduate
  Program from her office in N519 Ross. Graduate office hours, Monday to Friday are
  from 8:00a.m. to 1:00p.m. and 2:30p.m. to 4:00p.m.

- **Susan Rainey**, *Faculty Secretary*, handles matters related to the Chair’s Office
  (N522/3 Ross) which include: hiring, tenure and promotion, CUPE (expect for payroll).
  She is also responsible for any secretarial work required by faculty members including
  invitation letters to postdocs and visitors. Additional duties include, but are not limited
to, address lists and email listserv subscriptions. Office hours are from 9:00a.m. to
5:00p.m. Monday to Friday and lunch is taken from 12:00p.m. to 1:00p.m.

- **Robert Reynolds**, *Technical Document and Information Analyst and Webmaster*, provides
technical word processing for members as well as maintaining our departmental web
page. Robert assists the Systems Administrator on the aspect of setting up and
maintaining our departmental network of computers. Robert can usually be found in
his office, N525 Ross, or one of the labs.

- **Madeline Salzarulo**, *Undergraduate Program Assistant*, also helps students navigate
  their way through the undergraduate mathematics or statistics courses provided by the
department. Madeline is responsible for room bookings for tests and make-up exams in
addition to taking all requests for course performance summaries, deferred
examinations, receives requests from the Registrar’s office for alternate examinations
and forwards these on to the appropriate instructors and receives other information
from other areas within the University and ensures they are handled appropriately and
in a timely fashion. You can find Madeline in N502 Monday to Friday. Specific hours
are posted at the Undergraduate Offices.

- **Kate Singh**, *Operations Manager*, manages all matters relating to finances, human
resources and operations. Located in N520(A), Kate’s office hours are Monday to
Friday, 8:30a.m. to 4:30p.m.

- **Sandy Yang**, *Faculty Secretary and Receptionist*, handles the phone, counter enquiries,
maintenance of copiers and supplies from the main administrative office, N520 Ross.
See Sandy for typing, faxing, scanning and photocopy needs. The receptionist office
hours are Monday to Friday from 8:30a.m. to 4:30p.m. with lunch taken from 12:00p.m.
to 1:00p.m.

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**Administrative staff members are entitled to two 15 minute breaks and a 1 hour lunch each day to recharge. Please respect their off-the-clock times.**
1.3 New Members

There are no new faculty members to announce this year.

1.4 Students working in the department

A number of undergraduate students will be working in the department through the Ontario Government Work/Study Program that subsidizes the salaries of students who do part-time work in the department. The department has been granted positions to help the Teaching & Learning Committee, as well as Lab Assistants who will be working under the computer team’s supervision.

2. Departmental Facilities and Services

2.1 Overview of physical facilities

The following is a list of “common” areas in the department with a brief description of purpose and policy for use and access. Most common rooms can be opened with the same key issued to all faculty, staff and some graduate students. (If no building is specified, offices are in the Ross Building.)

• N620 — Common Room
  The Common Room is intended as a lounge for faculty, staff and students. It can be booked for receptions but seminars that would inhibit conversation of other users should be held in either the Seminar Room or the Committee Room. See Section 2.10 and 2.11, page 10, for full details.

• N524 — Staff Lounge

• N526 — Graduate Student Room (Keypad)
  Mailboxes and information for graduate students are in this room. The room is also equipped with a microwave and toaster for their convenience. See Primrose Miranda for keypad code.

• N627 — Committee Room (holds 14 people)
  N638 — Seminar Room
  The Seminar Room holds approximately 20 people. See Section 2.10 and 2.11, page 10, for full details.
• N619 — Coxeter Library
  The Coxeter Library contains a selection of journals and other materials some of which were donated by the late H.S.M. Coxeter.

• N604 — Computer Room (Keypad)
  Those entitled to use this room will be given a confidential number by Steven Chen. N604 is reserved for the use of faculty, visiting researchers, staff and graduate students. With the permission of the Department Computer Coordinator, Michael Haslam (x44645, mchaslam@mathstat.yorku.ca), limited access can also be provided for others while engaged in special projects.

• S110 — Gauss Lab (Senior Computer Lab) (Access Card)
  The Gauss Lab is intended to provide access to UNIX workstations in Maple, or senior undergraduate courses.

• N501 — Classroom
  Book this room from Janice Grant for the period of September 1 to April 30. No reservation necessary from May 1 to August 31, although N501 will primarily be booked through the Undergraduate Office for tutorials. Always check first.

• N537 — Undergraduate Common Room
  This is the home of Club Infinity, the undergraduate math club.

• N520 — Main Administrative Office (faculty, long-term visitors and staff mailboxes)
• N516 — Photocopier, Printers and Fax Room (for faculty, staff and teachers)
• S525 — MathStat Labs (Tutoring Centre for first year students)
• N532 — LAMPS (Not for departmental use). See Huaiping Zhu.

Some of the rooms listed above must be booked online. See Section 2.11 on page 10 for full details.

2.2 Administrative Services

If you wish typing or photocopying assistance from the Receptionist/Faculty Secretary, Sandy Yang, please fill out the form appropriate for the job (located in the Administrative Office, N520; yellow for typing, white for photocopying) and place your job-related typing (non-technical) or duplicating work in her mailbox or on her desk. Please allow at least two working days for work to be completed. For photocopying, please also indicate on the form the code to be charged. Any research-related work must be charged to your (or your sponsor’s) research code at a cost of 5¢ per copy. Teaching-related photocopy work should be charged to your teaching code. Faculty members are not entitled to charge research or personal work to the Department.
Electronic letterhead, fax cover sheet and memo forms have been made available at:
www.math.yorku.ca/Forms/LETTERHEAD.doc
www.math.yorku.ca/Forms/yrkfax.doc
www.math.yorku.ca/Forms/YRKMEMO.DOC

For those who prefer faster service, you are welcome to use the photocopiers in N516. Both of our duplicators easily produce collated and stapled material for large classes. Remember to take your originals with you when you are finished. Please see Sandy or any member of the administrative staff if you need help using the machines.

If you experience problems with either copier, which you are unable to fix from the panel or booklet instructions, please inform someone in the main Administrative Office, preferably Sandy. It may be necessary for us to make a service call if the problem persists.

If machines run out of paper, please see Sandy. If you anticipate running large quantities, or expect to work overnight or on weekends, advise her in advance.

For our members in TEL, contact Ann-Marie regarding the photocopiers. I.e., paper, jams, etc.

When you are in need of office supplies (pens, pencils, markers, etc.) see Sandy. If the supplies are intended for Research purposes, please provide Sandy with the account that should be charged. This includes supplies such as transparencies for the photocopiers and the laser printers, both of which need special supplies. Do not interchanges the transparencies. If you experience any difficulties using the printers in N516 please see Steven or Robert Reynolds.

For new members, office supplies are given to you in your welcome package. Any supplies that are needed after that should be purchased by you and reimbursed from your PER.

For faculty members in the Ross Building, technical typing of exams can be done in N525 by the Technical Document and Information Analyst, Robert. Make sure that you provide at least 2 weeks for your work to be done. If in doubt, find out from Robert how much lead time will be needed. Keep in mind that if you are requesting that the photocopying is to be done by the Receptionist you need to give that person at least two working days to have the project completed.

To order audio visual equipment, please use forms to submit requests that are available in the main office or send request via email to Ann-Marie Carless at acareless@yorku.ca. At least 48 hours notice (weekends don’t count) is required. Otherwise, we will be charged a ‘late’ penalty. It is imperative that you provide the following details: Course Number (section); Room; Date(s)/Time(s) required; Purpose: (class, seminar, etc.).

When directing students to pick up and drop off documents such as reference letters, exams, textbooks, etc., please direct them to speak with Sandy and not pick up the items directly from your mailbox as there is a large amount of information in this area that is

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www.math.yorku.ca
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confidential. There has been a large incident of students bypassing the reception desk and going directly to the mailboxes.

2.3 Room Bookings for Tests or Make-Up Classes

If additional rooms are required for tests (to accommodate double/triple spacing) or make-up classes for the academic term please contact Madeline Salzarulo (msalzaruo@yorku.ca) AT LEAST FOUR (4) WEEKS PRIOR TO THE DATE NEEDED. The following information MUST be included in the email:

- Course code, including section
- Date and time room is required
- Preferred room or location (this is not guaranteed)

Requests for rooms are subject to availability. You will be notified by email confirming the room once it has been reserved.

2.4 Photocopying class material

Photocopying is the largest item in our operating budget and the department cannot absorb the cost of photocopying class material except tests and exams*, a course outline and a few small handouts. For anything beyond this, it is necessary either to recover costs directly (please work out an arrangement with Kate) or to distribute materials through the Bookstore (see Kate for complete details). An alternative to distributing handouts is to post them on a course web page (see Robert or Steven).

2.5 Departmental Fax machine

The fax machine (416-736-5757) is located in N516. Instructions for sending a fax and fax cover sheets are taped to the shelf above the machine. If you wish Sandy to send the fax, please fill out a cover page and put it with the material you wish to send on her desk or in her mailbox in N520. You are, however, strongly encouraged to use the machine yourself.

*Please note that the receptionist needs, at the very least, 48 hours in order to photocopy and package an exam.
Here are a few guidelines:

- Record all outgoing long-distance faxes in the log book next to the fax machine. They will be charged appropriately. If you are a visitor to our department please list your host on the log sheet.
- Do not leave incoming faxes in the tray. Take them to Sandy so they can be distributed. If you distribute a fax yourself, check carefully to make sure that you have sorted the content of the tray into separate communications. If you see that the paper tray is empty or the toner is low, please inform Sandy.
- Incoming faxes should be controlled. Receipt of student assignments via fax should be discouraged. The cost of the paper and film make extensive use of the fax machine prohibitive.
- One obvious caveat: If an incoming fax is highly confidential you need to arrange to be at the machine when the fax arrives.

### 2.6 Mail

There are drawers at the end of the counter in the main office for outgoing mail which is picked up by the receptionist once a day at 10:00a.m. Every outgoing mail item, related to departmental work, must carry information of the sender’s department, for billing purposes. In our case, “Mathematics and Statistics—61”. Mail will arrive in your mailboxes in the main Administrative Office at approximately 11:30a.m.

Ask Sandy for stationery needed for your office. Please be moderate in your requests; the Departmental operating budget gets tighter every year.

### 2.7 Spare Offices, Keys, Access Codes and Cards

In order to find a temporary office for short-term visitors, please contact Ann-Marie for a room and key. Since offices are in short supply it is wise to check well in advance of your visitor’s anticipated date of arrival.

Keys for Departmental and Faculty offices are administered by Ann-Marie, (N520B, x33966). Keys for the offices of graduate students are to be obtained from Primrose (N519, x33974). For keys and access cards for the TEL Building, please see Ann-Marie.

An Access code to open N604 or an Access Card to open the Gauss lab in S110, must be processed through Steven. Primrose is responsible only for the Graduate Mailbox room, N526, access code.
2.8 Your Phone, Voicemail and Contact Information

Full-time (teaching) faculty members and administrative staff have voicemail installed on their existing phone, unless someone has requested otherwise. New faculty members are given a Voicemail Instruction sheet in their Welcome Package but for others that might be new to the system, a copy can be found on the web at www.yorku.ca/telecom/facultystaff/index.html.

Sandy handles the sorting of the long-distance bills and will supply you with an invoice of your charges. Please return your invoice along with your plan of payment.

A phone and address memo is sent out by Susan Rainey in August asking members to update their information. Once completed, the electronic lists are placed on the shared administrative computer drive for staff to use. If a faculty member needs a phone number of a colleague, please contact any staff member with your request. Lists will no longer be supplied in hard copy to all members.

Keep in mind that email addresses along with other York contact information can be found through the York Atlas at http://mocha.yorku.ca/atlas/servlet/atlas. Changes to your York contact information can be given to Susan, the department telephone designate, in email format.

IMPORTANT: If there is a change in your address and phone number please contact both Kate and Susan, in writing, with the new information. You are responsible for contacting HR.

2.9 Seminars, Colloquia and Recruitment Talks

Talks will be announced on our Calendar of Events web pages and via email. Items for the Calendar of Events are to be submitted, preferably by email, to Susan, srainey@yorku.ca, or simply send the message to the ‘everyone’ list, everyone+lnsapproval@mathstat.yorku.ca (use the letter ‘L’, not the number ‘1’). Susan will receive it and you will, at the same time, announce the event to all members in the department. The email announcement will be printed out by Susan and posted on the bulletin board outside N522. She will also announce the talk in the Weekly Bulletin when it is in production. As well, she will place the talk on the private math web page and the public Calendar of Events web page. If responsible for updating the individual section seminar pages, she will also place the announcement there.

Colloquia must be pre-arranged with the Chair of the Colloquium Committee (see ‘Committee Lists’ on the departmental web page). Departmental hospitality of free coffee and cookies will be arranged and set-up by Sandy for colloquia, not for seminars (no exceptions), although generous benefactors are welcome to provide their own comestibles. Susan must be informed of when refreshments are to be served so that information can be recorded on the poster that is distributed around the department (in
some cases, when requested, to other departments/faculties) and placed on the Calendar of Events web pages.

Recruitment talks are also supplied with free coffee and cookies. The host for the applicants must inform Susan of not just the talk information but when and where the refreshments will be served (before or after the talk). A poster will be made and distributed by Susan and placed on the appropriate web pages.

If any of the rooms in the department are not available when the talk is to take place or if the department rooms are not big enough, a room can be ordered elsewhere on campus. You must fill out a Temporary Use of University Space form found at www.yorku.ca/vpfa/documents/Temporary_Use_of_University_Space_form.doc. Please take note that this form is only for a speaker that is not from York and only when none of our own departmental rooms meet your needs for the talk.

The Department has two portable overhead projectors which are kept in the main office. There is also a data projector. The projectors can be booked using the online room booking service. Many classrooms are equipped with projectors and you will need a code to activate the equipment (see Ann-Marie for details). If not, they can be booked from the Instructional Technology Centre (see Ane-Marie). Any equipment that is signed out, especially overnight, must be returned promptly to N520 Ross.

2.10 Departmental Council Meetings

These meetings are conducted on the fourth Tuesday of each month from September to May with the exception of December.

A request for agenda items will be sent out by Susan at least seven (7) business days prior to the meeting. The deadline for items will generally be 1:00p.m. on the Friday prior to the meeting. The agenda and previous meeting minutes will be distributed, via email, to council members as much in advance of the meeting as possible.

Refreshments and cookies will be available at the meetings. Donations of comestibles are always appreciated. Remember that the budget gets tighter each year.

2.11 Which Room for What Purpose?

It has been noted that, on different occasions, the 6th floor lounge, N620, has been used for tutorials and even classes. The intended use, other than our monthly Council meeting, is that the lounge is for social gatherings and a place for faculty and students to use throughout the day. Tutorials and classes are disruptive to those who may wish to relax in the lounge. As well, it means someone has to go into the room and rearrange the furniture after each use.
There has also been extensive use of the Committee Room, N627, and Seminar Room, N638, for tutorials and other “regular”/weekly classes. Again, these two rooms are to be used for meetings, seminars, colloquia and not for classes/tutorials. Of course, N627 and N638 can still be used for occasional emergency and make-up classes and tests. Facilities for classes/tutorials on a regular basis should be booked through the Undergraduate Office.

2.12 Booking a Departmental Room (N638, N620, N627, S110, N604, S525)

Effective March 22, 2007, a new room booking system for the department was implemented. The change from the reservation binder of previous years means that henceforth all rooms must now be booked on-line.

To use the system:

- click on the following URL: http://rbs.math.yorku.ca to navigate through the website;
- click LOGIN;
- enter your mathstat account and password to sign in.

Now you’re set to commence the reservation.

3. Computing Facilities

3.1 Facilities for Faculty and Graduate Students

Departmental computers for the use of faculty members and graduate students are housed in N604 as well as the Distributed Math Computing Facility (DMCF) stations located in TA/visitor/Grad offices. The Department has dedicated general purpose servers (Pascal and AML, including a cluster programme [see http://aml.yorku.ca]), a webserver, and some machines specialized for research use (LIAM [Laboratory for Industrial and Applied Math] and the LAMPS Lab). Before using any of these facilities for the first time, please contact the Systems Administrator, x66236, for further contact information. Faculty members who experience any defects should immediately report such problems to the Steven. Requests for new equipment are directed to the Departmental Computer Coordinator, Michael Haslam (x44645, mchaslam@mathstat.yorku.ca) and discussed by the Computer Users Committee.

Personal computers for faculty members are replaced every three years by the university (one per faculty member). A basic model is supplied, but upgrades can be purchased at member’s expense. This ‘Computer Renewal Program’ (CRP) provides leased computers, so after three years you have to give the old machine back.
3.2 Facilities for Undergraduate Teaching

The departmental facility for undergraduate teaching is the Gauss Lab, S110, and serves various undergraduate courses for Mathematics/Statistics/Applied Math students. Students and faculty need a Proxy Card for access to this lab, which has been equipped with high-end Core 2 Duo machines running Windows XP (and X-terminal software). The machines have local versions of Maple, SAS, Matlab, R, and MSOffice, plus X-access to various servers (AML, Pascal, phoenix).

An AML account is required for using computers in the Gauss Lab. The Gauss Lab currently has 65 Core 2 Duo 2.66GHz and can be used as a teaching facility. To book the Gauss Lab, please see page 10 for instructions on using the online Room Booking Service. **Note**: it is the instructor's responsibility to book the lab and failure to do so will result in lost teaching time. In order to use the lab, your students will need AML accounts. For this to be as painless as possible, please let Steven know the relevant course numbers as early as possible before the start of the semester. He will thus be able to arrange for your students to be able to create their accounts automatically through Passport York (formerly known as MAYA) and for the their Proxy Cards to be automatically eligible for door access. A reminder will likely be sent out some time in August: please do not ignore it, as it is currently impossible to add whole groups to the Proxy Card database once the initial grouping has been sent: further additions have to be done individually through door card office and this tends to cause a lot of problems for the students involved. Rest assured that, as the instructor, you will be the one hearing the question “How do I get my card enabled?” the most, ... so it is definitely best to act early!

All classes for which AML accounts are requested will have packages prepared for the use of the students outlining basic procedures, etc if requested by the instructor. Should you wish to have advance copies, contact the systems administrators. Generally, an appropriate number of copies will be left in your mailbox if you requested the packages. Please hand these out to the class ASAP! For a AML account, please email support@aml.yorku.ca with all relevant information such as CYIN, first and last names, reason why the account is needed, etc.

The Gauss Lab home page at http://www.aml.yorku.ca is also a useful resource.

Among central computing facilities offered on campus for undergraduate teaching are a general email server, some science-related labs in Petrie and Steacie (Maxwell and Jupiter) which can be used for applied mathematics, and an assortment of general purpose microcomputer laboratories housed in the William Small Centre. The latter are all networked to the same server, named ACADLABS, which contains software that is used by many courses; in particular, it has SPSS, SAS, MAPLE, Matlab, GEOMETER'S SKETCHPAD, MSOFFICE. The equipment in the labs is regularly being upgraded. To find out what software is currently available please contact Steven.
The labs do not need a card to access them, but you do need an ACADLABS account from University Information Technology or UIT (formerly known as CNS) labs in William Small Centre (formerly known as PSII). Instructors who wish to incorporate a computer component into their courses should arrange to obtain a personal account on the ACADLABS server from UIT (accounts@yorku.ca). If there is need for special software (or new versions of existing software) to be available from the William Small Centre machines, this should be discussed with UIT Micro Support well in advance of the start of the academic year.

It is also possible to arrange for disk storage under the courses directory for course-related material which you want students to be able to access.

### 3.3 Electronic mailing lists

There are a growing number of electronic mailing lists in the department to help you reach your audience easily. For example, a message can be sent to all members of the department including visitors (at least those who read electronic mail) by sending it to: everyone+lnsapproval@mathstat.yorku.ca (Use the letter ‘L’, not the number ‘1’). Other lists include:

- admin+lnsapproval@mathstat.yorku.ca: administrative staff and Chair.
- applmath_section@mathstat.yorku.ca: members of the applied mathematics section.
- council+lnsapproval@mathstat.yorku.ca: voting members of the department.
- exec@mathstat.yorku.ca: department executive committee.
- grads+lnsapproval@mathstat.yorku.ca: graduate students in the department.
- jobs+lnsapproval@mathstat.yorku.ca: provides a listing of jobs available in the areas of mathematics.
- puremath@mathstat.yorku.ca: members of the pure mathematics section.
- stats@mathstat.yorku.ca: people with an interest in statistics (both in and out of the department).
- stats-section@mathstat.yorku.ca: is a listing of all faculty members belonging to the statistics section.
- teachers+lnsapproval@mathstat.yorku.ca: people currently teaching in the department.

Anyone can send a message to one of these lists. You can have your name added to lists by sending a request to srainey@yorku.ca, who is the manager of the above lists. Susan will subscribe you to the list you require.

If you have changed your email address for any reason please inform Susan, Kate and Steven so lists can be updated with accurate information.
If you have a visitor in the department for a lengthy period of time it is important to inform Susan of their email address. Your visitor to the department can be subscribed to the ‘everyone’ list. The visitor is then informed of all email correspondence that is sent to the ‘everyone’ list including talk announcements. Don’t forget to let Susan know when the visitor has left.

3.4 Visitor’s Accounts

If you need an account for your visitor, you should fill out the Guest Account Request form at www.yorku.ca/computing/facultystaff/accounts/guest.html.

If you inform the Systems Administrator (support@mathstat.yorku.ca) a few days in advance, then they can prepare a proper welcome kit for your visitor.

It is extremely important that Kate, Ann-Marie and Susan are kept informed of your request for a visitor by giving them a copy (if it is not typed in the Chair’s Office) of the invitation letter.

3.5 Laser Printer fee

Laser printers are available in N604 for the use of faculty, visitors and graduate students. Please see Sandy, N520, for paper. There is a limit of paper that will be given out, so use your allotment wisely. At the moment, there is no cost but restraints on the budget may change this policy in the future.

3.6 If You Print It, You Will Not Necessarily Come

If you are using any one of the printers that are available in the photocopy room, N516, please remember to retrieve your document(s). Too much paper is being wasted by failing to do this. At the end of the week all papers that were left behind will be recycled.

4. Teaching

4.1 Term start

Undergraduate classes begin on Monday, September 13, 2010. Tutorials start the second week of classes. Graduate classes begin on Monday, September 13, 2010, as well as those graduate courses that are integrated with undergraduate courses.

Note: your students need to leave class ten (10) minutes before the beginning of their next class in order to reach it on time.
4.2 **Timetable changes**

Over the summer, and probably right up to the day before classes begin, changes might be made to the teaching timetables; rooms, times, instructors, etc. The timetable posted outside our Undergraduate Office (N503) is kept up-to-date. *Please check to be sure you know where and when and what you are teaching.* Please send lost students to this posting as well as informing your students the whereabouts of the Undergraduate Department.

4.3 **Space in classes**

You may find you have more students than chairs in your classroom. Some of the students are in the wrong room, some are just looking you over. Classes have not been over booked so the students officially enrolled should fit in your room.

Please ensure that students *attending* your section are also *officially enrolled* in your section. The Undergraduate Office (N502) can determine the status of a student if you are unsure. Please do not wait until the last minute to let students know they are in the wrong section as it causes confusion and problems when it comes time to submit grades. The Registrar’s Office will not switch grades from one section to another.

If by chance you run into a situation where someone else is using the classroom assigned to you, please obtain the other course’s calendar number and department and call the Undergraduate Office (x55902) with this information. They will endeavour to straighten it out immediately. If you can find an empty nearby classroom, use it as a temporary location.

4.4 **Confusion**

If you feel confused, imagine how the students feel. During the first week, and most especially the first lecture, many of them will go to the wrong rooms. Please *announce* and *write* on the board at *each lecture* during the first week what course and section it is, and who you are.

4.5 **Accessibility**

At the beginning of the term, professors should include a short statement in their course syllabus that the university welcomes feedback on accessibility issues and tell them how to provide this feedback (mathstat@yorku.ca). A feedback process brings our attention to situations in which we may not have adequately considered accessibility and allows us to better plan for accessibility now and in the future.
4.6 Problem sessions

Announce in each lecture during the first week that Problem Sessions (if your course has them) and the MathStat Labs (S525) do not normally start until the second week of classes. An updated list will be circulated prior to that date and will be posted on the Undergraduate Office bulletin board. Please emphasize to students the importance of attending problem sessions. They should not come to the Administrative Office with any questions regarding problem sessions. Instructors are responsible for giving details of problem sessions to students.

4.7 Changing sections

Do not feel pressured to give students permission to enter your section of a multi-sectioned course. Consider the enrolment in your section and discuss the matter with the course coordinator. Many sections are enrolled to classroom capacity and letting an additional student enroll will aggravate the scramble for seats, not to mention jeopardize safety.

If your section is full, you may have students requesting overload permission.

If you wish to overload your course, please ensure that the student receives from you a signed departmental form stating that overload permission is granted. Please note however, that the undergraduate office will not be entering any overload permissions (for Fall or Full year courses) until Monday, September 27, 2010 and continues to Friday, October 8, 2010 for Fall courses and Friday, October 29, 2010 for Fall/Winter courses, which is the last day to make changes without the course director’s permission (see www.registrar.yorku.ca/importantdates). In other words, please instruct the students to try to get into the course with the York Enrolment System.

Another strategy used by many instructors is to ask the Undergraduate Office, N502, for the enrolment numbers prior to the above date, and then to start maintaining a waiting list.

4.8 Office Hours Schedule

You MUST complete and give to Sandy your office hour schedule (teaching and other definite times you know of) at the beginning of each term. This schedule is particularly important for passing information on to students and the administrative staff. Any changes during the term should be given to Sandy as soon as possible. It is also important to post your office hours outside your office door. If you don’t, your students stream to the Administrative Office to ask how to reach you and the staff gets much less of your work done!

When leaving for your vacation, a conference, or for any reason that you will be away from the office please inform, in writing/e-mail, Kate of those dates. Include in your note whether or not you would wish to have Administrative mailings placed in your

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www.math.yorku.ca

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Department of Mathematics and Statistics
mailboxes during your absence, i.e., Weekly Bulletins, fliers, etc. Kate will then inform Sandy and the other staff members. Also, be sure to arrange that students have (supervised) access to their final exams and the undergraduate office is kept informed of the whereabouts of your grade book and/or you for student petitions.

4.9 Textbooks

If you are the only instructor of a course, or the course coordinator of a multi-sectioned course, be sure the Bookstore has enough copies of your textbooks well in advance of the start of classes. If not, contact Ann-Marie (N515, x33203, acarless@yorku.ca) who takes care of book orders for Mathematics and Statistics courses.

4.10 Missing classes

If you are about to miss a class due to illness, accident, etc. please email admin@mathstat.yorku.ca, cc’ing Stephen Chamberlin, UPD, stephen.chamberlin@mathstat.yorku.ca. the Undergraduate Program Director, Stephen Chamberlin at 416-736-2100, x22591, as soon as possible so that a notice can be posted for students via a mass email to the class. Alternatively, you may also call the Main Administrative Office, 416-736-5250 and Stephen, 416-736-2100, x66087. A notice will be posted on the classroom door(s). Inform your students on the course outline that every attempt will be made to email a notice in the event of cancelled classes.

If you plan to attend a conference (up to one week), etc. during the term, you are responsible to find a replacement for your classes and to provide information concerning arrangements for your classes to the Chair well in advance. Kate should be given a note indicating where you could be reached in an emergency. It is assumed that work missed through cancelled classes will be made up so that students are not short changed in their curriculum. So as to avoid any misunderstandings, such information should be given to the class in writing with a copy to the Chair.

4.11 Built-in Classroom Equipment

The Instructional Technology Centre would like users of the built-in classroom equipment to exert a more concerted effort in securing the equipment before leaving the class. Here are some checks you need to do at the end of your session:

1. Delete any files which you have copied to the desktop;

2. Close all your programs, eject your discs and video tapes, safely remove hardware from the USB port and shut down the PC from the Windows start icon using the wireless keyboard or mouse. (Most frequent omission by users);

3. Quit from the touch panel. This also turns off the DLP or LCD projector display;
4. As the system is counting down, return all items that belong in the drawer and close it completely;

5. Remain long enough (75 seconds) to verify at the end of the time out that the drawer or podium door has indeed locked. The locking magnets don't engage until this point. This is a critical security issue and is often overlooked.

In addition, it is a bad practice to leave things up and running for the next person, even if you have arranged previously to do so. Projection lamps can cost upwards of $400 to replace, so the longer they are off the longer they will last. And what guarantee do you have that the course following yours is actually being held?

Log in codes and passwords are exclusive to faculty, course instructors and teaching assistants only. In the wrong hands the equipment is vulnerable to attack by way of vandalism, virus contamination and unauthorized downloading. You can do your part to minimize such incidents by taking a more sensitive approach when passing along the information that needs to be shared amongst colleagues. Refrain from announcing the password and codes to the whole class. This is detrimental to the shared responsibility. Always log on for the students yourself, who are doing presentations, and make sure your TA’s are absolutely clear on this as well.

4.12 Teaching Assistantships and Contract Teaching

Be aware that CUPE regulations specify that ‘blanket’ applications for TAs and/or contract teachers must be filled out between November 15 and January 31 and will apply to any postings for the twelve months commencing after January 31 (Winter, Summer and Fall of that year). Any application after January 31 is specific to the position or positions listed on a posting. If you have any questions regarding the completion of the application, please phone the CUPE office at 55154.

A listing of current postings from the Department of Mathematics and Statistics can be found at www.math.yorku.ca/new/unitPostings.htm. This site is not maintained by our department.

4.13 Keeping course information

In the interest of continuity of our courses, it is important for the department to keep some record of recent practices in every course. In particular, we should have the syllabus, grading scheme, and name of text for each course. For most instructors, this information is on the Course Outline sheet that is distributed to students at the beginning of term.

Accordingly, please give a copy of the Course Outline sheet for each of your courses to Madeline in N502.
In the case of multi-section courses that have the same information for each section, it will suffice to have the handout for the Course Coordinator’s section. Please make sure that the year and term are written on the outline that you give to Madeline.

4.14 Alternate Exam Information

The Registrar’s Office experiences a significant number of course instructors requesting that completed alternate exams be delivered to course instructor offices; sent to course instructors via fax or email; or, sent via courier to designated locations.

As a reminder, the process that has been put in place is that the Registrar’s Office will return completed alternate exams to the designated academic department office within three to five working days following a test/exam date. Once delivered, it is the responsibility of the academic department to forward the materials to the appropriate course instructor. If preferred, course instructors can pick up the completed exam materials either at the Alternate Exam Centre (if this is done on the same day as the test/exam) or the Registrar’s Office (if it is picked up after the date of a test/exam).

If a course instructor would like to make special arrangements for the delivery of completed alternate exam materials (other than the delivery of materials to the academic department or picking them up at either the Alternate Exam Centre or the Registrar’s Office), this would need to be facilitated by the academic department.

5. Examining and Grading

5.1 Testing large classes

Academic dishonesty is a significant problem and class morale can suffer if the instructor is not seen to be taking effective measures to prevent it. Consult with a Sectional Director (for proper procedures and advice) if you suspect there may have been a violation. You may consider various alternative preventative measures including:

1. Booking extra rooms to facilitate reasonable seating arrangements (contact the Undergraduate Program Assistant at least 2 days, preferably 2 weeks, in advance);
2. Ensure sufficient and active invigilation (see Stephen Chamberlin if extra TA support is required);
3. Consider multiple versions of the test and alternating by seat;
4. Sign in sheets are a must (“but Professor I was there”);
5. Checking photo ID is highly recommended;
6. Count the collected tests immediately and compare with class count.

5.2 Grading Schemes

From the Faculty of Science and Engineering (FSE) section of the York Calendar:

All final grades, including those assigned after deferred examinations, are calculated in a way which assigns a specific weighting to the term work done in addition to the final (or deferred) examination. The weighting is set by the course director and must be announced and available in writing within the first two weeks of classes. If possible, information about assignments and grades for all courses should be made known to students at or before the first class meeting. A previously announced marking scheme for a course may be changed by the course director with the consent of students enrolled in the course; the new marking scheme must also be distributed in written form.

Some graded feedback worth at least 20 percent of the final grade is received by students in all courses (excepting those senior undergraduate courses, such as honours theses, where course work consists of a single piece of work) prior to the final date to withdraw from a course without receiving a grade.

Term work in any course may not be submitted later than the first day of the final examination period for the course. Earlier final dates for the submission of term work may be set at the discretion of the department/division concerned.

The student is responsible for ensuring that all written term work is received by the instructor concerned.

Please try to avoid complicated grading schemes, which only produce confused reappraisal requests at the end of term. On a topic related to grading schemes, the Department passed the following motion some years ago:

At the request of any instructor of a multi-sectioned course, the coordinator of that course shall submit to the Undergraduate Director, by the end of the first week of classes, a statement outlining (1) whether or not a common final will be held; (2) the weight of the final(s) in computing the overall grade; (3) the general format of the common final (as agreed to by the instructors). Instructors shall announce to their classes by the end of the second week of lectures, the results of the above.

5.3 University Wide Standard Deferred Standing Agreement

Deferred Standing Agreements are available on the web page of the Registrar’s Office.

The purpose of the Deferred Standing Agreement is to allow students to write later than the official exam date in a course. However, if a student asks for deferred standing status, they must supply appropriate documentation stating clearly why the student
could not sit the original exam. The date of the deferred exam must be noted on the form and if students do not attend the deferred examination they will be required to petition their home faculty.

From the Senate Policy on deferred examinations, this is the wording:

It is Senate policy that ‘Normally, requests for deferred standing must be communicated within one week following a missed examination or the last day to submit course work’. The period during which the University is officially closed for December holidays and statutory holidays is not counted in the determination of deadline days.

There are specific dates on which deferred standing grades **MUST** be received in the Registrar’s Office. They are:

- For Fall courses — April 1
- For Winter and Full-Year courses — August 1
- For Summer courses, 1st term — September 1; 2nd term — October 1

### 5.4 Grades Sheet Policy

Senate approved the “Grades Sheet Policy”, which reads:

After final grades for a course have been submitted in each term, it is the responsibility of the Course Director to submit to the Department offering the course, the course grade sheet(s) (hard copy or electronic) containing each registered student’s grades for every graded component of the course, the percentage weighting of each component, the record of students’ attendance where it is relevant in determining a participation mark and the dates upon which the grades for each component were made available to the students. The grade sheets are to be kept in a designated Department Office for no less than one year.

Accordingly, would you please give the Undergraduate Office copies of your grade sheets as described above. (This means, that if a student needs a petition form to be filled out, and the instructor is away, the office could then provide the information.)

### 5.5 Grade Reappraisals

Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work).

Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, etc., but not oral work.
As before, if after a review by the instructor of the course “the student is still not satisfied with the final grade or the course director is not available to review the work, they may submit a formal request for a grade reappraisal to the appropriate Undergraduate Office.

5.6 Conversions between percentage and letter grades

Undergraduate courses at York (other than those taken on a Pass/Fail basis) use the letter grades defined as follows:

<table>
<thead>
<tr>
<th>letter grade</th>
<th>grade-point</th>
<th>percentage range</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>90–100</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>80–89</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>7</td>
<td>75–79</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>70–74</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>5</td>
<td>65–69</td>
<td>Competent</td>
</tr>
<tr>
<td>C</td>
<td>4</td>
<td>60–64</td>
<td>Fairly Competent</td>
</tr>
<tr>
<td>D+</td>
<td>3</td>
<td>55–59</td>
<td>Passing</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
<td>50–54</td>
<td>Marginally</td>
</tr>
<tr>
<td>E</td>
<td>1</td>
<td>Marginally &lt;50%</td>
<td>Marginally</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt;50%</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The York Calendar goes on to give more detailed definitions of the terms in the last column.

In courses where percentages are used as a means of reporting grades on individual pieces of work, the following conversion table is to be used in converting percentage grades to letter grades, unless alternative provisions for scaling and/or conversion are announced to students in writing within the first two weeks of classes.
### 5.7 Scheduling tests, exams and alternate exams

Excerpted from the Faculty of Science and Engineering section of the York Calendar:

- The total value of any in-class test(s) or in-class examination(s) given in the last two weeks of classes in a term cannot be greater than 20 percent of the final mark for the course.

- All tests in a given section of a course must be given during the class or tutorial times listed in the Lecture Schedule for that section of the course. If a course director chooses to administer a test at a different time (i.e. during the class time of a different section of the course) special provisions will have to be made for students who have conflicts with the new time.

Ensure that if you have an alternate examination for your course that a copy of the exam is sent to the Registrar’s Office prior to the examination date. You can deliver your exam in person at the Student Services Centre on the Second Floor, or send it via email to altexams@yorku.ca.

The University asks that you keep your exams for at least one year but it is preferred by the Undergraduate Office that you keep your exam(s) for an additional year.

### 5.8 Final date for term work

FSE provide deadlines for the submission of term work. These deadlines are mandatory not only for students but also for instructors. It is not permissible to set a deadline for handing in term work that is later than the faculty legislated deadlines. It seems that the purpose is to allow students to concentrate on preparing for final exams during the final exam period. This rule does not apply to “take-home” examinations.
Excerpted from the **Faculty of Science and Engineering** section of the York Calendar:

Term work in any course may not be submitted later than the first day of the final examination period for the course. Earlier final dates for the submission of term work may be set at the discretion of the department/division concerned.

### 5.9 Grading assistance

Course directors eligible for grading assistance have been informed of the names of students assigned to them for grading. It is the course coordinator’s responsibility to allot graders to the other instructors teaching the course. During the current academic year, matters relating to graders and problem sessions leaders will be handled by the Associate Chair with the help of the Undergraduate Office.

Markers are assigned to you in the larger courses that you teach. You are given X hours of person Y’s time. This job that person Y is doing is covered by the CUPE collective agreement. Please remember:

- Do not ask your marker to work more than the number of hours that you are allotted.
- As the course progresses, keep track of how quickly you are using up your marker’s time. *Fill out and return the TA Workload forms available on the wall in N520 as required.* If you don’t budget your TA’s time well, you may have to mark those last assignments yourself.
- If you realize that you will be using your marker for substantially fewer hours than the number allotted, please take appropriate action. You can modify the nature of grading in assignments or advise the Associate Chair that you do not need all the allotted hours. It is damaging to the morale of graduate students who are expected to work a full load to see some colleagues getting a much lighter load and an unfair academic advantage.
- If your marker tells you that s/he is in danger of exceeding her hours, this is his/her formal warning to you as required by his/her union contract. Take the warning seriously.
- If your marker is taking \( n \) hours to do a job which you think should only take \( n/2 \) hours, discuss the problem with the marker, the course coordinator, a Section Director or the Chair. But *don’t ignore the problem.*
- If in the past, students who do not work the total hours assigned have been asked to assist with invigilation. If your student owes hours, please inform Kate.

Regular discussions with your marker as to how his/her work is going will probably result in good relations and smooth sailing.
5.10 Teaching Visitors and Their Hosts

If you are the host of any visitor, please note that you are responsible for keeping the exam papers and the breakdown of the grades for the visitor if s/he has left. Grade breakdown means grades for each assignment, each term test and the final exam; and how they are weighted.

Exam papers have to be kept for at least one year for students to see them if they want to. They have to be read in the presence of the instructor. So, if the visitor has left York for good, then it is the host’s responsibility to explain the grading and the final grade to them.

If the visitor is the sole instructor of a course, then before leaving York for good, s/he should leave, with the host, a make-up/deferred exam in case it’s needed.

It is extremely important that Kate, Ann-Marie and Susan are kept informed of your request for a visitor by giving them a copy (if it is not typed in the Chair’s Office) of the invitation letter.

5.11 Student evaluation

Towards the end of your course, the students have their say. Presently, the method of evaluation is under review.

We keep questionnaires for three years for tenured members and for five years for non-tenured members and then discard them. You are entitled, and in fact encouraged, but not required to submit written comments on each course that you have taught. You can say anything you like. These comments will be kept in the same envelope as the questionnaires for that course. The purpose is clear; the students have their say, you have yours. When you submit your comments please be sure Madeline knows that they are to go with the questionnaires and please date them.

5.12 Important deadlines for our students

Information regarding sessional dates, deadlines, holidays and religious observances are provided by the Office of the Registrar, www.registrar.yorku.ca.

6. Grants — Money — Sabbaticals

6.1 Grant application deadlines

1. NSERC Advance Material (Letter of Intent). ............... August 1
2. NSERC Discovery Grants. . . . . . . . . . . . . . . . . . . . . . . . . . November 1
   (formerly ‘Research’ grants)
3. NSERC Research Tools and Instruments Grants. . . . . . November 1
   (formerly ‘Equipment’ grants)
4. York Ad Hoc Fund funds to defray publication costs, support conferences at York, etc.:
   - Travel Only. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . September 15
   - Travel, conferences and publications. . . . . . . . . . . . . . . . . . . December 15
   - Travel Only. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 15
   - Travel Only. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . June 15
5. CUPE Conference Grant:
   - Conference Travel Grants. . . . . . . . . . . . . . . . . . . . . . . June 1/October 1/March 1
   - Research Grants (up to $8,000). . . . . . . . . . . . . . . . . . . . October 1/March 1
   - Research Grants (Course Directorship). . . . . . . . . . . . . . . March 1

Check ORS or appropriate area for application forms and further details.

6.2 Preparing your grant application

Paulina Karwowska-Desaulniers is the Research Officer with the Dean’s Office. She
provides support to faculty in writing grant applications, identifying new grant
opportunities and acts as a liaison between faculty and the granting agency as needed.
Paulina can be reached at extension 21087 or pkd@yorku.ca.

It has been stressed repeatedly by the Office of Research Services (214 York Lanes,
x55055) that it is very important to have a colleague go critically over your application
before you submit it anywhere. Badly written proposals spoil your efforts considerably no
matter how good you are scientifically. As a next step you are advised to show your
application to a colleague who has been on an NSERC Grant Selection Committee
(N. Madras, H. Massam, J. Steprans, J. Wu) before giving it well before the deadlines
mentioned above into the administrative channel, beginning with Kate’s office.

The following may be helpful as well for those of you who will be preparing/filing an
application with NSERC:

   Electronically: Once you have filed electronically make a copy; complete the ORS
   checklist; prepare any reprints, according to instruction and provide the multiple
   copies; bring the application, checklist and reprints to Kate or Andrea; the Chair/
   Dean’s Office will sign the checklist; and, the application, checklist (and reprints) will
   be taken to ORS for additional signatures and mailing to NSERC.

   Manual Application: The same instructions apply as those done electronically.
6.3 Travel expense fund
The Department has a small sum of money available to assist YUFA faculty and retirees with conference travel expenses. Please see the Chair if you wish to apply. There is a separate, centrally University-administered fund for CUPE instructors.

6.4 Applying for sabbatical leave
An excerpt from the YUFA Collective Agreement, Clause 20.05:

At least fifteen (15) months before the normal starting date of his/her sabbatical leave, a faculty member shall indicate to his/her Chairperson or Dean his/her intent to proceed to sabbatical leave. A Dean who receives from a faculty member a statement of intent to proceed to sabbatical leave shall respond to the scheduling of the sabbatical leave as specified in the statement of intent within three (3) months of receipt, either agreeing to the scheduling of the sabbatical leave or denying it and stating the reasons for the denial. Failure of the Dean to respond within three (3) months shall constitute approval of the scheduling of the sabbatical leave as proposed by the faculty member. The statement of intent may subsequently be withdrawn by the faculty member with the approval of the Dean.

Failure of the faculty member to express an intent to proceed to sabbatical leave or to request an advancement/delay of the normal sabbatical leave shall constitute a waiving of the entitlement to the sabbatical leave in question.

7. Unions

7.1 YUFA, CUPE and YUSA
The York University Faculty Association (YUFA) is the union representing tenured, tenure-stream, and contractually-limited faculty at York. See www.yufa.org.

The Canadian Union of Public Employees (CUPE), Local 3903 represents teaching assistants (Unit 1), contract faculty (Unit 2), and graduate assistants (Unit 3) at York. See www.cupe3903.tao.ca.

If you are teaching at York, but are not sure if you are a member of YUFA or CUPE, ask the Chair (e.g. it is possible that you were hired under the “lecturer excludee” provisions of the CUPE collective agreement). See www.yufa.org.

Non-academic staff at York are represented by the York University Staff Association (YUSA and YUSA 2). Look under ‘Departmental Staff’ to find out who they are. See www.yusapuy.org.