Monday, September 2. ............................ Labour Day ... University is closed.

Tuesday, September 3

3:30p.m. Graduate Student Orientation
N620 Ross
This orientation is beneficial for both new and ongoing grad students. Food and refreshments will be served.

Office Hour Schedule for Teachers
It is imperative that you give Anne Marie a copy of your office hour schedule and to also leave a copy on the wall outside your door to assist your students. See Section 4.8 of The Faculty Survival Guide.

Administrative Staff Absence
Susan will not be in today.

Thursday, September 5

The Chair returns.

Friday, September 6

8:40a.m. TA Safety Orientation
Day
103 Life Sciences Building (LSB)
This is a mandatory training session for any new TAs or TAs that have never taken the training before. If you have any questions about this, other health and safety training, or unable to attend on September 6, please contact Brad Sheeller at sheeller@yorku.ca.

Monday, September 9. ............................. Classes begin today for F13 and Y13/14!

During the first week, and most especially the first lecture, many students 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.

Course Outlines are mandatory as required by Senate and are to be given out to students at the beginning of the class. Course Outlines should contain the syllabus of the course, grading scheme, textbooks, if any, and dates of mid-terms and quizzes, if any. A copy of the Outline must be filed at the Undergraduate Office for uses such as complaints and reappraisals. It can be sent to Madeline by email, given to her in person or left in her mailbox in N520 Ross.

please email srainey@yorku.ca to make an announcement in a future bulletin.
REMINDERS / ANNOUNCEMENTS

• **Room Requests from Instructors:** If additional rooms are required for Fall 2013 and Fall/Winter 2013–2014 tests (to accommodate double/triple spacing) or make-up classes for the academic term please contact Madeline via email, a note given to her in person or put in her mailbox in N520 at least four weeks prior to the date needed. See the email of August 29th from Madeline for full details.

• **Administrative Office Hours:** The administrative staff would greatly appreciate their posted office hours being respected. If a staff member does not have their hours posted, please see, online, *The Faculty Survival Guide* (under ‘News and Events’).

• **Everyone and Teachers Email List:** If you have a visitor or post-doc and would like them to be kept informed of seminars and other events, please email srainey@yorku.ca with their email address. They will be placed on the ‘everyone’ email list. If you are teaching this term but are not receiving any emails from the ‘teachers’ list, please inform sRAINey@YORKU.ca immediately.

• **Visitor and Visitor Extension Form:** If you wish to invite a visitor or wish to extend the duration of your visitor, a form from the Chair’s Office must be completed.

• **YUFA Post-doc Invitation Letters:** If you intend to pay a post-doc you are inviting, please .cc the Post-doc Committee Coordinator as well as srainey@yorku.ca with your information (name, address, start and end dates, field of specialization, amount and amount breakdown). Do not leave your invitation until the last minute as the letters need to be signed by the Dean of Science.

• **Faculty Absence:** Please inform Ann-Marie and Anne Marie, besides the Chair, when you will be away from the office for any length of time. If you need to cancel a class due to illness or other emergency, contact the UPD as outlined in *The Faculty Survival Guide*, Section 4.8 and 4.10.

• **Seminars and Colloquia:** Keep informed of seminars and colloquia by checking [http://www1.math.yorku.ca/new/event-date](http://www1.math.yorku.ca/new/event-date).

• **Important Dates and Religious Observances:** For full details on important dates and religious observances, check [http://www.registrar.yorku.ca/enrol/dates/index.htm](http://www.registrar.yorku.ca/enrol/dates/index.htm). Event planners and faculty members are encouraged to take these days into consideration when scheduling classroom events, tests, etc.

• **Fields Institute Seminars:** Please refer to [www.fields.utoronto.ca/programs](http://www.fields.utoronto.ca/programs) for full details.

• **Kitchens and the Lounge:** You can help keep the kitchens and lounge clean and tidy by using the appropriate bins for throwing away items; cleaning the microwave and fridges after spills; washing your dishes and putting them away; and, don’t take what doesn’t personally belong to you.

• **The Bulletin Has a New Look:** Having been told by some that they preferred the look of the previous bulletins but didn’t have a copy to show me, I made my own up. Thanks to Neal’s spring cleaning, I now know what they looked like and I have conformed to that look (with modifications). Feedback is welcome. ~ Susan Rainey.

“I lived in solitude in the country and noticed how the monotony of a quiet life stimulates the creative mind.”
~ Albert Einstein