Monday, December 9

**Administrative Staff Absence** Primrose will be away until Wednesday.  
Until December 23

**MathLab Hours** The MathLab will be open from 10:30a.m. to 3:30p.m. with the possibly of a different schedule until December 23 to provide help during exam period.

Tuesday, December 10

**F13 Exams begin**

3:00p.m. to 5:00p.m.  
Science Council Meeting  
306 Lumbers

Thursday, December 12

**Administrative Staff Absence** Susan will not be in today.

Friday, December 13

2:00p.m. to 4:00p.m.ish  
Staff Luncheon  
N620 Ross  
Administrative Staff Offices will be closed in order to have a well-deserved year-end luncheon. Offices will reopen Monday morning. Please do not use the lounge during this time.

Monday, December 16

**Administrative Staff Absence** Primrose will be away until Wednesday, December 18.
### REMINDERS / ANNOUNCEMENTS

<table>
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<tr>
<th>Until January 31, 2014</th>
<th>CUPE Unit I 'Blanket' Applications</th>
<th>If you are registered at York as a full-time graduate student and are interested in having a teaching assistantship position in 2014, you need to submit an application to Susan in N522 Ross or her mailbox in N520 Ross.</th>
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<tr>
<td>Until January 31, 2014</td>
<td>CUPE Unit II 'Blanket' Applications</td>
<td>If you are not registered as a full-time graduate student and are interested in a contract teaching position, please see Susan in N522 Ross, for a 'Blanket’ application or you can find the application on the CUPE 3903 webpage, 3903.cupe.ca, under 'Useful Forms’. It is imperative that the application be filled out completely and a CV is included.</td>
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If you have any questions regarding the completion of the application, contact the CUPE office.

- **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.

- **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.

- **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.

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The journey of a thousand miles begins with a broken fan belt and a leaky tire.