Responsibility for the administration of the department falls to the Chair, three Vice Chairs, the Director of Applied Mathematics, the Director of the Program in Computing, and faculty committees. For 2002-2003 these officers are:

**Chair** – David Gieseker

**Vice Chair-Administration** – Richard Elman  
(academic personnel and administration)

**Vice Chair-Undergraduate Studies** – Ronald Miech  
(undergraduate curriculum, scheduling and advising)

**Vice Chair-Graduate Studies** – Robert Greene  
(graduate curriculum, scheduling and advising)

**Director-Applied Mathematics** – Stanley Osher

**Director-Program In Computing** – Kirby Baker  
(PIC curriculum, laboratory supervision)

**Director-Department Computing** – Chris Anderson  
(department computing needs, priorities, planning)

***FACULTY COMMITTEES 2002-2003***

Committees govern most of the affairs of the department. Committee Chairs must keep the Chair, Vice Chairs and other interested parties informed about matters under consideration. Matters of importance to the Department must be submitted to the regular faculty for approval.

**Description of Committees and their Duties**

**A. Committees Responsible to the Chair**

**Department Distinguished Visitor Committee** – This committee, appointed by the chair, is responsible for the search, selection and solicitation of the annual Departmental Distinguished Visitors. These should be world-class distinguished research mathematicians whose visits will add to the vitality of the research environment of the department through their lectures and interactions with our faculty. The committee will solicit opinions from faculty members within the department, as well as from mathematicians outside the department. It will also help arrange the scheduling and the content of the lectures to be given by these visitors, as well as other related activities. It is expected that the department will be able to invite one one-month long visitor per year, plus up to one one-week long visitor per quarter.
Priorities Committee - This committee serves as a special advisory group to the Department and the Chair. Recommendations of this committee on substantial departmental questions will be subject to review and vote by all regular Department members.

Staff Search Committee - The Staff Search Committee is responsible for screening applicants for teaching positions. It acts for the department on temporary positions, while it recommends candidates for regular positions to the entire regular faculty for its approval. In late spring, in a joint meeting with the next year's Staff Search Committee, it makes recommendations for hiring priorities for the coming year to the regular faculty. The faculty elects ten of its members each year to the committee. The Chair and Vice-Chair-Administration are ex officio members, and serve as Chair and Executive Secretary, respectively, of the committee. Regular faculty are invited to Staff Search meetings and may participate on a nonvoting basis.

The Staff Search Committee is elected in Spring Quarter by the regular faculty, with the slate consisting of all regular faculty members to be in residence during the coming Fall and Winter quarters except the Chair, Vice-Chairs and Colloquium Chair. Each voter votes for no more than ten from the slate, and all persons receiving more votes than the person(s) placing ninth in the balloting are automatically elected. The outgoing Staff Search Committee then chooses among those receiving at least as many votes as the person(s) placing eighth, but not already elected, to bring the total to eight. The outgoing committee then completes the roster to ten, taking into account the balance of fields as well as (if it wishes) the results of the departmental ballot.

Full Professors Elected Committee - This committee acts on behalf of the full professors of the Department on personnel matters. It considers recommendations of the Full Professors Review Committee (see below), requests reports from the FPRC and may submit cases for the consideration of the entire body of full professors. The committee consists of three professors elected by the full professors of the department each spring in a secret mail ballot, where each professor may vote for 3 of the nominees and a candidate must receive at least a third of the participating votes. The Department chair may not serve on the FPEC.

Full Professors Review Committee - This committee consists of six to eight full professors appointed by and including the Chair, who heads it. It makes recommendations to the FPEC on merit advancements for full professors and appropriate step levels for those proposed for advancement or appointment to full professor. It also prepares written reports on each advancement. By choice of the regular faculty, membership on this committee is confidential.
Computing Committee - This committee works with the Chair and Department Manager to set policy on matters related to academic, instructional and administrative computing in the Department. It makes recommendations to the Department on substantial policy questions. It advises the Chair on the purchase and configuration of equipment. It also approves and supervises computer programming projects done in lieu of a language examination by students in the Applied Ph.D. program. The Department Computer Services Manager sits on this committee.

Colloquium Committee - This committee arranges weekly lectures, on Thursdays, by faculty and visitors. The committee is responsible for locating speakers, arranging for honoraria (assuring that foreign speakers have appropriate documentation), assuring that appropriate travel and living arrangements are made for speakers, and assuring that the lectures are properly advertised. The secretary to the committee will produce the listing in the Weekly Calendar. Travel and honoraria payments will be handled by the administrative office.

Teaching Committee - This committee monitors the Departmental system of evaluating teaching effectiveness of both faculty and teaching assistants and recommends changes after consultation with the Undergraduate Studies Committee. At the request of the Chair, it provides reports on the teaching effectiveness of individual faculty members when required for personnel actions. It also nominates department members for the Distinguished Teaching Award, and selects recipients for departmental teaching awards.

Library Committee - The charge of this committee is to maintain and improve the library facilities for mathematics. It oversees the operation of the Department's noncirculating Graduate Reading Room, working with the staff to set policies and order books and journals. Many times, a member of this body is appointed by the University Librarian to serve on the interdepartmental committee advising the Engineering and Mathematical Sciences Library.

Logic Colloquium Committee - This committee arranges for the biweekly Department Logic Colloquium under the same general guidelines as the Colloquium Committee.

B. Committee Responsible to the Director of the Program In Computing

PIC Committee - This committee is charged with supervising the Program In Computing. It has responsibility for curriculum development, course content, and course offerings. It serves as a general advising body to the PIC director on matters of recruiting faculty, teaching assistants and staff for PIC, on instructional equipment and software for PIC, and on maintaining PIC's relations with the other departments in the University that have a stake in computer education. The PIC
Committee makes formal recommendations to the Staff Search Committee for the appointment of PIC lecturers.

C. Committees Responsible to the Vice Chair for Graduate Studies

**Graduate Advisors Committee** - Members of this committee provide general professional advice and assist graduate students in planning their degree programs up to the time the student acquires a formal Ph.D. advisor. All new graduate students are given appointments with advisors in the week before fall classes begin. The Vice Chair for Graduate Studies serves *ex officio* as Chair of the Graduate advisors and is responsible for providing the committee with updated information pertinent to advising.

**Graduate Studies Committee** - This committee has purview over all policy matters relating to the graduate program of the Department, including review of graduate proposals initiated by other committees. In the policy area, the committee deals with Departmental requirements for graduate degrees, with revisions of graduate courses and catalog descriptions, and with questions of standards and procedures. In the personnel area, the committee recommends graduate course and seminar teaching assignments to the Chair each year and oversees the administration of the written M.A. and Ph.D. qualifying examinations, deciding who has passed these examinations. The committee hears appeals from graduate students and may recommend that students be advanced from one degree program to another, or be terminated in their graduate studies in Mathematics.

Two GSA representatives serve as voting members of the Graduate Studies Committee in policy matters. They do not participate in the meetings involving qualifying exams or individual personnel actions.

**Graduate Admissions and Support Committee** - This committee reviews the dossiers of all applicants for graduate studies. It advises the Graduate Vice Chair on admission to the various graduate degree programs and on financial support (fellowships and teaching assistantships) for new and continuing graduate students.

Faculty should encourage highly qualified students to apply for fellowship or assistantship aid, and may inspect the files of applicants and supply information on their qualifications.

**T.A. Training Committee** - This committee is in charge of the orientation program for new Teaching Assistants. The program involves cross visitations, group discussion and feedback, and video taping sessions. It assists new T.A.'s to develop good teaching techniques and to become comfortable in their role as teachers.
D. Committees Responsible to the Vice Chair, Undergraduate Studies

**Undergraduate Studies Committee** - This committee deals with educational policy and curricular matters at the Undergraduate level and keeps the Department informed of its discussions. The committee plans new courses and revises existing ones. It reviews requirements for the major, and generates catalog material on undergraduate courses and on undergraduate majors. The committee is also charged with developing and implementing strategies for the recruitment and retention of students in the mathematics major(s) at UCLA. On the undergraduate curriculum for teaching credentials, the committee coordinates its considerations with those of the Teacher Preparation Committee.

Petitions of undergraduates go to the Vice Chair, Undergraduate Studies, for decision and signature. The Vice Chair is guided by the advice of the Undergraduate Studies Committee on petitions of general policy concern.

**Honors Program Committee** - The responsibility for supervising the Mathematics Honors Program rests in the hands of this committee. The committee decides who shall be admitted to the program, who shall graduate with honors and who shall receive the various prizes awarded to outstanding undergraduates in mathematics.

**Teacher Preparation Committee** - This committee oversees Department policy on the special problems of mathematical and other instruction for students who are prospective teachers in elementary or secondary schools and in community colleges. The Committee directs its proposals for policy or program change to the Undergraduate or Graduate Studies Committee.

**Math and Science Scholars** - The Mathematics and Science Scholars Program is an important initiative for the Department. Each Fall, approximately fifty students selected participate in an intensive program to encourage their pursuit of a career in mathematics or the sciences. This Committee provides the oversight and general direction for the program.
All regular faculty in the department can vote by secret ballot on new appointments that confer membership in the Academic Senate. Prior to such a vote, all faculty are extended the opportunity to voice their opinions. Voting on promotions and merit pay increases is conducted as follows:

**ASSISTANT PROFESSORS**

Merit pay raises and steps for new appointments are recommended by a vote of the tenured faculty.

**ASSOCIATE PROFESSORS**

Merit raises and steps for new appointments are recommended by a vote of full professors. Recommendations to this rank are by vote of full and associate professors.

**PROFESSORS**

Merit raises and steps for new appointments are recommended by the Full Professor Elected Committee with advice from the Full Professor Review Committee. Recommendations for promotion to professor are made by vote of the department's full professors.

**ACTING POSITIONS**

Removal of the Acting title from a position is at the vote of the faculty entitled according to the above guideline for promotions.

**TERMINATION**

Termination or nonrenewal of appointment for assistant professors, lecturers and senior lecturers is by vote of full and associate professors.

The Chair is responsible for conveying faculty recommendations to the University administration. Academic personnel policies are designed to assure fairness. A copy of sections 51 and 52 of the Academic Personnel Manual is available in the Chair's office. Before candidates in the professorial series are reviewed for appraisal, promotion or merit increase, and before the eventual department recommendations are submitted, the candidates will have the opportunity to:

a) identify to the Chairman those who might not provide objective written evaluations;
b) inspect all documents in the reviewers' files other than confidential documents;
c) receive, upon request, a summary of confidential documents in redacted form (for those
d) prepared prior to September, 1993, these will be in summary form);
e) provide a written statement for inclusion in the file commenting on materials in the file;
f) receive a report on whether the Departmental vote was unanimous, strong, or narrow, as well as a report on the Department's evaluation under each of the applicable criteria (research, teaching, service).
TEACHING POLICY

The standard teaching load for regular faculty members of the Mathematics Department is 1.5 course for each quarter in residence. There is some reduction for administrative duties, new faculty members, large classes and Ph.D. students as follows.

1. The Chair does not teach. The PIC Director teaches 2.50 courses; The Director of Applied Mathematics teaches 3 courses; The Undergraduate & Graduate Vice Chairs teach 2.25 courses; and the Administrative Vice Chair teaches 3 courses in each year of service.

2. Each new faculty member teaches only one course in each of the first six quarters in residence.

3. Effective Fall 2000 for each lower division class with more than 40 students, the instructor receives additional teaching credit for (enrollment minus 40) “points”; each 360 points yield teaching credit for one course.

4. For each graduating Ph.D. student, the thesis advisor receives credit for 1/3 course.

The standard teaching load for temporary faculty members of the Mathematics Department is 2 courses for each quarter in residence. There are some special teaching loads as follows.

1. Some part time lecturers who are regularly rehired and the Visiting High School teacher have specially negotiated teaching loads.

2. Hedrick Assistant Professors teach 4 courses in each academic year. One of them may be a graduate course or seminar.

3. In special (and rare) circumstances, the Chair may negotiate a lower teaching load with a particularly desirable visitor.
Scheduling

Scheduling and enrollment procedures are supervised by the appropriate Vice Chairs. Class schedules and teaching assignments are planned on the basis of recommendations from the Graduate Studies Committee, the Undergraduate Studies Committee, and the Vice Chairs in consultation with the Chair. The duties of the teaching assistants are determined by the Vice Chair for Undergraduate Studies. Enrollment each quarter is handled by the Vice Chair and the Scheduling Office.

The limited number of classrooms available each hour forces careful planning of times for courses and informal seminars. The Student Affairs Office is responsible for all classroom reservations. Cancellation of classes with insufficient enrollment, or the creation of new classes to meet enrollment demands, is the responsibility of the Chair acting in consultation with the Vice Chairs. Enrollment minimums are now in effect for all classes. These are: lower division (12); upper division (8); and graduate (4).

Classes cancelled due to illness or other emergency should be reported to Bobbi Fenske or Linda Johnson in the Chair’s Office (825-4831) immediately. If you will be leaving UCLA for any period of time, please leave your past examinations, grade books, and other class materials with the Student Affairs Office, 6356 MS.

Enrollment

Each quarter, students confront instructors with a variety of enrollment problems. Instructors may wish to handle these personally, including verifying that students have satisfied prerequisites and are properly qualified. Instructors are also encouraged to consult with and refer students to the Graduate and Undergraduate Offices. These offices are prepared to deal with problems involving enrollment, petitions, advising appointments, and general complaints.

Instructors should encourage all students to complete course enrollment procedures by the end of the third week of instruction. For purposes of planning, making FTE allocations, and setting up enrollment profiles, third week enrollment figures are the ones used by the University.

Grading

At the beginning of each quarter, instructors must inform students of the basis for grading in their courses, including the relative weight to be given to the midterm and final examinations, homework, term papers, and other projects. The department does not officially recommend any particular grade distribution pattern; however, information on past cumulative grade distributions for each course is available from the Student Services Office.
ENROLLMENT, GRADING, AND TEACHING EVALUATION

Cases involving suspected cheating should be reported promptly to the Vice Chair for Undergraduate Studies. The Vice Chair is responsible for assuring that the matter is processed in accordance with the University regulations and in a manner which will involve the least possible inconvenience to the instructor.

Teacher Evaluations

At the end of the quarter, the department requests students to evaluate the teaching effectiveness of the faculty and teaching assistants. The University considers the teaching performance of the faculty seriously in personnel actions. Instructors who desire further feedback from students are urged to distribute their own questionnaires, soliciting particular information desired.

Numerical teaching effectiveness scores are compiled from the evaluation questionnaires. Individual written comments are typed at the end of each quarter. All faculty members are free to inspect their teaching evaluations and to receive summaries of signed student letters. The Graduate and Undergraduate offices solicit opinions each quarter from instructors on the performance of teaching assistants and readers who have assisted them. Faculty cooperation in these surveys is encouraged.
Faculty Travel

In general, no departmental funds are available for faculty travel. Any trips must be paid by grants or from funds available through the Academic Senate's Committee on Research. Faculty are allowed one domestic trip per year and one foreign trip every three years by the Committee on Research, depending on their funding and the merits of the proposal. Applications for COR Travel Grants are available in 6363 MS. Because of the approvals required, the application should be submitted at least two months in advance of the planned trip.

GE Capital Mastercard Corporate Card

UCLA provides GE Mastercard Corporate Card, free of charge, to all faculty and career staff who travel on official University business. Cards are issued to provide a means by which travel expenses may be charged. If original receipts for travel and expenses are turned in immediately, reimbursement should reach you before the GE Mastercard bill arrives.

Reimbursable Meal/Lodging/Incidentals Expenses

- **Domestic Travel**
  Meal and incidental expenses are reimbursed on an actual basis up to $50.00 per day. Please total actual meal expenses for breakfast, lunch, and dinner (not to exceed $50.00) when submitting travel reimbursement requests. Lodging expenses are reimbursed in the amount actually incurred. Receipts for all lodging expenses as well as for any single meal expenditure in excess of $75.00 are required for reimbursement.

- **Foreign Travel**
  For foreign travel, meal and incidental expenses are reimbursed in accordance with the per diem rates established by the federal government. Per diem begins upon arrival at the destination and ends upon departure. The following approximate percentages of the meal portion of the daily per diem rate apply: 20% represents breakfast; 30% represents lunch; and 50% represents dinner.

Rental Cars

UCLA has contract agreements with many car rental vendors (e.g. Alamo, Hertz, Avis). A compact or economy model should be requested. Do not take additional collision, accidental death, or medical insurance, as it is included free-of-charge within the university rate. Charges for optional insurance are not allowable. In order to be covered by the UCLA contract, you must ensure that the UC Corporate rate ID number is reflected on the car rental agreement at the time of rental. A list of preferred vendors, rates, and corporate ID numbers is available on the UCLA One-Stop Travel home page.
To Arrange Business Travel
To arrange business travel, you may wish to use the University's preferred vendor, the UCLA Travel Center. Please contact the travel center at: PHONE: (310) 794-2875; FAX: (310) 794-2703; or visit their web site, (http:\\www.travel.ucla.edu), to make travel arrangements. Tickets can be delivered to the Administrative Office, 6363 MS, if you wish to pick them up in the department.

Please consult with the Math Department staff about the necessary forms, per diem rates, and other procedures BEFORE you embark on your trip. Travelers on grant funds may have to obtain permission from the funding agency before the trip is taken. Also, there may be restrictions on the airline or mode of travel. Federal agencies require that you use an American carrier for the travel that they sponsor unless an American airline does not fly to your destination or if there would be an unreasonable wait for such a flight. A wait of more than six hours is deemed unreasonable.

SPECIAL NOTE: All invitations to noncitizens for research collaboration or talks must be coordinated with the administrative staff in MS 6363. New IRS regulations may prohibit payment of expenses and honoraria. All visitors must have a Social Security Number or Individual Taxpayer Identification Number.

VISITORS SPONSORED BY GRANTS

The department has three methods of payment for visitors who are working with faculty on grant projects. The are:

Travel and/or per diem: If this item is in the grant budget or is approved by the program monitor, a visitor can be reimbursed for travel and given a meals and incidentals allowance of up to $50.00 plus lodging if receipts for the lodging are provided. A long term allowance of $140.00 for the combined food ($38.00) and lodging ($102.00) total is paid after a month has passed on short term per diem. Original receipts are required for reimbursement.

Consultancy: Up to $498 a day can be given to a consultant provided it is specified in the grant award and the necessary forms are completed, signed, and submitted to the Office of Sponsored Research before the visitor arrives.

Direct employment: The individual can be placed on the University payroll at rates established for research. This requires all of the forms that are used for other hiring actions. Again, this type of payment should be specified in the grant award or given approval by the grant monitor.

Federal regulations prohibit the payment of honoraria to visiting scholars from grant funds. Visitors who are making travel or per diem claims must fill out the department's Travel Claim Information Form. VISITORS WHO ARE NOT U.S. CITIZENS MUST
HAVE ONE OF THE FOLLOWING VISAS IN ORDER TO RECEIVE ANY TRAVEL REIMBURSEMENT PAYMENT: A-1/A-2; B-2; F-1; H-1A; H-1B; H-2; J-1; J-2; K-1; K-2; O-1; O-2; P-1; P-2; P-3; Greencard; Refugee; Temp. Greencard; Conditional Greencard; TN; WB; WT. Please assure that your foreign visitors hold one of these visas. Non-citizens must also complete and sign the Statement of Citizenship form and provide other information.

Honoraria: B-1, B-2, WB, and WT visa holders may be paid an honorarium for usual academic activity not exceeding nine days in duration, provided that such individual has not received honoraria from more than 5 educational institutions in the previous six-month period. Anyone receiving honoraria must have a Social Security number or an Individual Taxpayer Identification Number.

Travel and/or Incidental Expenses:
B-1 and WB visa Holders may be reimbursed for reasonable travel and/or incidental expenses incurred in connection with a University activity, regardless of the duration of the University activity and regardless of whether the individual has previously received payment from other educational institutions.

B-2 and W-T visa holders may be reimbursed for reasonable travel and/or incidental expenses incurred in connection with usual academic activity not exceeding nine days in duration, provided that such individual has not received travel and/or incidental expenses from more than 5 educational institutions in the previous six-month period.

COLLOQUIA SPEAKERS AND SHORT TERM VISITORS

The department sponsors speakers and guests throughout the academic year. The respective colloquia chairs make arrangements for payment to their speakers and the department chair approves the short term visitor payments. Forms for approval of payment for these guests are available in the Administrative Office, 6363 MS.

Speakers and short term visitors are paid through two methods: 1) Honoraria; or 2) Reimbursement for travel, meals, and lodging. Either method requires that the visitor present a talk or seminar in order to be paid. The title and date of the talk must be supplied along with personal information and Social Security Number for payment to be processed. Non-citizens must also hold either the B-1, H-1, or J-1 visa and provide other citizenship information. Travel and lodging can only be reimbursed on the basis of original receipts. Meals can be paid on a receipt basis or by per diem. UNIVERSITY OF CALIFORNIA FACULTY CANNOT RECEIVE HONORARIA. The host campus can provide for travel, meal, and lodging expenses.

OFFICIAL ENTERTAINMENT

The department can reimburse faculty for meals purchased for colloquium speakers depending on budgetary restrictions. This requires the colloquium or department chair's approval. Original receipts should be submitted for payment.
There are a variety of services provided to faculty to assist with their research and instructional responsibilities. Any suggestions for enhancement of these services can be made to the Department Manager, Linda Johnson, in 6363 MS.

**Mathematical Equation and Word Processing**

Papers, examinations, abstracts, reviews and other material can be submitted for typing to MS 6384. Please complete a work order form, including any special instructions. Work is completed on the basis of when it was submitted.

In submitting material, the Department asks that you keep the following guidelines in mind:

1. Materials, especially final examinations, should be submitted as much in advance of their due date as possible. Please indicate on the work form the deadline for completion. Every attempt will be made to accommodate rush requests. Please consider, however, the large volume of work that must be accomplished by the staff as well as the needs of your colleagues.

2. Handwritten drafts should be on lined paper and double-spaced. Please write as clearly as possible to avoid numerous corrections.

3. Do not include long and repeated inserts with arrows.

4. If your paper is intended for publication, indicate the name of the journal on the work form so that it can be prepared in the appropriate format.

**General Correspondence**

Routine correspondence will be prepared by Mary Edwards or Julie Honig in 6384 MS. Drafts should be legible and include proper names, addresses and other information. Indicate the number of copies needed and any special instructions. The completed correspondence will be placed in your mailbox.

**Committee Reports and Letters of Recommendation**

Letters of recommendation, evaluations and other confidential material related to faculty should be submitted to Bobbi Fenske in 6363 MS. Stephanie Stern, in 6356 MS, will handle confidential letters for graduate students and Anna Ylvisaker, also in 6356 MS, will coordinate undergraduate material.
Mail

The University mail system can be used for sending materials related to research, instruction and administration for the department. It is not for personal use. Mail must be placed in department envelopes and carry the department's account number (MA 01) under the return address. Use of the mail system is restricted to faculty and staff.

Incoming mail arrives twice a day, in midmorning and midafternoon. It is sorted and placed in mailboxes in 6364 MS. This mailroom is open from 7 a.m. to 5 p.m. during the business week and unlocked by any department office key for off-hours access.

Offices, Keys and Security

Keys for offices and other facilities are administered by Jacquie Bauwens in 6363 MS. Stephanie Stern in 6356 MS assigns offices to teaching assistants. There have been numerous thefts of books and other materials from offices in the Mathematical Sciences Building. Do not leave your office unlocked or unattended. Do not keep valuable personal items in your office. If you have computing or other equipment, arrange for it to be secured. Report any suspicious occurrences to the Chair's Office (extension 54831) during business hours or to the University Police (911) at other times.

Office space is in very short supply. If you will be away from the department for more than a week at any time and are willing to allow visitors to use your office, please contact either Bobbi Fenske or Linda Johns in 6363 MS. Any offices available for our short-term visitors will be greatly appreciated.

Photocopying

Faculty and teaching assistants may leave materials for copying in 6364C MS. This work is generally done throughout the day and is usually completed by the next day. If it is lengthy or complex, or is submitted during a busy period such as final examinations, it may take longer. Try to avoid submitting copying at the last minute during exam times. Please fill out a work form for each job, including the account name if it is to be charged to a grant or another source. The copies will be put in your mailbox or, in the case of examinations, placed in the care of Julie Honig in 6384 MS.

The department has installed a meter device on its copiers for accounting purposes. Copy codes which activate these machines are issued to regular and visiting faculty as well as staff. These may be obtained from Petrina Bonnick in 6363 MS.
**Telephones**

Telephones are provided to faculty members for use in their teaching and research responsibilities. Personal telephone calls are allowed, but the expense should be reimbursed to the department. Each person is given a statement every month and asked to identify personal calls. Payment can be made to the Regents of the University of California and given to Jacquie Bauwens in 6363 MS.

**Benefits and Insurance**

Information on benefits is available from Bobbi Fenske in 6363 MS. If you are going on leave, check with Bobbi on the status of your health insurance and payroll deductions.

The open enrollment period for changing insurance plans is generally in November. You will be notified of this and any other items affecting benefits as quickly as possible.

**Parking**

Parking is issued by Jacquie Bauwens in 6363 MS. Payment is by payroll deduction for faculty and staff. The fee for 2002-03 is $52 a month for a yellow permit and $64 for a blue permit. Teaching assistants must pay by the quarter, a $156 fee.

**Audio-Visual Equipment**

Overhead, slide and movie projectors and microphones for instructional use can be obtained from the Office of Audio-Visual Services. Anna Ylvisaker in the Scheduling Office will order the equipment. Please place your order with her at least a week in advance. **THE DEPARTMENT IS CHARGED A SUBSTANTIAL SUM IF EQUIPMENT IS ORDERED IN ADVANCE BUT REFUSED WHEN DELIVERED. NEVER REFUSE EQUIPMENT. SIMPLY DON'T USE IT, AND HAVE IT REMOVED AT THE END OF CLASS.**

- Orders must be placed at least three working days in advance of the event. Orders which are not placed three working days in advance are billed to the department.

- After a work order has been placed, the requesting department may make two changes to that order without additional charge. There is a $6.00 charge to the department for each change thereafter. Change orders must also be placed at least three working days in advance of the event.

- Orders not cancelled by noon of the day preceding the date of the order will be billed the full charge for the scheduled labor. Cancellations without advance notice will be billed for all requested equipment and labor.
ADMINISTRATIVE SERVICES

The department also has overhead and slide projectors as well as a data projector for colloquia and other purposes. These can be obtained from Petrina in 6363 MS.

Room Reservations

Certain rooms within the department's complex are administered by our Scheduling Office. See Anna Ylvisaker in 6356 MS to use them.

The Chairman's Conference Room, 6943 MS, is used for meetings and other department events. Petrina Bonnick, in 6363 MS, arranges for its use. Faculty are also invited to have lunch there, from 12:00 noon to 1:30 p.m., whenever it is not being used for another purpose. It is almost always available at the noon hour.

Library

The Mathematics Reading Room is located in 5379 MS and has a significant collection of books (over 8,000), serials (over 130 subscriptions), faculty lecture notes and preprints. It is a noncirculating collection and its continued existence depends on the integrity of its users.

Books and periodicals should not be removed for more than a day. Please bear in mind that you are infringing on the rights of your colleagues by keeping library materials in your possession.

The library is locked at all times. Faculty office keys will open it. Graduate students are issued keys by Maggie Albert in 6356 MS. The librarian, Rocio Carrillo, is in her office (5379A MS) on a part time basis every day. She is more than willing to offer assistance.

Faculty Short-Term and Long-Term Leaves

Please notify Bobbi Fenske or Linda Johnson in 6363 MS if you will be absent from the campus for any length of time. Absences of a week or less during a quarter require the approval of the Chair. Absences of more than one week require the permission of the Dean. You should indicate the disposition of your mail and any messages for callers. The Student Services Office needs to be informed of any instructions for your students and teaching assistants. If your office is available for use during your absence, notify Bobbi or Linda.

Calendar of Events

Babette Dalton in 7619 MS prepares the weekly listing of speakers and events. Material must be submitted to her by 5 PM of the Tuesday preceding the week in question. Calendars are posted and mailed on Wednesday. It will be listed in the department's website: http://www.math.ucla.edu/department/events.html. In addition, you can
gain access to the calendar by typing "events" at the UNIX prompt and select the week you wish to view.

**Department Announcements**

Most department announcements will be sent by electronic mail rather than placed in mailboxes. All faculty and staff are encouraged to log in regularly.