

## Fall 2019 Department Newsletter

Volume 6, Issue 1

### A Message from the Department Chair, Professor Suzanne Boyd

Welcome back, for fall semester 2019! I became chair of the Department of Mathematical Sciences in July. If you see our former chair **Allen Bell** in the hallway, please be sure to thank him for serving as chair last year (for his second time as chair - he was chair when I was hired!) and wish him well - as he is planning to retire in May.



Professor Suzanne Boyd

The start of a new semester is definitely a time for hellos and a reflection upon recent and upcoming goodbyes. We welcome new Assistant Professor **Dr. Jonah Gaster**, a topologist. We welcome 24 new graduate students - of which 7 are from Germany here for 1 year only. We said goodbye in spring to 14 students who graduated.

We also sadly said goodbye to our long-time lecturer **Larry Grogan**, who passed away one night last spring. We said goodbye in spring to **Jane Miles** when she retired, and now you can all stop into the front office and say hello to our new staff member **Shelby DeSantis**, who started on September 3.

Please review the [Fall 2019 Instructor Memo](#), as there are several **NEW** items. These include lists of several important

### Important Dates

**Sept 3:** First day of classes

**Sept 9:** Math Department's last day to add a class

**Sept 30:** Last day to drop without a "W" on record

**Nov 10:** Last day to drop

**Nov 27-Dec**

**1:** Thanksgiving Break

**Dec 12:** Last day of classes

**Dec 13:** Study day

**Dec 14 & 16-21:** Final examination period

### Door Tag Form

If you would like a new door tag, please be sure to complete the survey that will be sent out via email next week.

The information you provide will be included on your door tag (if you so choose) as well as stored in our internal directory spreadsheet.

If you experience difficulties accessing the survey, please contact [Marissa](#).

resources for students, as well as a description of the **new Math Tutoring Walk-in Center in Bolton 180**, which is a collaboration between our department and the Student Success Center. This Center will house the math tutors that were in Physics 326, as well as the former EMS "online homework/aleks" lab GTA helpers -- but the "calc workshop" will still be open in Physics 326 and instructors will still have office hours there. The Stats Tutoring will also still be in Physics 328. Hours and more information is available online [here](#).

I want to close by thanking everyone in advance for all of their efforts this year. UWM is such a significant place to the economy and health of Wisconsin, and individually to every single one of our students. Thank you also to everyone who helped and participated in the August orientation activities. Fundamentally, a university \*is\* it's "faculty" - and by that I mean ALL instructors! So every year as we strive to improve our own teaching and outreach, we are each one of us contributing to improving UWM!

Finally, please stop by the Mathematical Sciences Department Fall Picnic at Hubbard Park Beer Garden on Friday this week, September 13, 3-6 pm. Bring a dish to pass or give \$10 to one of the organizers in advance (Lei Wang, David Spade, Burns Healy, or Jonah Gaster).

Best,

Suzanne Boyd



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## Reminders for Instructors

### Fall 2018 Policies and Procedures Instructor Memo

If you haven't done so yet, please take a look at the [Policies & Procedures Memo](#).

### Class Coverage Procedure

If you are unable to teach a class session during the semester, you must email your course coordinator or department chair as soon as possible and notify them of your situation and discuss coverage of the material missed and/or having another instructor teach your class

If class will be canceled, email the MathSci office, [math-staff@uwm.edu](mailto:math-staff@uwm.edu), as soon as possible, and they will post a sign outside of your classroom door

## Spring and Summer

### 2019 Course

### Evaluations

Spring and Summer 2019 instructors interested in viewing their course evaluations should email [math-staff@uwm.edu](mailto:math-staff@uwm.edu).

Please include the course and section numbers in your request.

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### Upcoming Math

### Colloquium Talks

**Sept 20:** Dr. Howard S. Cohl  
- "*The Askey-Wilson Polynomials, their Symmetric Sub-Families and q-Inverse Properties*"

**Oct 4:** Dr. Alexander Heaton  
- "*An SOS Counterexample to an Inequality of Symmetric Functions*"

View the events on our website [here](#).

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### The Association for

### Women in

### Mathematics

The Association for Women in Mathematics (AWM) will meet every other Thursday from 3:30-4:20 pm in EMS Building, E424A starting **September 19th**.

You are expected to email your class on any updates to the teaching schedule. You can email your students/class roster through PAWS.

## Syllabi Dropbox

Please submit your course syllabi to the dropbox by Friday, September 20th at 12 pm.

Fall 2019 Syllabi should be uploaded to the Mathematical Sciences [SharePoint dropbox](#).

Remember to name your file:

Course Number-Section Number\_Instructor Last Name\_Semester

If you are having issues submitting your syllabi, contact [Hailey](#).

## Online Request Forms

Room Request Form:

Please use the [Room Request Form](#) when you need to use a classroom or computer lab on campus and you do not already have a standing reservation (i.e. for a class). Office staff will receive your request and contact you via email with a confirmation.

Please contact [Shelby](#) if you have questions.

Event Request Form:

Please use the [Event Request Form](#) for all Departmental sponsored events, talks, etc. This form is required in order for you to receive Departmental funding and/or promotional support for guest speakers, graduate dissertations/theses, seminars, colloquia, and so on

Please note that **it is mandatory that event forms be submitted at least one week prior to the event.** Without the proper amount of time, we will be unable to accommodate your request.

If you require special use of a Departmental or campus owned classroom or computer lab, you must first complete the [Room Request Form](#) and receive reservation confirmation from the main office before completing the [Event Request Form](#).

Please contact [Shelby](#) or [Hailey](#) if you have questions.

Graduate Student Room & Event Request Form:

For graduate students only: Please use the [Graduate Student Room & Event Request Form](#) for dissertation defenses, thesis/project defenses, and/or graduate colloquia. In addition to the request forms, please contact Katie if you are planning to graduate this spring.

Travel Information Request Form:

For any requests involving travel, please be sure to use the [Travel Information Request Form](#).

There will be speakers, panels and discussions on topics ranging from teaching to research to job hunting.

**All are welcome!**

Please contact [Alison Becker](#) with any questions.

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## Graduate Student Colloquia

The Graduate Student Colloquium will be meeting this fall, time and frequency TBA - watch your emails and if you're interested in speaking or organizing let [Prayagdeep Parija](#) know!

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## Front Office Hours

**Monday-Thursday:**

8:00 am - 5:00 pm

**Friday:**

8:00 am - 4:30 pm

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## Contact

Reach out to [math-staff@uwm.edu](mailto:math-staff@uwm.edu) with any questions or requests!

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**Like us on**

**Facebook!**

# Travel

[Katie](#) will be sending out an updated Travel Guidelines email within the next couple of weeks with any new travel information as well as the basics for those who are new to the department. In the meantime, if you have any pre-travel or travel reimbursement questions, please stop by Katie's office (E404).

## Payroll Information

[2019 Monthly Pay Schedule](#)

[2020 Monthly Pay Schedule](#)

### Paydates:

- Faculty/Academic Staff/Graduate Students: paid monthly on or near the first of the month.
- Each semester is paid in 4 ½ installments.
  - First semester is paid approximately on October 1, November 1, December 1, January 1, (four full month payments), and February 1 (1/2 month payment).
  - Second semester is paid approximately on February 1 (1/2 month payment), March 1, April 1, May 1, and June 1 (four full month payments).

## Graduate Students

### Graduate Handbook:

The Department of Mathematical Sciences has created and posted a new [Graduate Handbook for Current Graduate Students](#).

If you have questions, please contact the [Associate Chair for the Graduate Program](#).

Chancellor Graduate and Research Excellence Fall Awards will be dispersed as follows:

- International student awards should be deposited into your bank account on **October 1st**
- US Student awards will be applied to your PAWS account during the **first two weeks of September**

Keep up to date with  
Department events and  
information!



Join our LinkedIn  
Group!



## International Students:

- Don't forget to enter your immigration info and history into Glacier's self-service application online. In order to receive your awards, you are required to have an account in Glacier. In the next couple weeks, you will be receiving two instructional emails from [UWHRAdministration@uwsa.edu](mailto:UWHRAdministration@uwsa.edu) and [support@online-tax.net](mailto:support@online-tax.net). These emails will also contain the web link, login and password you will need to access Glacier. Be sure to check your spam inbox as well!
- Please remember to stop by **Katie's** office as soon as you receive your Social Security card from the SS Administration office so she can make a copy and submit it to the Human Resources department.



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