

YORK UNIVERSITY BULLETIN

Published by
the Communications
Department,
Suite A
West Office Building,
(416) 736-5010.

Monday, January 13 - Monday, January 20, 1992
Volume 12, Number 1

GENERAL:

Weather Emergency Procedures: On occasion, information received from various sources such as government weather services, the Ministry of Transport, the police services, the Canadian Automobile Association and the Toronto Transit Commission will indicate that weather and driving conditions are hazardous. When this happens, in the interest of public safety the University will adopt weather emergency procedures as outlined below. The decision to adopt weather emergency procedures and cancel classes is the responsibility of the President and the Chair of Senate.

When a decision is made to adopt weather emergency procedures during regular office hours, the Department of Human Resources will notify designated University representatives who will announce to members of their Faculty, College, or administrative department that classes will be cancelled at a specific time. An announcement will also be made over the following radio stations as soon as possible after the decision has been reached: CKEY (590 AM), CFRB (1010 AM), CBL (740 AM), CKFM (99.9 AM), CHUM (1050 AM & 104.5 FM), and CHRY (105.5 FM) Radio York.

When a decision is made to adopt weather emergency procedures before the University begins operations in the morning, the Department of Security and Parking Services will inform designated University representatives as well as the Security Control Centre and the York University switchboard. An announcement will be made on the above noted radio stations as soon as possible after 7:00 a.m.

When a decision has been made to revert to normal operating procedures, the University's Security Control Centre and switchboard will be made aware of the return to normal operating procedures. Copies of the full policy have been distributed to the heads of all academic and administrative units. Additional copies may be obtained from the Department of Human Resources (-22784).

When weather emergency services are adopted by the University, certain service departments are required to continue to operate under special emergency operating procedures. The essential services are: Security and Parking Services, Department of Physical Plant (outside services section, utilities section), Security Control Centre, university switchboard and computer operations.

WEATHER EMERGENCY INFORMATION LINE		
736-5600		
Radio stations broadcasting information:		
CKEY (590 AM)	CFRB (1010 AM)	CHUM (1050 AM & 104.5 FM)
CKFM (99.9 AM)	CBL (740 AM)	CHRY (105.5 FM) RADIO YORK

Please cut and save

The Faculty of Graduate Studies invites nominations of York faculty members for a **Distinguished Research Professorship** to be conferred at the Fall 1992 FGS convocation. The major criterion for this honor is scholarly achievement as demonstrated by sustained publication or other recognized and accepted demonstrations of sustained authoritative contribution to scholarship. Any full-time York faculty member may submit a nomination by January 31. For further information on submitting nominations, call the FGS Council Office at -55329.

The Search Committee for the **Master of McLaughlin College** is seeking nominations and applications for potential candidates. Applicants and nominees should be tenured full-time faculty, with suitable administrative experience. The appointment is for five years, commencing July 1. Applications and nominations should be sent as soon as possible to JoAnne Williams, Secretary of the Search Committee, Room 226, Centre for Fine Arts.

CARETAKE is a new PROFS ID established by the Caretaking Section for the community to use for general correspondence such as special cleaning requests, notices, convocation information, schedules, etc. This line is monitored by Caretaking Supervisors on all three shifts (Monday-Friday). For further information contact Caretaking at -77606 or CARETAKE (profs).

Members of the York community are reminded that the University will only issue **1991 charitable tax receipts** for gifts or donations received during the 1991 calendar year. To provide for the closing of the University in December and to allow for a reasonable delay in internal and external mail systems, the office of Private Funding (Suite A, WOB) will accept donations up to and including the end of the second business week in January 1992 (Friday, January 17, 1992) as being contributions in the 1991 tax year, provided that cheques and donation documents are dated prior to January 1, 1992 and externally mailed envelopes bear the 1991 postmark. Donations received after January 17, 1992 will be processed as contributions to the 1992 tax year.

The Department of Safety, Security and Parking Services advises those members of the community currently on a waiting list for a **reserved parking space**, that reserved parking is now available on a trial basis in the York Lanes Parking Lot. Call the Parking Office at -55335 for details.

A reception will be held to honor **Bob Binnie**, recently with the York University Development Corporation and the Dept. of Physical Resources, on the occasion of his retirement. The reception will take place January 29 from 3:00 to 7:00 p.m. in the Faculty Club. Gift contributions can be forwarded before January 20 to Patricia Irvine, YUDC, Suite 230, York Lanes. Please RSVP by January 22 to -55341 or -22846.

Recreation York will offer **Fitness Classes** the week of January 13-17 from 12:15-12:45 p.m. Regular classes will resume January 20. Please refer to the 1992 Winter brochure.

Art Galleries/Displays: The Glendon Gallery presents an exhibition by Ed Zelenak, one of Canada's most influential sculptors and mixed media artists. The exhibition opens January 16 and continues until February 14.

- The IDA Gallery presents a group exhibition, January 13-17, featuring work of students in the Drawing area. The gallery is located in the main lobby, Centre for Fine Arts.

The Centre for International and Strategic Studies **Graduate Research Assistance Fund** is intended to provide funding assistance to York graduate students for the conduct of their doctoral dissertation research. The research must be in one or more of the Centre's defined research streams in International and strategic studies. Grants of up to \$1,000 are available. Applications are available from Kirsten Semple, Room 375, York Lanes (-55156). The deadline for applications is January 20.

The Institute for Social Research's **Statistical Consulting Service** offers the following courses: Introduction to SAS and PC/SAS (beginning January 21), Introduction to SPSS and SPSS/PC+ (beginning January 29), Overview of Systat (February 5), Factor Analysis (beginning March 16) and Item Response Theory (beginning March 18). For information, call Sharon Chisholm at -55061.

The Counselling and Development Centre offers a group program that will focus on identifying and understanding the **problems of growing up in an addicted family**. For information or to register, call -55297 or drop by Room 145, Behavioural Sciences. The group will meet on Wednesdays from 3:00 to 4:30 p.m.

The Retirement Consultation Centre will offer a series for women titled **"Women: Growing Older, Getting Better."** The series will be held each Tuesday at 12:00 noon and 1:00 p.m. beginning January 21. The sessions will explore the myths and facts of women as they age. Topics, taught by women who are professionals in their field, include lifestyle, legal issues, financial matters, health, roles and relationships. The Centre will also present **"Dancing Without a Partner"** (line-dancing) on January 23 at 12:00 noon and 1:00 p.m. in the Judo Room, Tait McKenzie. To register for either program contact the Centre at -66228 or RETIRECE @ YORK VM2.

Stephen Fienberg, Vice-President (Academic Affairs), invites members of the York community to forward **creative ideas for improving the University**, especially concerning budgetary matters, to a suggestion box accessed via E-mail. The USERID is VPACAD @ VM2.

The Faculty of Fine Arts is organizing its **annual trip to New York City** during Reading Week (February 19-24). The cost for return bus transportation and hotel accommodation begins at \$210 (based on four people per room). There is a \$10 discount for current Fine Arts students. For further information contact Debbie Goodby, Liaison Office, Room 216, Centre for Fine Arts.

Employment Services, Department of Human Resources, offers support staff several one-hour informal workshops on **Strategies for the Job Applicant**. Part I - Preparing an Effective Resume (January 16 at 12:00 noon & 1:00 p.m.); and Part II - Making the Most of an Interview (January 24 at 12:00 noon & 1:00 p.m.) Space is limited to 15 participants per session. To register, call Elizabeth Alexander at -66159.

The Office of Research Administration reminds faculty members that the deadline for applications to the **Sabbatical Leave Fellowship Fund** has been extended to February 15 for this year only. The normal deadline is January 15. For the 1992-93 academic year, \$131,000 is available to provide peer-adjudicated additional grants of up to 10% of base academic salary to sabbaticants. For further information, call ORA at -55055.

Members of the York community are asked to note the following changes to the **1991/92 Internal Telephone Directory:**

*736-5086	33715	Walker, David M.	French Studies	S546 Ross
*736-5098	20348	Walker, David	Social Science	205 Calumet
*736-5148	44087	Hellman, Judith	Political Science/Soc Science	S620 Ross

EVENTS:

TUESDAY, JANUARY 14

- 2:00 p.m. - **Economics Seminar Series** - "The Status and Prospects of the Economics Major" with Prof. John J. Siegfried, Vanderbilt University - Economics Common Room (1063), Varl Hall
- 3:00 p.m. - **Bethune Medical Sciences Seminar Series** - "To MCAT: How To (and how not to) Prepare" with Brian Poser, Counselling and Development Centre - Norman Bethune Gallery (320)
- 3:00 p.m. - **Calumet Seminar** - Rafael Barreto-Rivera will read from his new book Shredded What: A Whitman Serial - Room 214, Calumet
- 6:00 p.m. - **Yeowomen Basketball** - York Yeowomen vs. Ryerson - Tait McKenzie
- 8:00 p.m. - **Yeomen Basketball** - York Yeomen vs. Ryerson - Tait McKenzie

WEDNESDAY, JANUARY 15

- 12:00 noon - **Weight Watchers' Pre-Registration/Information Meeting** - Room S805, Ross
- 4:00 p.m. - **Guest Speaker** - [Association of Economics Students & McLaughlin] "Russia Today: Perspectives" by Richard Ovinnikov, Ambassador, Embassy of the Russian Federation - Junior Common Room, McLaughlin
- 4:00 p.m. - **Dean's Lecture Series** - [Faculty of Arts] "Freud, the Serpant and the Sexual Enlightenment of Children" by Daniel Burstein, Psychology - Senate Chamber (S915), Ross
- 7:30 p.m. - **Yeowomen Hockey** - York Yeowomen vs Guelph - Ice Arena

THURSDAY, JANUARY 16

- 4:00 p.m. - **Philosophy Lecture Series** - "The Notion of Quality of Life" by Lennart Nordenfelt, Linköping University - Senior Common Room, Winters
- 7:00 p.m. - **1991-92 Conference of ACFAS** - [Association canadienne française pour l'avancement des sciences] "La recherche biomédicale de pointe au service de la santé" featuring Yanick Villette, journalist - for information call 487-6727 - Senate Chamber, Glendon College

FRIDAY, JANUARY 17

- 7:00 p.m. - **Yeomen Volleyball** - York Yeomen vs. Winnipeg - Tait McKenzie
- 7:30 p.m. - **Yeomen Hockey** - York Yeomen vs. Concordia - Ice Arena

SATURDAY, JANUARY 18

- 9:00 a.m. - **Yeowomen Indoor Hockey Invitational** - Tait McKenzie
- 12:00 noon - **Yeowomen Hockey** - York Yeowomen vs. Queen's - Ice Arena
- 3:00 p.m. - **Yeomen Hockey** - York Yeomen vs. McGill - Ice Arena

SUNDAY, JANUARY 19

- 9:00 a.m. - **Yeowomen Indoor Hockey Invitational** - continues from Saturday

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than January 20, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Secretary - Office of the Registrar [Temporary to May 1, 1992; Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., arranging meetings, answering enquiries, updating computerized records, secretarial, etc.), preferably in a student service area; typing 40-45 wpm, accuracy essential; wordprocessing and data entry skills required; pleasant telephone manner; good written communication skills; demonstrated skill/ability in the following areas: answering enquiries and providing information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; working effectively under pressure of high volume; excellent organizational skills, including ability to set priorities and work independently.) **GRADE: 4 Provisional (Based on an annual salary of \$26,880) JOB NO: 001E**

Counsellor: Dawn Richards

Registration Coordinator - Registration, Atkinson College [Hours: 8:30 a.m.-4:30 p.m.] (University degree or equivalent; 3 years' related experience (e.g., supervising, assessing student records, planning and coordinating, etc.), preferably in a student service or an academic environment; wordprocessing and data entry skills required; knowledge of on-line computerized student records system; computerized spreadsheet skills an asset; demonstrated skill/ability in the following areas: supervising; providing and explaining detailed information in a clear and concise manner; dealing courteously and effectively with people; exercising tact and diplomacy; exercising good judgement and initiative; attending accurately to detail; working effectively under pressure of high volume and frequent deadlines; good written communication skills; good interpersonal skills; excellent organizational skills, including ability to set priorities and work independently. Please submit a resume when making an application.) **GRADE: 8 Provisional (\$39,405) JOB NO: 002H**

BBA Admissions/Liaison Coordinator - Student Affairs, Administrative Studies [Hours: 9:00 a.m.-5:00 p.m., 8:30 a.m.-4:30 p.m. (summer)] (University degree or equivalent preferably with courses in Business/Management; minimum 3 years' related experience (e.g., public relations, advising, assessing applications, liaison, developing promotional materials, etc.) in an admissions or recruitment area of a university environment; wordprocessing skills, including use of advanced functions; computerized spreadsheet skills required; supervisory skills; demonstrated skill/ability in the following areas: interfacing effectively with people at all levels; exercising initiative and good judgement; interviewing; advising; working effectively under pressure of high volume; working independently and cooperatively as part of a unit; excellent oral communication skills, including ability to make oral presentations; excellent written communication skills; excellent organizational skills, including ability to set priorities and manage concurrent activities; valid Ontario driver's licence. Please submit a resume when making an application.) **GRADE: 8 Provisional (\$39,405) JOB NO: 003H**

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Volume 12, Special Bulletin Number 1

TO: Members of the York Community
RE: Review of Human Resources Function
DATE: February 4, 1992

In the Spring of 1991, the Budget Planning Subcommittee of the President's Policy Committee established a Task Force on Administration chaired by W.D. Farr, Vice-President Finance & Administration, to examine all administrative functions and through streamlining and curtailment of activity preserve only those which are critical to the support of the University's academic mission.

To that end, the Administrative Review Task Force has established Review Teams to conduct functional and departmental reviews. The Human Resources Review Team is composed of: Edwin Brezina (Corporate Secretary/Treasurer, Council of Ontario Universities, Director of CSAO Services) Khursh Irani (Director of Operations, Physical Resources), Billie Mullick (Assistant to the Vice-President (Finance & Administration) - Staff Support), Victor Murray (Faculty of Administrative Studies & Dept. of Sociology, Arts - Chair), and Mark Webber (Department of Languages, Literatures & Linguistics and Humanities, Arts).

The Review Team has been charged with the responsibility of making recommendations to improve efficiency and reduce the cost of human resources activities at York in the range of 15 - 20%.

The review will include an examination of all departments within the Department of Human Resources, Employment Equity Office, Retirement Consultation Centre, Academic Staff Relations and other positions/units throughout the University with significant human resources functions.

As part of the review, the Team has been meeting with HR specialists to discuss the structures, mandates, priorities, workflows, staffing and budgets. The Team is also consulting with administrators and other users of the services provided by the HR units to solicit their ideas on the essentiality of various services and how they might be most efficiently provided.

The Review Team would like to provide an opportunity to all interested members of the York community to find out more about the review of the human resources functions and to express their ideas and comments. An Open Meeting has been scheduled for Thursday, February 13, 1992 from Noon until 1:00 p.m. in the Senate Chamber, Ross Building.

Your input will be valuable to the Team's deliberations and your cooperation in taking the time to attend this session will be greatly appreciated.

Thank you.

For the Review Team

Victor Murray.

Volume 12, Special Bulletin Number 2

YORK UNIVERSITY
OFFICE OF THE VICE-PRESIDENT
CAMPUS RELATIONS/STUDENT AFFAIRS

Memorandum

TO: Members of the York University Community
FROM: Beth Hopkins, V.P. CR/SA
RE: Request for Submissions to the Presidential Task Force on Dispute Resolution and Non-Academic Student Discipline
DATE: February 26, 1992

The Task Force on Dispute Resolution and Non-Academic Student Discipline was struck by the President after the General Meeting of the University Disciplinary Tribunal in November 1991.

The mandate of the Task Force involves three general foci:

- 1) to explore alternative dispute resolution methods that focus more on resolution and education, and less on judgement and punishment;
- 2) to identify current problems in handling disciplinary matters related to sexual harassment and racism, residence life, and disruptive students (both within and beyond the classroom);
- 3) to suggest improvements in the the way we handle disputes generally, and, specifically, in regard to Presidential Regulations 2 and 3 (please note that a separate Sub-Committee, chaired by Professor Fred Zemans, is already examining the need for changes to the UDT procedures).

The Task Force invites written submissions from interested groups or individuals. Please address your comments to V.P. Elizabeth Hopkins, Chair, Presidential Task Force on Dispute Resolution and Non-Academic Student Discipline, S919, Ross Building. If you have any questions, please contact Ms. Birgit Langwisch, Task Force Secretary, at 736-5275. Submissions must be received no later than 5:00 p.m., Friday, March 13, 1992.

Thank you.

Beth Hopkins

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York UNIVERSITY
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Monday, January 20 - Monday, January 27, 1992
Volume 12, Number 2

GENERAL:

The File Library and Sound Recordings Library will be closed Reading Week (Monday, February 17 to Friday,

R6 1/4 ?

York UNIVERSITY
B U L L E T I N

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Volume 12, Special Bulletin Number 3

International Women's Day

In celebration of International Women's Day, York University welcomes a special performance by Marie-Lynn Hammond on Thursday, March 12, 1992 from 12:30 to 1:30 p.m. in Dacary Hall, McLaughlin College.

It is requested that supervisors make allowance for those staff members who attend the performance by extending lunch breaks to accommodate staff normally taking lunch either from 12:00 to 1:00 p.m. or from 1:00 to 2:00 p.m.

Thank you.

Office of the Vice-President
[Finance and Administration]

FRIDAY, JANUARY 24

10:00 a.m. - 5:00 p.m. - **Time '92** - see Thursday's listing at 10:00 a.m.

7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.

SATURDAY, JANUARY 25

7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.

SUNDAY, JANUARY 26

3:00 p.m. - **Wind Symphony Concert** - DACARY Hall (Room 050), McLaughlin

MONDAY, JANUARY 27

3:00 p.m. - **Centre for the Support of Teaching Seminar** - "Safety in the Classroom" with Ramona Morris and Pam MacDonald - Room 1018, Varl Hall

4:00 p.m. - **Biology Research Seminar** - "Molecular Interactions Between Two Genes That Control Drosophila Segmentation" with Henry Krause, University of Toronto - Room 320, Farquharson

4:00 p.m. - **Board of Governors Meeting** - Board/Senate Chamber, Glendon

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than January 27, 1992. Application forms are available from Human Resources. *Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Enquiries Clerk/Receptionist - Financial Aid [Hours: 8:30 a.m.-4:30 p.m., overtime required during peak periods] (High school graduation or equivalent; 2 years' related experience (e.g., reception, processing forms, front-line enquiries, etc.) in a public service area; basic keyboarding skills, accuracy essential; skill in retrieving information from a computerized records system preferred; good organizational skills; good written communication skills; demonstrated skill/ability in the following areas: exercising tact and diplomacy; explaining regulatory information and answering enquiries in a clear and concise manner; dealing courteously and effectively with people; attending accurately to detail and working effectively under pressure of high volume.) **GRADE: 4 (\$26,880) JOB NO: 004E**

***Secretary/Receptionist - University Secretariat** [Temp. to July 27, 1992; Hours: 9:00 a.m.-5:00 p.m. (winter); 8:30 a.m.-4:30 p.m. (summer)] (High school graduation with secretarial training or equivalent; 1-2 years' related experience (e.g., secretarial, reception, front-line public contact, etc.); typing 35-40 wpm, accuracy essential; wordprocessing skills preferred; pleasant telephone manner; good oral and written communication skills; good organizational skills; tact and diplomacy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; setting priorities; attending accurately to detail; maintaining confidentiality.) **GRADE: 4 (Based on an annual Pay equity rate \$27,914) JOB NO: 005E**

Counsellor: Dawn Richards

***Assistant Manager - Executive Development, Administrative Studies** (University degree or equivalent; some Business/Marketing courses or equivalent would be an asset; several years' related administrative/managerial experience in a customer service oriented environment including experience in overseeing the production and distribution of promotional materials; experience in mailing list management/database marketing; experience in a profit-oriented environment preferred; working knowledge of all aspects of promotional material production and distribution, including design, editing, and printing; proven analytical ability to assess problems and exercise good judgement in devising creative solutions; excellent oral and written communication skills; negotiating skills; excellent organizational skills; proven ability to work under pressure and adhere to deadlines while adapting to changing priorities; strong supervisory skills; demonstrated ability to deal effectively with people and to provide a consistently high level of service; demonstrated accuracy with figures and attention to detail work; working knowledge of computer systems and their functions and applications; budgeting skills. Please submit a resume when making an application.) **GRADE: P&M 5 (\$36,007-\$43,570) JOB NO: 006H**

Counsellor: Susan Lanoue

Administrative Secretary - Office of the Dean, Arts [Temporary to June 30, 1992; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 2 years' related secretarial/administrative experience (e.g., answering enquiries, arranging meetings, coordinating special events/conferences, etc.); typing 45-50 wpm; wordprocessing skills; ability to transcribe from dictation equipment required; minute taking/speedwriting skills; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; accurately interpreting and summarizing complex information; exercising tact and diplomacy; eliciting accurate information and answering detailed enquiries both orally and in writing; attending accurately to detail; exercising initiative and good judgement; excellent organizational skills, including ability to set priorities and work independently under pressure of high volume.) **GRADE: 5 (Based on an annual salary of \$28,615) JOB NO: 007L**

Budget Assistant - Office of the Dean, Arts [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with some bookkeeping courses or equivalent; 2 years' related experience (e.g., bookkeeping, accounting, etc.) preferably in a university environment; typing 35-40 wpm, accuracy essential; good oral and written communication skills; familiarity with bookkeeping systems; computerized spreadsheet skills required; skill in retrieving data from on-line systems an asset; demonstrated skill/ability in the following areas: bookkeeping; working accurately with figures under pressure of high volume; attending accurately to detail; dealing courteously and effectively with people; good organizational skills.) **GRADE: 5 (\$28,615) JOB NO: 008L**

Admissions Record Clerk - Office of Student Programs, Arts [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation or equivalent required; some university courses preferred; 1-2 years' related experience (e.g., inputting and retrieving computer data, maintaining records, etc.), preferably in a student service area; typing 35 wpm, accuracy essential; wordprocessing and data entry skills required; good oral communication skills; file management skills; familiarity with a student records system would be an asset; demonstrated skill/ability in the following areas: working accurately and effectively under pressure of high volume; attending accurately to detail; maintaining accurate records; dealing courteously and effectively with people; exercising tact and diplomacy; good organizational skills.) **GRADE: 4 (\$26,880) JOB NO: 009L**

Sculpture Studio Technician - Visual Arts, Fine Arts [Hours: 9:00 a.m.-5:00 p.m., required to work some evenings and weekends] (BFA or equivalent with some courses in Sculpture; 2 years' related experience (e.g., handling industrial machinery such as bench circular saws, band saws, lathes, kiln, woodworking equipment, sculpture equipment, etc.); demonstrated skill/ability in the following areas: working knowledge of woodwork and sculptural equipment; knowledge of sculptural techniques; dealing courteously and effectively with people; exercising good judgement; ability to clearly explain procedures and usage of equipment; basic equipment maintenance; good organizational skills; knowledge of equipment inventory control; experience in training and overseeing the work of others. Please submit a resume when making an application.) **GRADE: MOT III (\$36,126) JOB NO: 010L**

YORK UNIVERSITY BULLETIN

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Monday, January 27 - Monday, February 3, 1992
Volume 12, Number 3

GENERAL:

The Senate Academic Policy and Planning Committee invites all interested members of the University to attend an **Open Consultation** on the revised University Academic Plan (UAP 6) on February 7 from 1:00 to 4:00 p.m. in the Stong Master's Dining Room. The purpose of the meeting will be to discuss the revised structure of the UAP as a unified strategic academic planning document and to hear reactions and comments on the draft. Copies of UAP 6 are available from the University Secretariat, S945, Ross. Written comments on the UAP will be accepted until February 14 and should be sent to Susan Eastwood, University Secretariat, S945, Ross.

Recreation York will present their **8th Annual Take a Break and Recreate "Back to the Basics"** on February 17 from 12:00 noon to 2:00 p.m. at the Track and Field Centre. Registration fee is \$2/person. Team registration deadline is February 12. Further information will be announced in the York Bulletin.

The Institute for Space and Terrestrial Science has an immediate opening for a **Remote Sensing Scientist**. This position is initially for 10 months with a possibility of renewal. Salary will commensurate with experience. Interested applicants should forward curriculum vitae to the Director of Human Resources, ISTS, 4850 Keele Street, 2nd floor, North York M3J 3K1 by January 31. Please quote reference #EOP-9201.

Recreation/Facility Memberships are now available at Tait McKenzie.

The last day to register for **Weight Watchers** is January 29. Classes are held in Room S805, Ross.

The Retirement Consultation Centre will offer a lunch-time seminar on **RRSP's**, February 6 at 12:00 noon and 1:00 p.m. in the Stong Master's Dining Room. Mark Faiz will be the guest speaker. For information or to register, call -66228 or retirece@YORKVM2 (E-mail).

EVENTS:

MONDAY, JANUARY 27

- 3:00 p.m. - **Teaching Seminar** - "Safety in the Classroom" with Ramona Morris & Pam MacDonald - Room 1018, Vari Hall
- 4:00 p.m. - **Biology Research Seminar** - "Molecular Interactions Between Two Genes That Control Drosophila Segmentation" with Henry Krause, University of Toronto - Room 320, Farquharson
- 4:00 p.m. - **Board of Governors Meeting** - Board/Senate Chamber, Glendon

TUESDAY, JANUARY 28

- 12:00 noon - **Centre for Refugee Studies Seminar Series** - "International Support for Refugees in Germany After 1945" with History Prof. Robert Webster - Room 305, York Lanes
- 12:00 noon - **LaMarsh Research Program in Violence and Conflict Resolution Seminar** - "Corporate Violence Against Canadian Women" with Dr. Walter DeKeseredy, Carleton University - Room 305B, York Lanes
- 4:00 p.m. - **Economics Seminar** - "Non-Nested Hypothesis Testing: Some New Results" with York/Queen's Prof. Leo Michellis - Room 1063, Vari Hall
- 4:00 p.m. - **Physics and Astronomy Seminar** - "60 μ m Peakers: Morphology and Nuclear Activity Explained by Interactions" with Dr. Charlene Anne Heisler, Dept. of Physics and Astronomy - Room 317, Petrie
- 6:00 p.m. - **Performance** - [Founders & Women's Studies Program] "More Than Skin Deep: The Politics of Female Bodies," featuring the Toronto Women's Auxiliary (a company of feminist actors) - JCR, Founders
- 6:00 p.m. & 8:00 p.m. - **Yeowomen & Yeomen Volleyball** - 6:00 p.m. - York Yeowomen vs. Queen's; 8:00 p.m. - York Yeomen vs. Queen's - Tait McKenzie
- 7:00 p.m. - **Jazz Orchestra Concert** - Senior Common Room, Winters
- 7:30 p.m. - **Theatre Performance** - "A Midsummer Nights Dreame" featuring York's fourth-year acting students - tickets \$10 for adults, \$7 for students/seniors - for information call Box Office at -55157 - Burton
- 8:30 p.m. - **Yeowomen Hockey** - York Yeowomen vs. Toronto - Ice Arena

WEDNESDAY, JANUARY 29

- 12:30 p.m. - **Concert** - featuring guest performers Saxoduo, duo-saxophonists Julia Nolan and David Branter, and pianist Lydia Wong - DACARY Hall, McLaughlin
- 1:00 p.m. & 7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.
- 3:00 p.m. - **Reception** - to honor Bob Binnie, recently with YUDC and the Dept. of Physical Resources on the occasion of his retirement - Faculty Club, Ross
- 3:00 p.m. - **Teaching Seminar** - "Active Listening" with Mary-Sue McCarthy - Room 1018, Vari Hall

THURSDAY, JANUARY 30

- 12:00 noon - **Seminar** - "Russia: The Fatal Dialectic" with Prof. Ioan Davies who has recently returned from Russia - Room 320, Norman Bethune
- 3:00 p.m. - **Senate Meeting** - Senate Chamber (S915), Ross
- 3:00 p.m. - **Teaching Seminar** - "Teaching and Learning: Focus Group at Keele Campus" with Pat Rogers - Room 124, Central Square
- 4:00 p.m. - **History and Economic Thought Seminar** - "The Dance of the Dollar: Irving Fisher's Monetary Theory of Economic Fluctuations" with Robert Dimand, Brock University - Room 1063, Vari Hall
- 4:00 p.m. - **Vanier "Help!" Series** - "What Do I Need to Think?: Analytical and Critical Thinking Skills" with Tom Greenwald, Writing Workshop - Senior Common Room, Vanier
- 7:30 p.m. - **Ninth Annual Lecture Series** - [Mariano A. Elia Chair in Italian-Canadian Studies] "Italian Feminism: Lessons for Italian-Canadian Women?" featuring York Prof. Judith Hellman - Columbus Centre (901 Lawrence Ave. W.)
- 7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.

FRIDAY, JANUARY 31

- 10:00 a.m. - **Teaching Seminars** - 10:00 a.m. - "Teaching and Learning: Focus Group at Glendon Campus" with Pat Rogers (C202, York Hall); 1:00 p.m. - "Sampling the Instructional Technology Equipment in Vari Hall" with John Briggs (Vari Lecture Hall B); 1:30 p.m. - "Second Language Pedagogy Discussion Group" with Karen Whalen - C202, York Hall

Anthropology - Room 308, Calumet

1:00 p.m. & 7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.

SATURDAY, FEBRUARY 1

9:00 a.m. - **Conference** - [Philosophy, Glendon] "Which Groups Have Rights?" - Senior Common Room, Glendon

7:30 p.m. - **Theatre Performance** - see Tuesday's listing at 7:30 p.m.

MONDAY, FEBRUARY 3

2:00 p.m. - **Psychology Colloquium** - "The Unique Dynamics in Childhood Suicide" with Israel Orbach, Bar-Ilan University - Room 291, Behavioural Sciences

STAFF POSITIONS:

Applications for internal transfers/promotions should reach Human Resources no later than February 3, 1992.

Application forms are available from Human Resources. * Indicates position is exempt from bargaining unit.

Counsellor: Jennifer Hebert

Senior Analyst/Programmer (SAS) - Office of Asst. Vice President, Management Information Systems [Hours: 8:30 a.m.-4:30 p.m.] (University degree in Computer Science or Business Administration or equivalent; 7-9 years' related experience, including 4 years' analysis; some experience training and overseeing the work of others preferred; excellent oral and written communication skills; ability to perform effectively in small group or team situations; exercising tact and diplomacy; demonstrated skill/ability in the following areas: working independently and setting priorities; excellent organizational skills, including effectively meeting deadlines and following tasks through to completion under pressure of high volume; good analytical and problem solving skills; exercising good judgement and initiative; providing a high level of service to the community; directing and coordinating activities; preparing and making presentations; maintaining confidentiality; Basic knowledge of: micro-computing operating systems (e.g. MS-DOS, UNIX, OS/2, Windows, etc.); Intermediate knowledge of: data modelling; structured system analysis/design; MVS/XA; VM/CMS; Advanced knowledge of: SAS programming language and products, including base product, SAS/FSP, SAS/AF, SAS Assist, Screen Control Language; systems analysis; prototyping; VMS. Please submit a resume when making an application.) **GRADE: YUSA Ungraded JOB NO: 011E**

***Manager of Liaison Publications and Communications - Liaison, Admissions** [Temp. to July 31, 1992; evening work required] University degree or equivalent, preferably in Journalism, Marketing or Business Communications; several years' related experience in publication design and production, professional writing and public relations, supervision and financial management; high school liaison or counselling experience would be an asset; superior written and oral communication skills, including public speaking; proven journalistic skills including editing, publishing, and creative layout and design; excellent organizational skills to plan, coordinate and evaluate major communications/public relations strategies, including liaising with a wide range of people; demonstrated budget planning and forecasting skills; effective interpersonal and counselling skills; proven supervisory skills; working knowledge of microcomputers; knowledge of university program offerings and admission requirements; familiarity with Ontario Secondary School system preferred; valid Ontario driver's license and willingness to travel. Please submit a resume when making an application.) **GRADE: P&M 7 (Based on annual salary of \$41,993-\$50,813) JOB NO: 012E**

Secretary - Bibliographic Services, Scott Library, Libraries [Hours: 9:00 a.m.-5:00 p.m.] (High school graduation or equivalent; one year's secretarial experience required, including budget preparation, preferably in a library environment; typing 40-45 wpm, accuracy essential; good organizational skills; demonstrated skill/ability in the following areas: wordprocessing; computerized spreadsheets; working accurately with figures; attending accurately to detail; dealing courteously and effectively with people; providing information in a clear and concise manner; exercising tact and diplomacy.) **GRADE: 4 (\$26,880) JOB NO: 013E**

Admissions Assessor - (Undergraduate) Admissions [Temp. to Sept. 30, 1992; Hours: 8:30 a.m.-4:30 p.m.] (Minimum 2 years' university education or equivalent; university degree preferred; minimum 2 years' related experience (e.g., assessing applications/transcripts, academic advising, etc.) in a student service or comparable area; knowledge of a large computerized record system; basic familiarity with keyboard to operate a computer terminal; demonstrated skill/ability in the following areas: analyzing and presenting information; exercising good judgement; attending accurately to detail under pressure of high volume; obtaining accurate information & answering detailed enquiries; exercising tact & diplomacy; dealing courteously & effectively with people; excellent written communication skills; effective interpersonal skills; excellent organizational skills including ability to set priorities & work independently. Please submit a resume when making an application.) **GRADE: 6 (Based on an annual salary of \$31,232) JOB NO: 014E**

Counsellor: Dawn Richards

Administrative Secretary - Women's Studies, Atkinson College [Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; minimum 2 years' related experience (e.g., coordinating activities, secretarial, administrative, etc.), preferably in an academic environment; typing 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: dealing courteously and effectively with people; exercising tact and diplomacy; attending accurately to detail; exercising good judgement; working effectively under pressure of high volume; good oral and written communication skills; good organizational skills, including ability to work independently and set priorities; proficiency in using a variety of wordprocessing functions; computerized spreadsheet skills.) **GRADE: 5 Provisional (\$28,615) JOB NO: 015H**

Administrative Secretary - Varsity Athletics, Physical Education, Recreation & Athletics [Hours: 8:30 a.m.-4:30 p.m.] (High school graduation with secretarial training or equivalent; minimum 2 years' secretarial & administrative experience, preferably in a sports or athletic environment; typing 45-50 wpm, accuracy essential; good oral & written communication skills; excellent organizational skills; demonstrated skill/ability in the following areas: wordprocessing & microcomputing; minute taking; dealing courteously & effectively with people; working accurately & effectively under pressure of high volume; working independently & setting priorities.) **GRADE: 5 (\$28,615) JOB NO: 016H**

Counsellor: Susan Lanoue

Receptionist/Secretary - Arts/McLaughlin College [Temp. from Mar. 1 to Oct. 30, 1992; Hours: 8:30 a.m.-4:30 p.m. (summer), 9:00 a.m.-5:00 p.m. (winter)] (High school graduation with secretarial training or equivalent; 1-2 years' secretarial and reception experience, including some experience in a front-line operation, preferably in a university environment; typing 45-50 wpm, accuracy essential; demonstrated skill/ability in the following areas: wordprocessing; working independently; attending accurately to detail; overseeing the work of others; dealing courteously and effectively with people; exercising tact and diplomacy; comprehending and conveying non-routine information in a clear and concise manner; working calmly and effectively under pressure of frequent interruptions; good organizational skills, including setting priorities and meeting deadlines; pleasant and effective telephone manner.) **GRADE: 4 (Based on an annual salary of \$26,880) JOB NO: 017L**