

MODERN LANGUAGES AND LITERATURES NEWSLETTER

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Department News

Final Newsletter for Fall 2013

This will be the final newsletter of the Fall 2013 semester, the next edition will be sent out January 14, 2014. Hope you all have a nice break.

Evaluations

Your class evaluations will be available to be picked up Thursday after 11. Before we can return your evaluations to you we need to check that final grades have been submitted and approved for each class. Additionally if you are teaching an ACE course, all your materials must be turned in to Kara before you will receive your evaluation.

Holiday Shutdown

Please “close down” your office for the holiday break, turn off and unplug all computers and appliances. Also remember the university will be turning the heat off to the entire building during break, it will be very uncomfortable if you must come in.

Manila Envelope Amnesty Week

As you may be cleaning out your office before break or in preparation for the new semester you may have a plethora of used manila envelopes, we would be happy to give them a good home. Bring them on down to 1111!

Important Dates

DECEMBER

20th- Holiday Shut Down

Please send your announcements, Bravos and events for the weekly newsletter to Casandra (csiefkes2@unl.edu) by 5 pm on Thursdays.

Fridge!

The refrigerator in 1107 will be completely cleaned out before Holiday Break. Please take EVERYTHING you would like to keep out before 3:00pm Friday December 20th.

Peter Bleed Donation

Peter Bleed and his wife, Ann, have donated a selection of more than 300 books, magazines and brochures to the Kawasaki Reading Room for Japanese Studies in the Jackie Gaughan Multicultural Center. Bleed has long been fascinated with Japan – it is one of his academic specialties -- and it shows in his various collections. To support his research over the years, Bleed has added thousands of books to the shelves in his office and in his home -- most of them books on Japan and its culture, history and people.

The donation spans from the 1890s to contemporary works and covers topics ranging from Japanese art and photography to World War II cultural guides for soldiers and guides for American businesspeople traveling to Japan.

For complete article click here

Firefly

Please remember to update your permanent address in Firefly to ensure accurate delivery of the 2013 W2 tax forms if you have not choose electronic delivery. Firefly will be unavailable beginning Friday, December 13 at 5:00 pm through Sunday, December 15. It is expected to be up and running on Monday morning, December 16 at 7:00 a.m., and all systems will be available during the 2013 holiday break with limited help desk support.

Changes to Travel for 2014 - IMPORTANT!

New Mileage Reimbursement Rate for 2014

The University of Nebraska mileage reimbursement for miles driven beginning January 1, 2014 will decrease to 56 cents per mile from the previous 56.5 cents per mile. UNL adheres to the federal mileage reimbursement rate. *From Shannon:* if you are choosing to drive rather than fly, please remember to prove that driving is cheaper to the University than flying by printing out an airfare quote for exactly 3 weeks out (be sure the use the same days, i.e. if you plan to leave on a Tuesday, be sure the quote is for a Tuesday three weeks out from current date). See Shannon with questions.

Membership Dues

Membership dues related to conference registration should be submitted within 60 days of payment. Reimbursement requests should not be held until the conference date and/or dates of the trip. This is important! If you pay membership dues, submit that receipt to Shannon right away for payment or you will most likely NOT be reimbursed.

Human Resources

Fidelity December 2013 Free One-On-One Counseling Schedule for Faculty and Staff

A Fidelity consultant will be at the East Campus Union on December 18 (room posted). Sign up by calling 1-800-642-7131.

TIAA-CREF December 2013 Free One-On-One Counseling Schedule for Faculty and Staff

TIAA-CREF sessions will be held at the East Campus Union on December 20 (room posted). Sign up by calling 1-800-732-8353 between 8:00 a.m. and 5:00 p.m. After hour messages can be left at 1-866-842-2908, ext. 0

EAP Holiday Support

If you find yourself feeling stressed and need help dealing with the feelings this holiday season can bring, contact the Employee Assistance Program at 472-3107.