

GENERAL INFORMATION Math Department 2015-16

Office Staff: staff@math.northwestern.edu when in doubt, send inquiries to staff email, one of us will return your missive shortly.

Office Hours: 8:30-5:00 M-F

Greg Jue, *Business Administrator*, 1-3131, g-jue@northwestern.edu

Deavon Mitchell, *Department Assistant*, 1-8017, deavon.mitchell@northwestern.edu

Emily Green, *Graduate Program Assistant*, 1-8035, emily.green@northwestern.edu

Emily Kefferstan, *Undergraduate Program Assistant*, 1-3377, emily.kefferstan@northwestern.edu

Miguel Lerma, *Computer System Administrator*, 1-8020, mlerma@math.northwestern.edu

LUNT & LOCY BUILDING KEYS:

- Keys can be obtained through Emily Green or Emily Kefferstan.
- There is a \$20 cash deposit required for any key requests (this does not apply to tenure-line faculty or long-term lecturer faculty).
- Short term visitors staying less than one week are not given keys, unless requested.
- To request a library key, see library staff.

LUNT HALL FACILITIES: If anything needs repair, e-mail staff@math.northwestern.edu with a description and location of the problem.

MAIL: Mailboxes are located outside the Math Office, room 201.

- Department faculty and grad student mailboxes are set up alphabetically by last name. Faculty on left, grad students on right.
- Mail is picked up and delivered once daily, around 1:30 p.m.
- When a package is received, the office staff will place a note in your mailbox. Return that note to the office; we re-use them.
- **The University mail system should not be used for personal mail.**
- Emily Green handles mail and forwarding. Provide [staff](mailto:staff@math.northwestern.edu) with address changes and specify forwarding dates.
- As a courtesy, the staff will forward all first class mail and journals for 3 months.
- All other mail including catalogues, coupons, etc. will not be forwarded.
- **Do not leave valuable items (electronics, cash, textbooks, etc.) in mailboxes.** Things could go missing, the department will not be able to reimburse for your loss.

EMERGENCY CONTACT INFORMATION: Please make sure that your contact information is current. Send all information and updates to Emily Green.

MATH COMPUTER NETWORK: To obtain an account to access the Mathematics network, please fill out an account request form. The computer lab (Lunt Hall Room B10) is for grad students and visiting colleagues. If any problems should occur, see Miguel. Please do not remove any manuals from the lab.

DAILY TEAS: During the regular academic year, with few exceptions, teas are held Monday through Friday in the Common Room at 3:45 p.m.

- All are encouraged to participate and to bring their own mug.
- White, NU logo mugs and espresso cups are reserved for guests and short-term visitors.

PHOTOCOPYING: Copier codes can be obtained from staff via email request.

- A quarterly limit of 3000 black/white and 100 color copies is applied.
- For assistance with large jobs, email staff@math.northwestern.edu at least 48 hours in advance.
- Please reimburse the department for personal copies (check for current rates).

SUPPLIES: For work purposes, the office has, paper, envelopes, pencils, pens, chalk, etc.

- If you need something that is not already available, please email Emily Green.

MATH CALENDAR: A list of seminar talks is available on the department website. Each math seminar group has a contact person in charge of posting talks. A weekly calendar of all math talks is also distributed via email and posted on the 2nd floor hallway bulletin board.

OFF-CAMPUS TRAVEL (FACULTY/STAFF): Please mark the dates you will be away on the board in the office. This is an important reference for staff and faculty.

PARKING: Parking permits are obtained through university police. Our office has one-day visitor passes.

TEXTBOOKS: Please email Emily Kefferstan to order textbooks and desk copies for courses that you are teaching.

- Return desk copies that will not be used the following quarter.

GRADES: At the end of the quarter, grading is done on-line. Grade changes are also done online. Grading information is available at http://www.registrar.northwestern.edu/fac-staff_resources/index.html.

EXAMS: Blue books for exams are stored on the shelves in the copier room. Final exams are given only at the time scheduled by the registrar. All make-up final exams will be held at one specified time each quarter. This is the only time that students will be allowed to take make-ups, and they must obtain permission from the Office of Undergraduate Studies to do so. See [teaching in WCAS guide](#).

KITCHEN: The kitchen is located inside the Common Room.

- Clean up after yourself.
- The refrigerator will be cleaned out on a quarterly basis.
- Espresso is available for purchase inside the office: \$1 per 2 pods.

MATH LIBRARY: The Math Library is located on the first floor of Lunt.

- Library hours are 9:30-6:00 during the academic year, and limitedly during breaks.

MATH VISITORS:

- If a visitor is scheduled to come to the department, please fill out the [VISITORS REQUESTS](#) form on the department website Resources page under Visitors (login required).
- The form will prompt various requests that your visitor may need. That information will be sent to staff.
- It is essential to do this, otherwise staff will not know about your visitor.
- As office space in Lunt is extremely limited, your visitor may be assigned to Locy Hall.

EVENT PLANNING: If you are planning a departmental event, please use the department's online Event Planner to enter basic information about the event (space reservations, catering needs, hotel reservation blocs, funding, etc.). Following this, Emily Green will contact you for a planning meeting. EVENT PLANNER is located on the [Resources Page](#) of the departmental website under Database.

SCHEDULING A ROOM: To book a room for anything beyond classrooms, department events, or other pre-scheduled activities, log into [RES](#) with your netid and password. If you need help, email Emily Green or Emily Kefferstan.

INFORMATION ABOUT FORMER STUDENTS OR EMPLOYEES: Occasionally representatives from various agencies request information on former students and faculty. Direct all inquiries to **HR 847-491-8580**.

PURCHASING AND REIMBURSEMENT REQUESTS:

- For Information, see the following link: <http://math.northwestern.edu/resources/financials.html>.
- For specific questions, consult Deavon or Greg.

FUNDING FOR BOAS ASSISTANT. PROFESSORS AND LECTURERS: BOAS Assistant Professors and Lecturers are supported up to \$1000 for the academic year to cover work-related costs such as travel, memberships, books, etc. Unclaimed money will be forfeited. The deadline to utilize this funding is August 31, 2015.

FUNDING FOR GRADUATE STUDENTS: Money is available for **graduate student travel**. Requests must be sent to Emily and will be forwarded to the Director of Graduate Studies for approval.

The department provides limited funds for peer-to-peer mentoring (a.k.a. "the Big Buddy Program") intended to help integrate first-year graduate students into the program. For details, contact Emily Green or the Director of Graduate Studies.

[Accent and Dialect Modification classes](#) are available for non-native English speakers who wish to optimize their English-speaking skills.

- 1st and 2nd year graduate students are subsidized 50% of the cost of these classes up to a lifetime maximum of \$712.50.
- Students in their 3rd year and higher are subsidized 33% of the cost of these classes up to a lifetime maximum of \$475.
- All requests must be sent to Emily Green for approval.

REQUESTING USE OF DEPARTMENT FUNDING: Any requests for support by the department must be approved by the Department Chair. Please submit your request via email for approval.

GUEST SPEAKER SEMINAR/COLLOQUIUM DINNER REIMBURSEMENT: See [Northwestern's negotiated fixed-price meals](#) and [Northwestern's policy on meal reimbursement](#) (page 14).

- The department will pay for the speaker's meal, graduate students and the host each pay \$10 and the department pays the remainder, and everyone else pays their own share (the amount per person is determined by dividing the total bill by the number of people present).
- The maximum allowable amount for the department's contribution is \$150 for a seminar meal, and \$260 for a colloquium meal. The remaining balance of the check can be paid by other University funds (grants/discretionary accounts), up to \$65 per person in attendance and until the total reimbursement reaches \$260 (in accordance with University policy).
- Please note that alcohol may not be reimbursed from sponsored funds. No exception.

Information for New Faculty revised 7/28/15

Contacts

Topic	Contact	Name	Phone	Email
Grants	Business Administrator (BA)	Greg Jue	1-3131	g-jue@northwestern.edu
Purchasing requests	Chair	Paul Goerss		pgoerss@math.northwestern.edu
Travel, finances, & reimbursement		Deavon Mitchell	1-8017	deavon.mitchell@northwestern.edu
Visas		Greg Jue	1-3131	g-jue@northwestern.edu
Event planning		Emily Green	1-8035	emily.green@northwestern.edu
Facility request		Staff		staff@math.northwestern.edu
Graduate students		Emily Green	1-8035	emily.green@northwestern.edu
Undergraduates		Emily Kefferstan	1-3377	emily.kefferstan@northwestern.edu
Keys, textbooks, room locations, and schedules		Emily Kefferstan	1-3377	emily.kefferstan@northwestern.edu
		Emily Green	1-8035	emily.green@northwestern.edu
Computing	Computer Support Specialist	Miguel Lerma	1-8020	mlerma@math.northwestern.edu
Special job		staff		staff@math.northwestern.edu

Topic	Contact	Name	Phone	Email
Not sure?		staff		staff@math.northwestern.edu