

Office Policies/Procedures, Intake Checklist

Math Dept Office Staff Contact Information:

Deavon Mitchell, Business Administrator: Lunt 201, deavon.mitchell@northwestern.edu

Jenima Lyon, Undergraduate Program Assistant: Lunt 106A, jenima.lyon@northwestern.edu

Eric West, Graduate Program Assistant: Lunt 201, eric.west@northwestern.edu

Rachael Dunphy, Financial Program Assistant: Lunt 201, rachael.dunphy@northwestern.edu

Intake Checklist for New Faculty and Graduate Students

Keys:

See Eric West to receive your office and building keys. (NOTE: \$20 deposit is required to obtain keys, except for Tenure-Line Faculty).

Headshot Photo for Math Dept Web Site:

Please email Jenima Lyon a jpeg file

Financial Reimbursement:

See or email Rachael Dunphy

Hotel Accommodations and Office Reservations for Guests:

See or email Eric West

Course and Classroom Information:

For teaching assignments, ordering textbook desk copies, textbook questions, room reservations, registration questions, or classroom questions: please see or email Jenima Lyon

For Special Event Planning:

See or email Eric West

Building and Access Information

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. Mugs and espresso cups in the cabinet above the sink are reserved for guests and short-term visitors.

Common Room Kitchen:

The kitchen is located inside the Common Room. Please 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 Access:

See or email Deavon Mitchell

Lunt Hall Facility Questions:

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. The University mail system should not be used for personal mail. Please provide staff with address changes and specific forwarding dates. As a courtesy, the staff will forward all first class mail and journals for 3 months. Do not leave valuable items (electronics, cash, textbooks, etc.) in mailboxes. Things could go missing and the department will not be able to reimburse for your loss.

Math Computer Lab:

The computer lab (Lunt Hall Room B10) is for grad students and visiting colleagues. If any problems should occur, email staff. Please do not remove any manuals from the lab.