



Office Policies/Procedures, Intake Checklist

Math Dept Office Staff Contact Information:

Miguel Lerma, Computer System Administrator: mlerma@northwestern.edu

Jenima Lyon: Undergraduate Program Assistant: jenima.lyon@northwestern.edu

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

John Mocek: Financial Program Assistant: john.mocek@northwestern.edu

Intake Checklist for New Faculty and Graduate Students

Keys:

See Deavon Mitchell to receive your office and building keys. (NOTE: \$20 deposit is required to obtain keys, except for Tenure-Line Faculty, Lecturers, or Staff).

Your Headshot Photo for Math Dept Web Site:

Please email Jenima Lyon a jpeg file at jenima.lyon@northwestern.edu.

Copy Code:

See or email Jenima Lyon for a copier code. (Note: Copy Limits Per Quarter: 3000 Black/White, 100 Color)

NU Financials Security Access:

This access is necessary for financial related matters, including purchasing requests and expense report requests. Once you have a valid Net ID, please get your access forms from the Dept Office and return to Deavon Mitchell

Contact and Emergency Contact Information:

Please submit your contact information to Deavon Mitchell

Course Information:

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

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.

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.

Lunt and Loey Building Office Keys:

Keys can be obtained through Deavon Mitchell. 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 (requires \$25 deposit)

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. Mail is picked up and delivered once daily, around 3pm. The University mail system should not be used for personal mail. The Math Staff handles mail and forwarding. Please provide [staff](mailto:staff@math.northwestern.edu) with address changes and specific 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 and the department will not be able to reimburse for your loss

Math Computer Network:

To obtain an account to access the Mathematics network, please email Miguel. 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.

