



## Office Policies and Procedures

### GENERAL INFORMATION Math Department 2017-18

Topic	Contact	Name	Phone	Email
Grants	Business Administrator (BA)	Greg Jue	1-3131	<a href="mailto:g-jue@northwestern.edu">g-jue@northwestern.edu</a>
Purchasing Requests	Chair	Paul Goerss		<a href="mailto:pgoerss@math.northwestern.edu">pgoerss@math.northwestern.edu</a>
Travel, Finances, Reimbursement		Deavon Mitchell	1-8017	<a href="mailto:deavon.mitchell@northwestern.edu">deavon.mitchell@northwestern.edu</a>
Visas		Greg Jue	1-3131	<a href="mailto:g-jue@northwestern.edu">g-jue@northwestern.edu</a>
Event Planning		Emily Green	1-8035	<a href="mailto:emily.green@northwestern.edu">emily.green@northwestern.edu</a>
Facility Requests, Room Reservations		Jenima Lyon		<a href="mailto:jenima.lyon@northwestern.edu">jenima.lyon@northwestern.edu</a>
Graduate students		Emily Green	1-8035	<a href="mailto:emily.green@northwestern.edu">emily.green@northwestern.edu</a>
Undergraduates		Jenima Lyon	1-3377	<a href="mailto:jenima.lyon@northwestern.edu">jenima.lyon@northwestern.edu</a>
Keys, Textbooks, Room Locations, Schedules		Jenima Lyon	1-3377	<a href="mailto:jenima.lyon@northwestern.edu">jenima.lyon@northwestern.edu</a>
		Emily Green	1-8035	<a href="mailto:emily.green@northwestern.edu">emily.green@northwestern.edu</a>
Computer Access	Computer Support Specialist	Miguel Lerma	1-8020	<a href="mailto:mlema@math.northwestern.edu">mlema@math.northwestern.edu</a>
Not sure?		Staff		<a href="mailto:staff@math.northwestern.edu">staff@math.northwestern.edu</a>

### Math Dept Office Contact Information

Office Hours: 8:30a-5p M-F

Math Office Staff Email: [staff@math.northwestern.edu](mailto:staff@math.northwestern.edu)

- When in doubt, send inquiries to staff email, one of us will return your missive shortly.

Math Office Staff Contact information

**Greg Jue**, Business Administrator, 1-3131, [g-jue@northwestern.edu](mailto:g-jue@northwestern.edu)

**Miguel Lerma**, Computer System Administrator, 1-8020, [mlema@math.northwestern.edu](mailto:mlema@math.northwestern.edu)

**Deavon Mitchell**, Department Assistant, 1-8017, [deavon.mitchell@northwestern.edu](mailto:deavon.mitchell@northwestern.edu)

**Emily Green**, Graduate Program Assistant, 1-8035, [emily.green@northwestern.edu](mailto:emily.green@northwestern.edu)

**Jenima Lyon**, Undergraduate Program Assistant, 1-3377, [jenima.lyon@northwestern.edu](mailto:jenima.lyon@northwestern.edu)

Emergency Contact Information

- Please make sure that your contact information is current. Send all information and updates to Emily Green

## **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 Lozy Building Office Keys

- Keys can be obtained through Emily Green.
- 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 Facilities

- If anything needs repair, e-mail [staff@math.northwestern.edu](mailto: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 3pm.
- 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](#) 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.

### Math Computer Network

- To obtain an account to access the Mathematics network, please fill out an online [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.

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

- Library hours are 10:00-5:00 during the academic year, and limitedly during breaks. Please reference the [Math Library webpage](#) for more detailed schedule information.

### Parking

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

### 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](mailto:staff@math.northwestern.edu) at least 48 hours in advance.
- Please reimburse the department for personal copies (check for current rates).

## **Communication: Grades, Events, Visitors, Room Reservations**

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.

### 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 [Intranet Page](#) of the departmental website under Database Data Entry.

### 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](http://www.registrar.northwestern.edu/fac-staff_resources/index.html).

### 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**.

### 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.

### 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.

### Off-Campus Travel (Staff and Faculty)

- Please mark the dates you will be away on the white marker board in the office next to the mailboxes. This is an important reference for staff and faculty.
- 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.

### Scheduling or Reserving a Room

- To book a room (for anything beyond department events or other pre-scheduled activities), email Jenima Lyon.

## **Supplies**

### 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.

### Textbooks

- Please email Jenima Lyon to order textbooks and desk copies for courses that you are teaching.
- Return desk copies that will not be used the following quarter.

### Exam Books

- 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](#).

## Financial and Funding Questions

### 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, 2018.

### Funding for Graduate Students

- Money is available for graduate student travel.
- Requests must be sent to Emily Green and will be forwarded to the Director of Graduate Studies for approval.

### Guest Speaker Seminar /Colloquium Dinner Reimbursement

- See [Northwestern's negotiated fixed-price meals](#) and [Northwestern's policy on meal reimbursement](#) (page 18).
- 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.

### Pizza Policy (Meals For Grading Sessions)

For very large grading sessions, it is not always practical to break for meals, as momentum gets lost and it is difficult to re-convene everyone afterwards in a timely fashion. The Math Dept recognizes that you are likely stuck in Lunt or Locy and wants to assist in paying the cost of takeout (usually pizza). The policy is as follows:

In either the Midterm or Final situation (as described below), the department will fund \$4.00 per person per midterm or \$5.00 per person per final exam. Everything beyond that will be paid by the grading party. The food does not have to be pizza, you may apply these funds to, e.g., Alinea takeout if you wish.

- Midterms:  
For grading parties of 12 or more during the day, or for grading parties of 8 or more in the case of evening grading
- Finals:  
For grading parties of 8 or more at any time of day.

### Purchasing and Reimbursement Requests

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

### 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.