

GENERAL INFORMATION

Math Department 2009-10

Office Staff

Apryl Schlueter, *Business Administrator*, 1-3131, apryl@math.northwestern.edu

Janna Dodrill, *Program Assistant*, 1-3377, jdodrill@math.northwestern.edu

Melanie Rubin, *Program Assistant*, 1-8035, melanie@math.northwestern.edu

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

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

LUNT BUILDING KEYS: Keys can be obtained through Janna. There is a \$20 cash deposit required for any key requests (this does not apply to staff, tenure-line faculty, or long-term lecturer faculty). Short term visitors staying less than one week are not given keys.

LUNT HALL FACILITIES: If anything is in need of repair, please e-mail or call Melanie with the problem and she will get in touch with Facilities Management.

MAIL: Mailboxes for faculty and graduate students are located outside the Math Office, room 201. Department faculty and grad school mailboxes are set up alphabetically by last name. The left side is for permanent faculty, followed by visiting faculty. The right side is for graduate students. Mail is picked up and delivered once daily, around 1:30 p.m. Outgoing mail bins are located in the office under the mail table: US MAIL for stamped/unstamped business mail; CAMPUS MAIL for mail within NU. The University mail system should not be used for personal mail. Please refrain from either sending or receiving personal mail. Mail-forwarding for summer or leaves-of-absence is handled by Melanie, who will need your forwarding addresses and dates one month before you leave. If leaving the University permanently, please change your address on all periodicals three months before you leave. 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. When a package is received, the office staff will place a package slip in your mailbox. Please bring your slip to the office when you are picking up your package. We will be more than happy to assist you.

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

MATH COMPUTER NETWORK: To obtain an account to access the Mathematics network, please fill out an account request form. The 2nd floor computer lab (Room 215) 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: With few exceptions, teas are held Monday through Friday in the Commons Room at 3:45 p.m. All are encouraged to participate and bring their own mug.

LONG DISTANCE PHONE USAGE: A long-distance code is available for Faculty (excluding Visiting Faculty) and can be obtained from Apryl via email request. Bills are distributed monthly if there are long distance charges. Those who incur more than \$25 in long-distance charges will be required to reimburse the department. Personal calls should be reimbursed with either a check made out to the Department of Mathematics, or cash.

PHOTOCOPYING: Copier codes can be obtained from Apryl via email request. The copier room is located in room 202, and is open during normal office hours. If you need to do copying during off-hours, a key can be issued. The staff can assist with instruction on how to operate the machine. A quarterly limit of 3000 Black/White and 100 Color copies is applied. For assistance with large jobs, please see Melanie at least 24 hours in advance of the time copies are needed. Please reimburse the department for personal copies (rate is currently 4 cents per copy).

SUPPLIES: The copier room has supplies such as paper, stationery, envelopes, pencils, pens, and chalk. If you would like something that is not on the copier room shelves, please see Apryl.

MATH CALENDAR: A list of seminar talks is available on the department webpage. 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 marker 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. See Melanie to obtain one.

BOOK ORDERS & COURSE REQUESTS: Please see Melanie for orders of books and textbook desk copies for courses. Melanie also acts as scheduler and handles course requests. If there is a course or a time slot you prefer, please notify her as soon as possible.

GRADES: At the end of the quarter, grading is done on-line and new faculty will need to see Melanie prior to the end of the quarter to obtain authorization for the system. Please be sure to give her a copy of your quiz and test grades, as well as an explanation of your grade distribution if it does not fall within departmental guidelines.

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.

BULLETIN BOARDS: Lunt Hall has several bulletin boards:

- 1) At the entrance to 2nd floor Conference Room for announcements of global Math conferences
- 2) Inside the Conference Room (Room 216), to the right for graduate announcements
- 3) Across from 2nd floor main office, for NU announcements as well as Chicago area events
- 4) In the front door entrance way and front stairwell landing for undergraduate announcements

KITCHEN: The kitchen is located off the Commons Room. You are welcome to use the refrigerator and microwave. PLEASE clean up after yourself as a courtesy to your colleagues. The refrigerator will be cleaned out on a quarterly basis.

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 the library is open on a limited basis during the breaks. All faculty and math graduate students may obtain a key to the Library from the Head Librarian. The Math Library photocopier can be used with a Wildcard or coins. The Library allows Math faculty and graduate students to sign out library journals for photocopying on the Math Department's copier. In this case, materials are to be promptly returned.

MATH VISITORS: If a visitor is scheduled to come to the department and needs a hotel room, please email Melanie with the following: Name of Visitor, Arrival/Departure Dates, and Account to be charged. If the visitor needs access to wireless, please see Miguel for a temporary NetID. Available office space is extremely limited and is available on a first-come, first-serve basis. Please contact Janna at least one week in advance to place a request for office space for visitors.

INFORMATION ABOUT FORMER STUDENTS OR EMPLOYEES: Occasionally representatives from various agencies may write or telephone seeking information on former students. To insure compliance with legal requirements, all such requests, written or verbal, should be referred to the Office of Legal Affairs, 491-5605. Banks, etc. also sometimes call, asking us to verify employment about current or former students. These calls should be referred to Personnel at 491-8580.

PURCHASING AND REIMBURSEMENT REQUESTS: Information regarding submitting purchase requests and reimbursements can be found at the following link:

<http://math.northwestern.edu/resources/financials.html>

If you have specific questions, please talk to Janna or Apryl.

FUNDING FOR BOAS ASST. 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 15, 2010.

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

SEMINAR/COLLOQUIUM DINNERS: 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 \$300 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 (in accordance with University policy). Please note that any alcohol listed on the check cannot be reimbursed by a sponsored program, and will be omitted from the final total.

Northwestern's negotiated fixed-price meals can be found at:

<http://www.univsvcs.northwestern.edu/travel/fixmenu.html>

Northwestern's policy on meal reimbursement may be found on page 14 of the document:

<http://www.northwestern.edu/finsys/ps/policies/travel.pdf>