

**Northwestern University**

*A Guide*

*for*

*New Members of the Faculty*



NORTHWESTERN  
UNIVERSITY

The Office of the Provost

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The information in this Guide is current as of September 2008. Users are urged to consult the relevant offices to confirm the information provided in this Guide.

## I. GETTING STARTED

### WildCARD

One of your first steps as you settle into the Northwestern community should be obtaining a Northwestern WildCARD. This campus ID card can be used to gain entrance to University facilities and events. You can also use it to make purchases from on-campus vending machines, at the University Bookstore and other on- and off-campus locations.

More important, the WildCARD is generally needed to:

- establish an email account
- check out library materials
- gain access to Chicago campus parking lots/garages
- ride the intercampus shuttle
- gain admittance to the Evanston library during restricted hours
- cash checks at the Bursar or in Norris University Center
- enter the Henry Crown Sports Pavilion and Norris Aquatics Center
- use the Academic and Research Technologies computer labs
- purchase tickets for music and theater performances at discounted rates
- obtain discounts from local merchants (WildCARD Advantage Program)

The WildCARD can also be linked to a U.S. Bank checking account. To establish a no-monthly-fee checking account at U.S. Bank, you will need to make a minimum deposit of \$25. When the account is opened, a personal identification number (PIN) will be issued. The PIN can be used with the WildCARD to make withdrawals from automatic teller machines (ATMs) on-and off-campus and as a debit card to make purchases at any location that accepts Cash Station or CIRRUS for payment. Contact U.S. Bank at (800) 872-2657 or [http://www.usbank.com/cgi\\_w/cfm/workplace\\_banking/personal\\_workplace.cfm?redirect=workplace\\_banking](http://www.usbank.com/cgi_w/cfm/workplace_banking/personal_workplace.cfm?redirect=workplace_banking). Use referral code 8649 and segment code N7600. In addition, even if you do not link your WildCARD to a U.S. Bank checking account, you can use the WildCARD as a debit card in University copy machines.

### How to Obtain a WildCARD

Before you obtain a WildCARD, you must have a record established in the Human Resources Information System (HRIS—the payroll system). To be entered into HRIS, you must complete the following documents: 1) a Personal Data Form with your demographic information; 2) the Federal and State Withholding Allowance Forms – W4s; and 3) the Employment Eligibility Form (I9). In addition, your department must have completed a Position/Appointment Form and submitted the payroll forms to the Payroll Department. This information is reviewed by Payroll and entered into the HRIS system. Please allow anywhere from 48 to 72 hours before visiting a WildCARD office to ensure your information is in the WildCard system. Until these steps have been completed, the WildCARD Office cannot issue a WildCARD.

As the beginning of the new academic year is extremely busy for the Payroll Department, at that time of year there may be a delay of a week to ten days between receipt of the necessary material in Human Resources and the establishment of the new faculty member's record in HRIS. To help reduce this delay, some schools provide the necessary Personal Data and W4 Forms for the faculty member to complete well before the start of the academic year. The I9 Form must be completed when you arrive on campus; failure to complete the form will not delay the entry into HRIS but it will prevent you from receiving your paycheck. The sooner you complete the forms

and return them to your department or school, the sooner your information can be sent to Payroll and entered.

Once your HRIS record is established, you may obtain a WildCARD at the WildCARD office located in the Norris Center, underground level, on the Evanston Campus or in Abbott Hall, Room 100 on the Chicago Campus. Spouses or partners of faculty members may obtain a WildCARD at the WildCARD offices for a fee of \$10. Because of the high volume of students using the office during the period when new students are arriving on campus, you are advised not to attempt to obtain a WildCARD at that time. In 2008, this period will be the latter half of September in Evanston and the last week in August and first week in September in Chicago.

For a current schedule of hours, call the Evanston WildCARD office at (847) 467-NUID (467-6843) or the Chicago office at (312) 503-0548.

## **Completing the Employment Eligibility Form (I9)**

When you arrive on campus you must complete the Employment Eligibility Form (I9). This form can either be completed in your department or in the Payroll Office. You must bring with you two forms of identification that will be reviewed when you are completing this process. The two documents must verify that you are eligible to work in the United States and establish your identity.

We recommend that you bring either your U.S. Passport or your Drivers license and Social Security card. Your Social Security card will verify that you are eligible to work in the United States and also verify your legal name, which must be listed in HRIS for tax purposes.

If you need a more extensive list of documents to use in the I9 process, please access <http://www.northwestern.edu/hr/payroll/personalinfo.html> or contact the Northwestern Payroll Office at (847) 491-7362 for assistance.

## **E-mail**

All members of the University community are provided with Northwestern e-mail accounts. In order to establish this account, you must first be entered into the Human Resources Information System (HRIS). (See "How to Obtain a WildCARD" for further information.) After a record of employment has been entered in HRIS, a NetID (Network Identifier) will be assigned to you.

Your NetID is your electronic identity at Northwestern. Many networked University resources are associated with it, including e-mail, many special library resources, and the online directory. Before you can access your Northwestern e-mail account, you must activate your NetID.

When your NetID has been created, you will be notified and will receive instructions about the activation process. You can activate your NetID from your own computer up to 30 days before your official start date. Once your NetID is activated, you can establish your e-mail account and use NU's WebMail, which requires no setup and is a secure and easy way to check your e-mail from anywhere.

Once your NetID and e-mail account are established, you are encouraged to visit NUIT's e-mail services site at <http://www.it.northwestern.edu/accounts/email/> for comprehensive information about e-mail at Northwestern, and <http://www.it.northwestern.edu/accounts/password/> to learn the best way to create a secure passphrase/password.

If you need to establish a NetID and an e-mail account before your HRIS record is established, ask your dean, director, or department chair to write a sponsorship letter to NUIT. The letter must include your name, Social Security Number or NU ID number, the reason for the request (such as the fact that an HRIS record has not yet been established), and how long the account will be needed. Send requests to email-accounts@northwestern.edu or E-mail Accounts, Technology Support Services, 1800 Sherman Avenue, 1st Floor, Evanston, IL 60201 (effective July 2007). For more information about this process, contact the NUIT Support Center at 847-491-HELP (4357).

## **Benefits Enrollment Procedures and Deadlines**

It is important that faculty members who want to participate in Northwestern benefits plans enroll promptly. Participation in the University's benefits plans requires that a new faculty member complete the enrollment process within 31 days of employment or benefits eligibility. This process may be completed online using the University's HRIS Self Service online enrollment system referred to as eBenefits (effective July 1, 2007). Thus, a faculty member with an appointment beginning September 1 must complete the enrollment process no later than October 1. Enrolling online as early as possible will facilitate the applicable insurance companies activating membership and issuing membership cards. Failure to complete the enrollment process by the stated deadline may necessitate the postponement of the coverage date until the following January and/or proof of qualification for insurance (as through a medical examination) for the PPO dental, life, long term care and disability plans during the fall Open Enrollment period. You can complete the enrollment process prior to your arrival on campus provided you have an active University NetID and password. There are some plans which require the completion of a secondary enrollment step. For example, participation in the University's retirement plan with matching University contributions requires one year of University service which is waived if a faculty member provides the Benefits Division with documentation of benefits eligible employment for at least one year at a tax-exempt or governmental employer immediately prior to University employment. Enrollment is not complete until you establish an account with the applicable investment company which may be completed online with the investment company's website. Retirement plan contributions generally begin the month following the month a faculty member has accumulated one year of University service. Similarly, the University's long term disability plan requires one year of University service which is waived if a faculty member provides the Benefits Division with documentation of coverage for at least one year in a comparable employer sponsored long term disability plan immediately prior to University employment. The participation begin date is dependent upon when the Benefits Division receives the documentation waiving the one year waiting period. The Benefits Division asks that you designate your life insurance plan beneficiaries online using eBenefits as well as complete and sign a beneficiary designation form and submit the form to the Benefits Division.

If you already have enrolled and need to make a change in your family or employment status, e.g., adding coverage for a spouse, domestic partner or dependent child, or moving from full-time to part-time status the Benefits Division must receive from you updated enrollment forms within 31 calendar days from the date of the qualifying event (marriage, birth, adoption, etc.). Otherwise, you may apply for certain benefit plans during the annual Fall Open Enrollment period; approved changes submitted during Open Enrollment are effective on January 1 of the following year.

For those who participate in the Flexible Spending Account (FSA) Plan, re-enrollment is required each year to continue participation. The deadline for submitting FSA reimbursement claims is the end of February for the previous calendar year. Completed reimbursement claims submitted prior to the 15th of a month will be reimbursed at the end of that month. Claims submitted after the 15th of a month will be reimbursed at the end of the following month. Any remaining account balance as of March 1 for the previous calendar year is forfeited.

You may obtain benefit plan information, online enrollment instructions, eBenefits and the secondary enrollment step forms from the Benefits Division Web site at <http://www.northwestern.edu/hr/benefits/> or obtain them in Evanston from the Benefits Division (720 University Place, 2nd floor), or the Chicago Campus Human Resources Office (Abbott Hall Room 150).

### **Suggestions for Benefits Enrollment**

1. If your department or school has not sent you one, pick up a benefits packet. Without a benefits packet, the process cannot begin. Benefits packets are available at either of the Human Resources locations; the benefits packet includes information about each benefit plan as well as monthly premium and contribution rates.
2. Download a summary of benefits offered faculty from the Benefits Division Web site at <http://www.northwestern.edu/hr/benefits/emptytype/ftfaculty.html> or obtain them in Evanston from the Benefits Division (720 University Place, 2nd floor), or the Chicago Campus Human Resources Office (Abbott Hall Room 150).
3. Attend a faculty-specific benefits orientation. During August and September, the Benefits Division holds several benefit orientation meetings on both campuses directed specifically to new members of the faculty. Each session covers the basic provisions of the University's benefits plans including eligibility, plan choices, contribution amounts, enrollment procedures and deadlines. Each session is led by a benefits counselor who is available for questions after the presentation. Contact the Benefits Division by e-mail message at [benefits@northwestern.edu](mailto:benefits@northwestern.edu) or by telephone at (847) 491-7513 to find out when and where the scheduled faculty orientation will be held. Make clear when calling that you want to attend a faculty benefits orientation whose content is different from the orientation for non-academic staff.
4. Make an appointment with a benefits counselor. The benefits counselors are available for appointments in Evanston every day from 8:30 a.m. 5:00 p.m. at 720 University Place. Call (847) 491-7513 to make an appointment. For Chicago campus employees, a benefits counselor is available Monday, Wednesday and Fridays from 8:30 a.m. until 3:30 p.m. at the Chicago Human Resources office (710 Abbott Hall, first floor). Call (312) 503-8481 or (847) 491-7513 to make an appointment.
5. Once you have reviewed the benefit plan options and have made your selections, you may enroll online using eBenefits accessible from the Benefits Division web site.

### **University Directory**

The University's online directory provides contact information (names, job titles, department title, addresses, phone numbers and e-mail addresses) for all Northwestern students, faculty and staff. Effective 2007, a printed version of the University telephone directory will not be published; therefore, all users must look up employees via the Online Directory. The Online Directory data can be accessed through email, or via the Web at <http://directory.northwestern.edu>. The Online Directory will display the job title, department name, office address phone numbers, and e-mail address for every faculty member. Each faculty member may also opt to include their home address and telephone number as well as the name of a spouse/partner. In early October, faculty members are reminded via e-mail to update their directory information through the HRIS Self Service module at <https://nuhr.northwestern.edu>. Those holding multiple appointments can elect to list multiple departments and one location for campus mail deliveries. Unless you update the information in HRIS, the information from your most recent Personal Data Form, which may

be out-of-date, will appear in the Online Directory.

Once you have established an e-mail account, you are encouraged to check your own Ph data, as it is one of the principal tools your colleagues and students will use to contact you. Go to <https://directory.northwestern.edu/edit/> and review your Ph entry. Some changes can be made by the employee him/herself; others (e.g., academic rank, department title) must be made by school authorities. If the name, title, department, office address, or office phone number is incorrect, please access HRIS at <https://nuhr.northwestern.edu>. Sign in using your NETID and password and click on the link called "Online Directory."

It is essential that you make any change to your directory information by using the HRIS self service module. Changes can be made at <https://nuhr.northwestern.edu>, which is used for such purposes as mailing W-2 tax forms, etc.

In addition to the Online Directory, all Northwestern employees should also enter/update their Emergency Contact information. Emergency Contact information can be updated and/or added in HRIS Self Service using the "Emergency Contacts" panel located in Personal Information folder. Gathering employees emergency contact information is part of Northwestern University's Emergency Planning efforts. Having emergency contacts in the system will allow us to have the information readily available to us in case of an emergency or disaster.

## **Change of Address**

To notify the University of a change in home address, please go to the self service link in HRIS <https://nuhr.northwestern.edu> and sign in using your NETID and password. Then click on the link under My Personal Information for Address Change. It is particularly important that you maintain current address records with Human Resources because the address that is on file in HRIS is the address to which the W-2 form will be mailed.

## **Ethics and Compliance**

Northwestern University has a strong commitment to ethics and compliance. The University's "Standards for Business Conduct" provides a framework for administering University resources and establishes guidelines for acceptable standards of behavior. It can be found at: <http://www.northwestern.edu/auditing/how/standards.pdf>

A Northwestern website provides links to various offices where advice on acceptable conduct can be obtained and infractions can be reported. That site is:

<http://www.northwestern.edu/ethics/>

In addition to these resources, Northwestern has selected an external agency, EthicsPoint, to provide members of the community with a simple way to report activities that may involve misconduct or violations of University policy. Reports may be filed by dialing 866 294 3545 or by filing an online report at: [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=7325](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7325)

This service is not a substitute for, nor does it supersede, other methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, or Student Handbooks. Northwestern policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about

potential breaches of University policy or for seeking guidance on how to handle suspected breaches.

## **Campus Maps**

Various Chicago and Evanston campus maps are available on the Northwestern website at <http://www.northwestern.edu/campus/maps.html>.

## **Evanston Campus Parking**

A current Northwestern parking permit is required to park on the Evanston campus from 7:30 a.m. to 4:00 p.m., Monday-Friday. Parking permit restrictions are not enforced in most lots after 4:00 p.m. The Evanston University Police Parking Office at 1819 Hinman Avenue administers parking registration for the Evanston campus. The office is open Monday through Friday, 8:00 a.m. to 4:00 p.m. You will be required to present a WildCARD and a valid driver's license to obtain a parking permit. If the WildCARD has not yet been received (see the above section on How to Obtain a WildCARD), you can present a memo or letter from the department explaining that you are a new faculty member with a WildCARD pending. The Parking Office will issue a temporary parking permit until you receive a WildCARD. Once you have received your WildCARD, you may obtain a permanent parking permit. These permits are non-transferable. Parking Office personnel may request additional documentation as necessary to verify address, affiliation and vehicle ownership.

A full-year faculty parking permit costs \$477.00 for a full-time faculty; the fee for part-time/adjunct faculty is \$310.50. In addition, a \$25 permit is available; this permit allows the holder to park at the Ryan Field lot (located at Central Street and Ashland Avenue) during the day and take a free shuttle bus service to the main campus (see the section on the Evanston Parking Shuttle). Holders of the \$25 permit are permitted to park on the main campus during the evenings, weekends, and in several lots on campus during summer quarter. The \$25 permit must be purchased prior to the end of winter quarter.

Parking is paid through a pre-tax payroll deduction only. The cost of the permit is divided into twelve pro-rated equal installments.

Further information is available at <http://www.northwestern.edu/up/parking>

## **Walking Zone**

Because daytime parking is limited in Evanston, faculty, staff, and students who live close to campus may not use campus parking. Evanston faculty must reside outside the Walking Zone to be eligible for an Evanston campus parking permit. Specifically, one must reside north of Central Street, west of Ridge Avenue from Central Street to Emerson Street, west of the Metra tracks from Emerson Street to Lake Street and south of Lake Street to be eligible for a permit. The Parking Office uses the official address of the building to establish residence. No one living within two miles of the Chicago campus will be issued a daytime Chicago campus parking permit.

Further information is available at <http://www.northwestern.edu/up/parking>

## Chicago Campus Parking

Parking permits are sold annually or quarterly. Annual parking is from October 1 through September 30 of the following year. Annual parking permits go on sale the first working day after Labor Day each year.

To qualify for Northwestern University's subsidized parking, you must meet the following conditions: at least 50 percent of your salary must be drawn from the University via a NU paycheck; you must live outside of the designated boundaries, which are Halsted Street on the west, North Ave on the North and Congress Pkwy on the south side of the Chicago campus; and you must be approved for parking privileges through the department/school space allocation process. At the Parking Office, you must supply a valid driver's license and a current vehicle registration card for your vehicle. You may pay for your parking through pre-tax payroll deductions.

Parking fees for faculty and staff are structured on a tiered basis and determined by annual salary (include NU, NMFF, NMH and RIC salaries). The 2008-2009 tiered rates for commuter parking in the Erie-Ontario garage or the Abbott Hall flat lot ranged from approximately \$597 to \$2,631. To park in the 275 E. Chestnut garage, a premium of \$ 162.00 is added to these tiered rates. A flat rate of \$2,877 was established for the Huron-St. Clair garage.

The commuter parking permit gives unlimited parking access to the assigned garage. The evening/weekend permit gives evening faculty access to their garage beginning in the late afternoon (4:00 p.m.); these parkers have weekday access to their garage until 8:00 a.m. each morning and 24-hour access on the weekends. Evening/weekend parking does not require departmental/school approval.

Evanston faculty who have valid Evanston campus parking permits and are teaching evening classes on the Chicago campus may purchase the Chicago evening/weekend parking permit at a reduced rate of \$25 per quarter. These individuals must provide proof of Evanston parking (Evanston receipt), and proof of class assignment in a Chicago evening class. Evanston campus parkers who are interested in the Chicago evening/weekend parking permit, but are not attending or teaching class, may also purchase the permit for the regular permit rate. Chicago evening/weekend parking during 2008-2009 cost \$135 per quarter or \$363 for the full year. Faculty who do not have Evanston parking but are interested in the Chicago evening/weekend parking permit, must pay the standard rate.

The Chicago Campus Parking Office is located in Abbott Hall, Room 100, phone: (312) 503-1103, and is open Monday -Friday, 8:00 a.m. - 5:00 p.m. Extended hours are Monday - Thursday 8:00 a.m. - 6:30 p.m. at the beginning of each academic quarter (with the exception of summer session). More information is available online at: [http://www.univsvcs.northwestern.edu/Chicago\\_parking/](http://www.univsvcs.northwestern.edu/Chicago_parking/).

## Intercampus Shuttle

University Services provides a shuttle that runs from early morning into late evening between the Chicago and Evanston campuses Monday through Friday (except for University holidays). The shuttle schedule and pick up/drop off locations are listed at <http://www.univsvcs.northwestern.edu/shuttles/pdf/intercampus08.pdf>. There is no charge for the shuttle service; anyone with a WildCARD (including spouses/partners) can use it. Travel time between campuses varies upon time of day. Please present your WildCARD when boarding the shuttle. Contact University Services at 847-491-7569 with any questions or for further information.

## **Evanston Parking Shuttle**

To encourage people to use the Ryan Field parking lot during the academic year, University Services provides a shuttle linking the north and south ends of the Evanston campus. Except for University holidays, this shuttle runs between Ryan Field and the corner of Clark and Chicago, Monday through Friday, between early morning and mid-evening. This bus does not operate during summer break, but employees with Ryan Field parking permits are allowed to park in the commuter lots on campus during the summer. Visit <http://www.univsvcs.northwestern.edu/shuttles/pdf/ryanfield08.pdf> for the shuttle schedule and pick-up/drop-off locations. Anyone with a WildCARD (including spouses/partners) can use this shuttle; there is no charge for this service. Should you have any questions, contact University Services at 847-491-7569.

## **Airport Transportation**

Purchasing Resource Services (PRS) has compiled a list of reputable vendors that provide transportation services to and from O'Hare International and Midway Airports, for use by faculty, staff, and students that can be found at <http://www.univsvcs.northwestern.edu/shuttles/airport.htm>. We recommend that you call ahead to find out the current prices, reservation and cancellation policy, holiday schedules, and any other information that might assist you in making an informed decision.

## **Other Chicago Shuttle Bus Services**

The Northwestern Campus train shuttle runs in the morning and afternoon between Northwestern Memorial Hospital, Union Station, the Ogilvie Transportation Center (widely known as the Northwestern station) and the LaSalle and Randolph train stations. The shuttles run approximately every 10 to 15 minutes, but delays may be caused by heavy traffic or special events which often take place on Friday afternoon. The shuttle costs \$15 for ten rides or \$35 for a monthly pass. Tickets may be purchased at the Feinberg cashier on the second floor, the Feinberg Pavilion, the Prentice cashier on the first floor, the REHAB cafeteria or in the University Services Office at Abbott Hall, Room 100. More information is available at <http://www.univsvcs.northwestern.edu/shuttles/train.htm>.

The McGaw bus provides transportation between the Chicago campus and the Lincoln Park area serving the areas near Children's Memorial Hospital and Lake Shore Drive and Commonwealth. The bus makes 20 round trips daily from 6 a.m. to 7:20 p.m. with stops at: Northwestern University (303 East Chicago), Lincoln Park (Diversey and Commonwealth), and Children's Memorial Hospital (Fullerton and Lincoln). More information is available online at <http://www.univsvcs.northwestern.edu/shuttles/mcgaw.htm>.

## **Library Services**

With over 4.6 million volumes, 4.5 million microforms, and over 45,000 current periodicals and serials, Northwestern University Library's rich and diverse collection ranks 11<sup>th</sup> among the nation's private universities. The Northwestern University Library system includes: the Main Library; three branch libraries on the Evanston campus—the Geology, Math and Seeley G. Mudd Science and Engineering libraries; and three Libraries on the Chicago campus—the Galter Health Sciences Library ( <http://www.galter.northwestern.edu> ), Pritzker Legal Research Center

(<http://www.law.northwestern.edu/lawlibrary>) and the Joseph Schaffner Library. Your Wildcard gives you access to all of these libraries, and to the United Library, the theological library jointly operated by the two seminaries located near Northwestern.

The University Library's website <http://www.library.northwestern.edu> provides a description of the Library's services to faculty, students and staff in the "Help" section of the site. Included here is a printable pdf version of *resources*, the Library's guide to services and collections ([http://www.library.northwestern.edu/help/library\\_resources.pdf](http://www.library.northwestern.edu/help/library_resources.pdf)). The "Help" and "Research Assistance" sections of the site also describe a wide variety of services to faculty. Of particular note is a list of subject specialists who are available to support faculty teaching and research needs. They can describe discipline collections and strengths, purchase requested materials, schedule and teach instructional sessions for your students, coordinate requested course materials and reserves, describe circulation, interlibrary loan and off campus access policies, and generally provide reference and research assistance as needed. Special services include assigned study carrels, digital media support, and individual assistance for people with disabilities. NUCat, the Library's online catalog, and Einstein, the Library's resource locator for the nearly 40,000 full text journals and databases, are also located on the website. The Library's general information number is 847-491-7658.

## Ordering Textbooks

Typically, departments provide information to new faculty prior to their arrival regarding the ordering of textbooks. Should you need or want to contact the bookstores directly, the following contact information may be helpful.

Order forms for the on-campus bookstore in the Norris University Center in Evanston are available at most departments, at the bookstore, or online at <http://www.bookstore.northwestern.edu/>. The Norris bookstore can be reached at: (847) 491-3990, fax: (847) 491-7088, or email [norrisbooks@northwestern.edu](mailto:norrisbooks@northwestern.edu). On the Chicago campus, the Northwestern University Bookstore handles books for the medical and law schools. Orders can be placed by phone (312) 503-8486, by fax at (312) 503-0101, or by e-mail at [sm776@bncollege.com](mailto:sm776@bncollege.com).

## Northwestern American Express Corporate Card

If you require an American Express Corporate Card to facilitate approved travel and other University business, you should complete an application, available on the Bursar's Office web site: <http://www.northwestern.edu/bursar/corpcard.html>. Completed forms must be signed and returned to the Bursar's Office (619 Clark Street in Evanston). There is no annual fee for the card, and its balance must be paid in full each month. A card will be issued after credit approval by American Express. Only one card will be issued to each applicant. American Express Corporate Charge Cards can be picked up at the Evanston or Chicago Bursar's Office. Your WildCARD will be required to pick up your new American Express card. You must sign an acknowledgement recognizing receipt of the card and agreeing to comply with all American Express Corporate Card and University travel policies. You are responsible for paying all American Express bills yourself and seeking reimbursement from the University as appropriate.

## Housing

On the Evanston campus, the University maintains a nine-unit on-campus apartment building for faculty. The maximum rental is generally two years. Units are unfurnished and contain one, two, and three bedrooms with rents at market rates. There are also a few house properties close to

campus that are available for transitional faculty rental. Persons interested in receiving information about rentals should contact Ms. Raneer Berliant, Real Estate Manager in Facilities Management at [r-berliant@northwestern.edu](mailto:r-berliant@northwestern.edu) or (847) 467- 3450.

Though designed primarily to assist students, the Off-Campus Housing Office, located at 1915 Maple Avenue (Engelhart Hall) may be able to provide some assistance to faculty in finding apartments and houses for rent and for purchase. You may search the housing database on their Web site at <http://www.northwestern.edu/offcampus/>. Listings are posted for six weeks and are updated weekly. The Off-Campus Housing Office can be reached at (847) 491-5127.

The *Evanston Review*, a weekly newspaper published on Thursdays, is another excellent source of information about available rentals in the Evanston area. The paper is also available on the Web at <http://www.pioneerlocal.com/cgi-bin/ppo-newsstand>. In addition to the Sunday metropolitan newspapers, the *Chicago Reader*, a free weekly newspaper (also published on Thursdays), is an excellent source of Chicago information. Their web address is <http://www.chireader.com>. Sabbatical Homes (<http://www.sabbaticalhomes.com>) is another source for temporary housing in the Evanston area. Finally, there are several sources for short term, furnished housing at The Homestead (<http://www.thehomestead.net/>) (847) 475-3300, 1625 Hinman or at Evanston Place (847) 839-6140, 1715 Chicago Avenue.

## **Assistance with Home Purchase**

Through its Faculty Housing Assistance Program, the University can assist full-time faculty members with the purchase of a home. Through the University's local designated bank, mortgage loan transactions are available at preferential interest rates on primary mortgages for both tenure-track and non-tenure track faculty members. The mortgage application fee is waived to the faculty member. The faculty member is responsible for down payment and closing costs and must meet normal bank loan underwriting approval. You may directly contact Mr. Galen Tallas, Mortgage Officer, at First Bank & Trust, main branch at 820 Church Street, Evanston, Illinois 60201, at (847) 733-7400.

For approved cases, the program provides a second mortgage at preferred pricing, for up to 15% of purchase price of the property. The second mortgage is guaranteed by the University. Along with down payment funds provided by the faculty member, the University guaranty eliminates the need for a faculty member to pay private mortgage insurance (PMI). Bridge loans are also available at preferred rates, with a University guaranty. These options are normally limited to full-time, tenured and tenure-track faculty and are limited to use with the University's designated bank.

More information and resources regarding home purchase can be found in the Deans' offices of individual schools. Additionally, for specific information about home purchase assistance or relocation assistance in general, please call Ms. Janie Savage, Assistant to Northwestern's Senior Vice President for Business and Finance, (847) 491-5534.

## **Employment Assistance for Faculty Spouses/Partners**

Northwestern's University Career Services (UCS) helps NU students and alumni identify and successfully pursue individual career goals. Limited information for the spouses/partners of faculty is available at <http://www.northwestern.edu/careers/faculty/partner.htm/htm>.

The spouses/partners of faculty may use Career Search, an online service with which the University has contracted. Career Search is a powerful online employment research tool with a database of more than 1.5 million employers from every major sector of the business and

academic worlds. Please note that Career Search provides information on organizations and companies, not a listing of specific job openings. Please have your academic department office email University Career Services at [jobs@northwestern.edu](mailto:jobs@northwestern.edu) to request access to Career Search on your behalf. Access instructions and a password will be sent to you.

Northwestern has also partnered with the Greater Chicago Higher Education Recruitment Consortium (GC HERC), which includes other area educational institutions such as the University of Chicago, University of Illinois at Chicago, Argonne, and Fermilab. Through the sharing of information and resources, the GC HERC supports its member institutions in attracting outstanding faculty, administrators, and staff, with a particular focus on assisting dual-career couples. GC HERC contains a web-based search engine that includes listings for both faculty and staff jobs at all member institutions and is available at no charge to anyone seeking employment in higher education. The search engine allows users to link two profiles and find jobs that match both search criteria. It can be accessed at:  
[http://www.jobtarget.com/home/index.cfm?site\\_id=1684](http://www.jobtarget.com/home/index.cfm?site_id=1684)

## **Accommodations for Parents**

Northwestern's Faculty Family Leave policy provides release from teaching for parents of children. Specifically, ten weeks of leave is granted to mothers bearing children or to parents (of either gender) adopting children. An additional leave of similar length is available to parents actively involved in childrearing. Extensions of the probationary period are available to faculty (of either gender) involved in the rearing of a young child. For details see:  
[http://www.northwestern.edu/provost/faculty/work\\_life\\_family.html](http://www.northwestern.edu/provost/faculty/work_life_family.html)

## **Child Care**

Support for faculty regarding child care is available through the Work Life, Child & Family Resources Office in Human Resources. Program information is available at <http://www.northwestern.edu/hr/benefits/childcare/>. The site provides information about University's resource and referral service for locating providers; back-up care resources; and child care arrangements with the McGaw YMCA Children's Center, Roycemore School, Baker Demonstration School, Harkness House and KinderCare @ Northwestern University. Information is also available about the dependent care flexible spending account match benefit.

Throughout the year human resources offers workshops on a variety of work and life topics including parenting, finding child care, managing elder care issues, real estate, financial planning, retirement and more. Workshop dates are posted on the above website.

## **International Faculty**

As soon as they arrive on campus, international faculty should contact the International Office to register with the office and discuss their particular immigration situations. The International Office is located at 630 Dartmouth Place, Evanston, and can be reached at (847) 491-5613 or by email at [intoff@northwestern.edu](mailto:intoff@northwestern.edu); office hours are from 9:00 a.m. 4:30 p.m. For additional advising hours, please visit the IO web site at <http://www.northwestern.edu/international/New%20Website/Website%20Sections/Advising/index.html>.

It is imperative that new faculty who are not U.S. citizens or Legal Permanent Residents maintain the proper nonimmigrant status to be permitted to work in the United States. Maintenance of

status and eligibility to work in the United States is the faculty member's responsibility and not that of Northwestern University. Changes in immigration regulations, under the Student Exchange Visitor Information System (SEVIS), mandate reporting of certain events in a specified period to the United States Citizenship and Immigration Services and the United States Immigration and Customs Enforcement. This applies to visiting faculty in J immigration status only. For additional details, please visit the IO Web site at [www.northwestern.edu/international](http://www.northwestern.edu/international) and click on the Faculty and Staff section; and then click on Information for J-1 Scholars. New visiting J-1 faculty should report to the International Office upon arrival but no later than 30 days of the begin date on the DS 2019 visa document. J-1 faculty must contact their sponsoring departments if there is any unexpected delay in entering the US within 30 days of the begin date on the visa document. Please bring your passports and other immigration documents at the time of reporting.

The International Office assists international faculty (tenure eligible and other non-visiting faculty) and dependents on matters pertaining to their nonimmigrant status. It is very important for those who wish to apply for permanent residence to begin the process early in their appointment. The process can take several years to complete and there are time-sensitive deadlines at various points. International faculty members should be aware that they are responsible for hiring an attorney and paying for all legal fees related to their application for permanent residence. Sponsoring departments are responsible for all other costs associated with this process. For details on Northwestern's policy on sponsorship and process, please visit the IO web site at <http://www.northwestern.edu/international> and click on the Faculty and Staff section; click on Hiring International Faculty and Staff: A Guide for Departments. Relevant information can be found on pages 12-25. A list of attorneys vetted by the university is on page 25.

The Community Council for International Students (CCIS) is a volunteer group that works through the International Office to provide programs for international scholars and students and their families. These programs include Foster Relatives, the International American Women's Group, a playgroup for children, a one-on-one English conversation program, and an English Class for Spouses. Information about these programs is available at <http://www.northwestern.edu/international/New%20Website/Website%20Sections/CCIS/index.html>.

## II. GETTING CONNECTED

### **General Faculty Committee**

The General Faculty Committee (GFC) is a standing committee of the University Senate composed of elected representatives of the various schools of the University as well as at-large members. The GFC, as a representative of the Senate, acts as an advisory group on issues of significance to the University and provides liaison between the faculty and the University administration. Information about the GFC, its membership, and its activities is available at [www.northwestern.edu/gfc](http://www.northwestern.edu/gfc). The chair of the GFC is Professor Laurie Zoloth ([Izoloth@northwestern.edu](mailto:Izoloth@northwestern.edu)), Professor of Medical Humanities and Bio-ethics and Professor of Religion.

### **Campus Newspapers**

*The Daily Northwestern* is published Monday -- Friday during the academic year. Published since 1881, this award-winning student publication is Evanston's only daily and is delivered free of charge to more than 50 locations around NU's Evanston and Chicago campuses. Classified advertising in *The Daily Northwestern* is an effective way to connect with students for part-time

child care, work study help, research assistants or sublets. For additional information, call (847) 491-7206 or visit the web site [www.dailynorthwestern.com](http://www.dailynorthwestern.com).

The Department of University Relations produces the University news site on the web, Northwestern NewsCenter <<http://www.northwestern.edu/newscenter/>>, and updates the site almost every day. University Relations also produces two internal communications: *Northwestern NewsWire* and the *Observer*. *Northwestern NewsWire* is a weekly e-newsletter that is sent to all faculty, staff and students via e-mail each Thursday morning during the academic year. The *Observer*, a print newspaper, is sent every other week to all faculty and staff during the academic year and is available in newsboxes around campus. Both *NewsWire* and the *Observer* include news stories, faculty honors, research news, profiles, a calendar of events and staff life items. Suggestions for items in both publications are welcome. For more information, contact the internal communications editor at (847) 491-4893 or [newswire@northwestern.edu](mailto:newswire@northwestern.edu). *The Observer* also may be accessed from the NewsCenter web site.

## Plan-It-Purple

Plan-It Purple <<http://planitpurple.northwestern.edu>> is Northwestern University's centralized online events calendar. The University community is the calendar's primary audience, but it is also viewable by the general public. Users can display events on Plan-It Purple according to their date, general location, sponsoring group, or event type. University departments and offices can post their events and use the database of events to create their own public calendar.

My Plan-It, a component of Plan-It Purple, is a password-authenticated customizable calendar featuring the same design and database as the main calendar. The difference is that My Plan-It can be tailored to reflect personal interests using a "subscription" format. For more information, email: [planit@northwestern.edu](mailto:planit@northwestern.edu) or call (847) 491-4870.

## Research Issues

The Office for Research promotes, facilitates, and enhances research at Northwestern University; the Office supports Northwestern faculty in building and maintaining excellent research programs and ensures that the research infrastructure is robust and responsive to the expanding and ever-changing needs of Northwestern investigators. The Office provides information for all members of the University's research community on its web site, <http://www.northwestern.edu/research>. In addition, the units within the Office for Research maintain web sites that provide up-to-date information specific to their missions:

Office for Research Offices and Services  
<http://www.research.northwestern.edu/research/offices/>

Center for Comparative Medicine  
<http://www.ccm.northwestern.edu/>

Office for the Protection of Research Subjects, including the Animal Care and Use Committee and the Institutional Review Boards  
<http://www.northwestern.edu/research/OPRS/index.html>

Office for Research Integrity  
<http://www.northwestern.edu/research/ori/>

Office for Research Safety  
<http://www.northwestern.edu/research-safety/>

Office for Sponsored Research  
<http://www.northwestern.edu/orsp/index.html>.

Office for Research Development  
<http://www.research.northwestern.edu/research/ord/>

Because regulations and procedures governing both the conduct of research and research administration undergo continual change, internally and externally, web sites are updated regularly to reflect these changes.

## **Faculty Domain Dinners**

The Domain Dinner Program is designed to stimulate faculty interactions across departments and disciplines and highlight Northwestern's distinctive interdisciplinarity. These events, featuring Northwestern faculty, consist of a program followed by dinner and provide the opportunity for faculty from both the Chicago and the Evanston campuses to gather in a relaxed environment for intellectual discourse. There is no charge for these dinners.

The program portion of the evening is faculty generated. To organize a program, faculty members are invited to propose a theme or topic that engages colleagues from multiple disciplines. The proposal describing the topic of the program and the faculty presenters should be submitted to the Office of Administration and Planning. The proposals will then be vetted with the appropriate parties to ensure a variety of programming and a sufficiently broad appeal. The format of the program may vary, although it is strongly encouraged (due to time constraints) to limit the number of faculty presenters to three with one additional moderator to tie the presentations together. Ample time should be allowed for discussion and questions. The Office of Administration and Planning will work with the faculty to design an appropriate format.

The reference to "domains" is based on the identification of eight intellectual domains on which Northwestern placed emphasis in its 1998 strategic framework, *The Highest Order of Excellence*. As the dinners have evolved, however, the need for defining a program within a "domain" has diminished and indeed, many cross-domain dinners have been held. The program has grown in popularity and thus its original name has been retained.

All tenured and tenure track faculty members are electronically sent an invitation to each dinner. Other faculty who would like to be included on the invitation list should contact the administrative secretary of the Office of Administration and Planning at (847) 491-4335.

For more information on domain dinners, please see their website at:  
<http://www.adminplan.northwestern.edu/domain/index.htm>.

## **University Circle**

The mission of University Circle is to provide opportunities for Northwestern University women to participate in service, scholarship and social activities that enhance the University community. Membership includes women of staff, faculty, and administration, and spouses of staff, faculty, and administration. Circle awards a scholarship annually to provide funding for an employee of the University studying at Northwestern's School of Continuing Studies.

In addition to hosting special events throughout the year, University Circle also organizes interest groups and special programs so members can explore and share interests. Several groups focus on community service for Children's Hospital and the Rehabilitation Institute. Another interest

group supports the Northwestern University Settlement House, a privately-funded association that helps inner city residents obtain food, clothing, shelter and education. Other interest groups get together for sports, while others meet to practice foreign language conversation skills, discuss books and plays, visit ethnic restaurants, quilt, or go antiquing. University Circle also represents Northwestern in the Conference of Big Ten University Women's Organizations that is held biennially.

Membership is \$20 a year and is free for the first year. For further information, contact Jane Dowding (847) 446-0302, [janedowding@yahoo.com](mailto:janedowding@yahoo.com), Margaret Schatz, [m-schatz@chem.northwestern.edu](mailto:m-schatz@chem.northwestern.edu), (847) 475-2365, or Debbie Crimmins, [d-crimmins@northwestern.edu](mailto:d-crimmins@northwestern.edu), (847) 864-3908. A website is available at <http://www.northwestern.edu/university-circle>.

## **Demographic Information on Undergraduate Students**

You may be interested in learning a bit about the backgrounds of the students who enroll at Northwestern as undergraduates. The University participates in a national survey of incoming students. The most recent data from this survey can be found at <http://adminplan.crown.northwestern.edu/ir/cirp/index.htm>.

## **Residential Colleges**

On the Evanston campus, the Residential College Program offers a venue for informal interaction between undergraduate students and faculty. Faculty affiliating with one of the colleges are designated Fellows of those colleges, have the opportunity to get to know faculty and students across disciplines, are invited to take meals with students in the colleges, and participate in residential college-sponsored events on-and off-campus throughout the academic year.

The 11 residential colleges include multi-thematic colleges as well as colleges focusing on such matters as public affairs, commerce and industry, humanities, and international studies to name a few.

To view a promotional video highlighting the benefits of fellow affiliation with the Residential College Program, visit <http://www.northwestern.edu/residentialcolleges/fellows/video.html>

Faculty interested in affiliating with a residential college are welcome to contact the Director of Residential Colleges at [res-colleges@northwestern.edu](mailto:res-colleges@northwestern.edu) or by phone at (847) 467-1362.

## **Services for Students with Disabilities**

It is Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any University program or activity. In response to a request made by a qualified student with a documented disability, Services for Students with Disabilities (SSD) will arrange for the provision of academic accommodations and auxiliary aids determined by SSD to be necessary to afford the opportunity for full participation in University programs.

Students who have been determined eligible for classroom accommodations are advised by SSD to present documentation from the SSD office to their instructors and to discuss accommodation needs. Faculty are encouraged to contact SSD at 467-5530 or [ssd@northwestern.edu](mailto:ssd@northwestern.edu) with any questions pertaining to academic accommodations. More information is available at <http://www.northwestern.edu/disability/>.

## **Dealing with Student Problems**

Faculty members who have a question or a problem concerning a student are encouraged to consult with Mary Desler, the Associate Vice President for Student Affairs and Dean of Students, at [m-desler@northwestern.edu](mailto:m-desler@northwestern.edu) or 491-8431. She will work to help resolve the problem or refer you to someone who can. Other information about the services provided in the Division of Student Affairs is described on the following website: <http://www.northwestern.edu/studentaffairs/>.

## **Phi Beta Kappa**

Faculty members who have been elected to Phi Beta Kappa are strongly encouraged to affiliate themselves with Northwestern's chapter, Alpha of Illinois. Please contact the Chapter's President, Professor Frank Safford ([f-safford@northwestern.edu](mailto:f-safford@northwestern.edu)); Secretary, Sara Vaux ([scv@northwestern.edu](mailto:scv@northwestern.edu)); or Treasurer, Professor David Van Zanten ([d-van@northwestern.edu](mailto:d-van@northwestern.edu)).

## **Organization of Women Faculty**

The Organization of Women Faculty (OWF) was founded in 1981 to improve the status and working conditions of women faculty at Northwestern as well as to provide a forum for intellectual and personal exchanges. The organization is concerned with all issues affecting women faculty members within the University community. The co-chairs of OWF can be contacted in care of Northwestern's Women's Center at (847) 491-2733.

## **Foundation Relations and Corporate Relations**

The Office of Alumni Relations and Development (OARD) supports faculty in a variety of ways. One key function of OARD is to assist faculty members who are seeking grants for research projects from private foundations and corporations. Within OARD, the Foundation Relations and Corporate Relations teams manage these solicitation activities.

The Foundation Relations staff specializes in identifying and securing sources of foundation funding for faculty research projects. The staff provides assistance with researching, writing, and editing letters of inquiry and proposals, as well as gathering materials required for proposal submission. Please contact Foundation Relations to obtain a Request for Private Foundation Information Research Form, which will begin the research process. Foundation Relations also provides announcements of numerous foundations' Requests for Proposals (RFP). Both the research form and RFPs can be found on the Foundation Relations web site at: <http://www.development.northwestern.edu/foundations/>.

The Corporate Relations team serves as a liaison between Northwestern University and partner corporations. The staff helps to identify, establish, and manage relationships between corporations and the various schools and constituencies within Northwestern. Corporate Relations provides faculty members strategic guidance through the research, analysis, and delivery of corporate information that can facilitate the solicitation process, possibly leading to new funding and in-kind gifts. By assisting with site visits with corporate contacts, the staff can help to clarify alliance possibilities and to determine parallels between University activities and corporate interests; this includes brainstorming with faculty to identify "creative matches." Before sending any funding requests to a corporation, please contact Corporate Relations via its web site: <http://www.development.northwestern.edu/corporate/>.

## University Committees

Each year the President and Provost appoint faculty members to various committees (often including students and staff as well as faculty) that advise the University administration on various matters. Should you be interested in serving on such committees, contact the chair of the General Faculty Committee, John Elson at [j-elson@law.northwestern.edu](mailto:j-elson@law.northwestern.edu).

## Computing Support

NUIT provides technology services to University entities, including but not limited to voice, data, video, and wireless networks and services; Internet; and academic and administrative systems. In addition, a number of schools and departments provide support for their specific constituencies in close collaboration with NUIT, which has oversight and coordinating responsibility for these systems and services.

Technological innovations and initiatives within the divisions and schools should be brought to NUIT early in their life for rapid consideration and assessment within University-wide plans. For a detailed list of NUIT policies and guidelines, please visit <http://www.it.northwestern.edu/policies/>.

- **1-HELP (1-4357):** The NUIT Support Center provides phone and e-mail consulting on all NUIT-supported software and services for faculty, staff, and students on both campuses. Users in need of technical support can call 847-491-HELP (4357), e-mail [consultant@northwestern.edu](mailto:consultant@northwestern.edu), or (where available) contact their local technical support person for assistance.
- **Academic and Research Technologies:** The Academic and Research Technologies (ART) unit of NUIT is the principal point of contact for faculty interested in the University's computing infrastructure and services. AT supports faculty in their primary roles as instructors and researchers, and provides access to educational technologies and various multimedia resources for the larger Northwestern community. Services include project consultation and support, training and support for instructional software such as the Course Management System (see below), student response system, and social networking tools, expert digital media production for video, audio, and image projects, educational software development, training, and development of teaching and research technologies. ART develops and operates Smart Classrooms (which integrate networking, digital, and audiovisual technologies), computer labs, videoconferencing rooms, and research systems for academic activities. From its offices in the 2East area of University Library on the Evanston campus, AT staff work in close partnership with Library experts to provide "one-stop" service to faculty.
- **Course Management System:** Northwestern University's Blackboard-based Course Management System (CMS), used by over 10,000 students and instructors each academic quarter, enables faculty to easily manage their course communication online. Instructors can post documents, receive student assignments, conduct online discussions, communicate grades, and manage other course communications. Find more information at <http://course-management.northwestern.edu>.
- **Computing Security:** All computers with access to the NU Network must have updated operating system patches and a current version of antivirus software installed and activated. NUIT distributes Symantec/Norton AntiVirus software at no charge to the NU community. For downloading information, as well as guidelines for maintaining a secure computing environment, visit NUIT's Computer and Network Security site at <http://www.it.northwestern.edu/security/>.
- **Server Support and Services:** File server housing and system support for departments and schools is available through NUIT's Datacenter service. This program is designed to meet the needs of those who desire Datacenter-level service and security. For-fee options include location

of servers to on-campus Datacenter facilities, along with varying levels of technical support. For detailed information and pricing, please visit <http://www.it.northwestern.edu/dss/abt-dept-its/>.

- **Desktop Computing Support:** NUIT's Distributed Support Services (DSS) offers computer support services for faculty and staff, ranging from operating system and NUIT-distributed software installation to basic desktop hardware and peripheral installation and troubleshooting. Support is available for Windows- and Macintosh-based computers. DSS offers a range of pricing options based on labor costs and the type of service needed. For more information, visit <http://www.it.northwestern.edu/dss/dssmain/>.
- **Digital Video:** NUIT supports a number of digital video initiatives that serve both research and teaching activities. A number of videoconferencing facilities are in place on both NU campuses, and high-quality desktop conferencing is becoming more popular. Analog-to-digital conversion services are available through the Library's Digital Media Services unit in 2East, and 2East-based units have active video streaming programs, typically through the Course Management System. Live Webcasting services are also available for conferences and presentations. For details, visit <http://www.it.northwestern.edu/webcasting/>.
- **Technology Presentations:** NUIT provides information sessions on a variety of technology topics through the 2East New Technology Series (<http://2east.northwestern.edu/>), presented in conjunction with the University Library, and informal lunchtime "Tech Talks" (<http://www.it.northwestern.edu/learning/techtalks/>) open to the entire University community. Additional learning opportunities can be found at <http://www.it.northwestern.edu/learning/>. New presentations are developed each quarter. A week-long workshop on integrating technology and pedagogy is offered every summer by Academic and Research Technologies, the Searle Center for Teaching Excellence, and the University Library.

To explore further the many support and service options available to faculty, please visit NUIT's Web site at <http://www.it.northwestern.edu/>.

## **New Faculty Workshop and Searle Center for Teaching Excellence**

The Searle Center for Teaching Excellence conducts an annual all-day workshop to welcome new faculty into the teaching community at Northwestern. This highly interactive session touches on many topics related to teaching and learning, including Enhancing Student Engagement, Course Design, Teaching Methods, and Assessment & Evaluation of Learning. The 2008 workshop will be held on Wednesday, September 17, 2008 from 8:45 a.m. to 4:00 p.m. in the Donald Jacobs Center, 2001 Sheridan Road, (Evanston Campus), Arthur Anderson Hall, room 2245. Reservations may be made at: [http://www.northwestern.edu/searle/programs\\_and\\_research/facultyprograms/new\\_faculty\\_workshops.html](http://www.northwestern.edu/searle/programs_and_research/facultyprograms/new_faculty_workshops.html)

Since its founding in September 1992, the Searle Center for Teaching Excellence has supported teaching and fostering student learning in the undergraduate, graduate, and professional schools. Programs and services are available for faculty, graduate students who teach, as well as undergraduate peer mentors in SMET (science, math, engineering, technology) disciplines.

The Center provides opportunities to faculty to engage with the research, scholarship, practical skills, innovations, and practices of teaching and learning in higher education. A comprehensive series of programs and events are designed to accommodate a wide range of interests and schedules. Faculty may participate in lunchtime discussions or join monthly workshops addressing a multitude of teaching issues from four broad areas:

- Course Design
- Teaching Methods and Pedagogy
- Students Development and Learning
- Assessment and Evaluation

Faculty members who work closely with graduate students can also gain valuable support from the Searle Teaching Center through workshops and resources on mentoring and advising. Tenure track faculty interested in an even more in-depth approach can participate in the year-long Searle Fellows Program.

The Searle Center supports a variety of projects designed to explore, utilize, and build upon the research and theoretical literature on teaching and learning. Initiatives include collaboration with faculty members, departments, programs, and schools to identify research questions that might help address particular teaching and learning issues. The Center also supports faculty by providing small grants to those who would like to experiment and develop new courses, teaching techniques, or research on teaching and learning in their own classrooms.

The Searle Center provides a range of resources and confidential services for faculty and others who teach at Northwestern, including:

- mid-term small group analyses and feedback on classes (SGA's)
- class videotaping and feedback; and
- individual consultations

The Searle Center website, <http://www.northwestern.edu/searle/index.html>, provides information on services and a calendar of events. The Center houses the Robert Menges Memorial Library, an extensive collection of books, articles and videotapes on teaching and learning in higher education which can be accessed online through the Center's website. You can contact the Center at (847) 467-2338 or by email at [teach@northwestern.edu](mailto:teach@northwestern.edu).

## **Office of Fellowships**

The Office of Fellowships identifies and prepares outstanding students for national fellowship competitions such as Rhodes, Marshall, Gates Cambridge, Mitchell, Fulbright, Luce, and National Science Foundation." To help students locate appropriate fellowships, the Office has designed the "Guide to Major Fellowships" and an extensive web site: <http://www.northwestern.edu/fellowships/>.

The Office depends upon strong faculty support. Faculty members, especially those who have held fellowships such as the ones listed above, are invited to contact the Director, Sara Anson Vaux, at [scv@northwestern.edu](mailto:scv@northwestern.edu), Associate Director, Elizabeth Pardoe, at [e-pardoe@northwestern.edu](mailto:e-pardoe@northwestern.edu), or Associate Director Stephen Hill. Stephen Hill. Hill works with graduate students to encourage active pursuit of grants and fellowship opportunities.

## **First Northern Credit Union**

First Northern Credit Union (FNCU) is a not-for-profit financial cooperative owned and operated by its members. Because there are no outside stockholders, members earn higher dividends on savings, pay lower rates on loans, and appreciate reduced or eliminated fees, as well as superior service.

First Northern provides services to all Northwestern University employees. Savings, checking,

money market accounts, VISA credit and debit cards, home equity loans, first mortgages, vehicle loans, online banking, automatic payroll deductions, and more are available. All accounts are federally insured up to \$250,000—with a separate coverage up to \$250,000 for Individual Retirement Accounts—with additional private share insurance up to \$250,000 through Excess Share Insurance.

First Northern is conveniently located right off campus at 726 Clark Street in Downtown Evanston. Branch hours are M/T/Th: 8:30 a.m.-5:00 p.m.; W: 9:30 a.m. - 5:00 pm; F: 8:30am - 6:00 p.m.; Sat: 9:00 a.m. - 2:00 p.m. There is 24-hour ATM access at the branch, as well as an ATM located in Beck's Bookstore. Online banking is also offered.

In addition, First Northern Credit Union offers over 57,000 surcharge-free ATMs nationwide! They also offer Shared Branching - a free service offering access to a group of credit unions around the world through which you can conduct your financial transactions. With over 2,500 credit unions currently participating in the network, you have the financial freedom to conduct transactions and obtain other services from almost anywhere in the world. Visit the First Northern website at [www.fncu.org](http://www.fncu.org) for ATM and Shared Branching locations close to your home, workplace or next vacation destination.

### III. UNIVERSITY SERVICE DEPARTMENTS

#### Food Services on Campus

There are a number of locations on both campuses where you can get a quick snack or a whole meal. The following are among the options available on the Evanston campus and Chicago campus. Daily menus for NU dining facilities on both campuses are located at <http://www.northwestern.edu/nucuisine/>.

Tech Express, located on the first floor of the Technological Institute, 2145 North Campus Drive, has a selection of entrées, salads, sandwiches, pastries, Seattle's Best coffee, and cold beverages. Also in the Technological Institute, the McCormick Faculty and Staff Dining Room serves hot buffet lunches Monday through Friday from 11:15 a.m. to 1:30 p.m. in the Jerome B. Cohen Faculty Commons (L482, 4th floor north). Reservations are accepted for parties of more than 4 persons with 24-hr prior notice via e-mail only at [j-grocholski@northwestern.edu](mailto:j-grocholski@northwestern.edu) or by calling 1-5550. Weekly menus for this dining room are posted online at [http://www.mccormick.northwestern.edu/administration/cohen\\_commons.php](http://www.mccormick.northwestern.edu/administration/cohen_commons.php).

Lisa's Café, located in Slivka Hall, 2332 Campus Drive, is an *a la carte* dining facility that serves espresso drinks and other beverages, sandwiches, pastries, and contains a convenience store. The Plaza Café is located in the Northwestern University Library. The café serves Seattle's Best espresso, coffee and teas as well as freshly made bakery items like Grab-N-Go sandwiches and baguettes. Sushi, smoothies, bottled water and soft drinks are also available, as well as decaffeinated drinks.

Einstein Bros. Bagels, on the second floor of the Pancoe/ENH Life Sciences Pavilion, offers quality bagels, sandwiches and bagel dogs as well as a variety of salads, sodas and juices, fresh brewed coffee, along with breakfast sandwiches, fresh baked muffins, cookies and Rice Krispies Treats.

Crowe Café, in Crowe Hall, 1860 Campus Drive, offers another convenient location on the south end of campus. Crowe Café offers gourmet sandwiches and wraps, freshly made salads, healthy beverages or treats. It also offers organic coffees and specialty coffee drinks.

Café a la Cart, located in Garrett Evangelical Seminary's Loder Hall is open Monday - Friday from 7:30 am - 2:00 pm during the academic school year. Café a la Cart will feature breakfast pastries, sandwiches, salads, baguettes, bottle beverages, coffee and desserts for the on the go customer.

Norris University Center has several eating areas on the ground level. Willie's Food Court offers breakfast, lunch, dinner, and late night meals; food includes hot entrees, salads, deli sandwiches, pizza, and grill items. Also located on the ground floor of Norris University Center, Willie's Too offers additional variety to a la carte dining with frozen yogurt and ice cream, Sbarro, crêpes, and sushi.

Café Kellogg, located in the Levy Atrium of the Donald P. Jacobs Center, offers deli sandwiches, salads, pizza, soups, as well as some breakfast items.

Faculty members and their spouses or partners from any school in the University may make reservations for lunch at the James Allen Center of the Kellogg School of Management located on the lakefront in Evanston. Priority for luncheon reservations is given to members of groups holding meetings at the Allen Center. Lunches are currently \$20 per person and can be paid for by credit card. Reservations can be obtained by calling (847) 467-7024.

On the Chicago campus, snack cart cafes are located in the lobby of the Searle building. These cart cafés offer fresh sandwiches, soups, beverages, and baked goods for both breakfast and lunch. Harry's Café in the basement of the School of Law offers a similar selection during the weekday mornings and mid-days. Cafe Kellogg, located on the third floor of Wieboldt Hall, is open Mondays through Thursdays from 4:30 p.m. to 8:30 p.m. and offers light snacks. The Robert H. Lurie Medical Research Center located at 303 East Superior Avenue provides Jazzmans Café, a coffee shop featuring fresh baked goods, soups, specialty salads and sandwiches, and also Pandinis, which features specialties such as pasta, pizza and sandwiches.

## **University Services**

University Services consists of a number of different service departments, including Travel Services, Motor Pool for vehicle rental, various shuttle bus routes, Computer Recycling, Mail Services, Purchasing Services, WildCARD offices, Printing & Duplicating, Laboratory Supplies, Office Supplies Program, Maintenance Insurance Program (NUMAINT), Chicago Parking, Vending, Copier Program, Trademark Licensing, Toner Program, Moving Services, Messenger Services and the Chicago Fitness & Recreation Program. Detailed information on the services they offer is available at <http://www.univsvcs.northwestern.edu/>.

## **Discounts Available to Faculty**

The WildCARD Advantage Program provides a list of area businesses that offer discounts to Northwestern faculty, staff, and students. A WildCARD is required to obtain the discount. Most of these businesses also offer discounts to the spouses or partners of faculty members; spouses or partners likewise need to show a current WildCARD to be eligible for the discounts. Discounts and services vary. A list of all discounts is available on the Web at: <http://www.univsvcs.northwestern.edu/WildCARDAdv/>.

## Travel Services

When you use Travel Services, you are urged to complete a Traveler Profile with one or more of the approved agencies to speed the booking process. The University has a special negotiated rate on some fare classifications with United Airlines providing for a significant discount on some United Airlines tickets booked through Northwestern's list of approved agencies and the free online booking tool called Compass. For details of currently available services and procedures, please go to the travel website at: <http://www.univsvcs.northwestern.edu/travel/index.html>.

## Facilities Management

Facilities Management is responsible for campus planning; space management; the design, construction and renovation of University facilities; and for the day-to-day operation and maintenance of buildings, grounds, and utility systems. Requests for service can be called in to (847) 491-5201 for the Evanston campus or (312) 503-8000 for the Chicago campus or emailed to [facilities-management@northwestern.edu](mailto:facilities-management@northwestern.edu). In addition, many schools have persons in the dean's offices with special responsibility for the school's facilities issues and for bringing these issues to the attention of Facilities Management.

## NU Recycling

Northwestern has an active recycling program on both the Evanston and Chicago campuses. Collections include paper, cardboard, cans and bottles. Recycling bins are provided by NU Recycling at no charge. NU recycled more than 1500 tons in 2006 representing about 26% of our waste stream. The program is a division of Facilities Management. More information is available at <http://www.northwestern.edu/fm/operations/recycling/index.html> or by calling 847-467-1374.

# IV. UNIVERSITY DIVERSIONS

## Recreational Facilities

### *Evanston Campus*

Several recreational facilities are available on the Evanston campus. During the 2008-2009 school year, a basic one-year recreation membership for faculty members is \$260 with a \$100 one-time registration fee per household, or \$130 for three months with a \$25 registration fee. The annual membership fee for spouses and partners is also \$260 each; for children 7-22, \$110 (or \$70 per quarter). This membership provides access to the following services in the Henry Crown Sports Pavilion and Norris Aquatics Center:

- Fitness and Facility Orientation
- Health Check (Basic Fitness Assessment)
- Equipment Essentials (Fitness Orientation)
- Towel service
- Fitness/wellness video checkout
- Daily locker rental service
- Equipment checkout
- Free court time (Racquetball and Squash)
- Cardiovascular/strength group fitness classes
- Access to the Combe Tennis Center (\*court fee), Patten Gym, and Blomquist Recreation Center

The Henry Crown Sports Pavilion Dellora A. and Lester J. Norris Aquatics Center (SPAC) house the Combe Tennis Center as well as the offices for aquatics, fitness/wellness, membership and registration. The Membership/Registration Office's phone number is (847) 491-4303. This spacious facility located on the shore of Lake Michigan offers:

- Olympic-sized swimming pool (50 meters x 25 yards) with 2 movable bulkheads and a hydraulic pool lift
- 165-meter, 3-lane indoor walking/jogging track
- Six tennis courts
- Cardiovascular and weight conditioning area
- Personal fitness studio
- 2 Free weight rooms
- 4 racquetball courts
- 3 international squash courts
- 3 multipurpose courts for basketball, aerobics, or volleyball
- Outdoor sundeck and beach patio
- Men's and women's locker rooms with showers and saunas
- Convenience pro shop
- Treadmills
- Stepmill, Stairmaster, and Life Step machines
- Upright and recumbent bicycles
- Cybox Arc Trainers
- Rowing machines
- Full-circuit Cybox and Nautilus strength training machines
- Cybox free weight equipment
- PreCor elliptical trainers
- Power Plate Private beach

The beach is open daily from 10am to 6pm (weather permitting) beginning Memorial Day through Labor Day each year. Faculty members who do not have a basic recreation membership can purchase an individual season beach pass for \$32.00 or a family season beach pass (for up to five persons) for \$128.00. Daily passes are available for \$7.00 for adults and \$5.00 for children under 12.

Northwestern has two other gymnasiums. Patten Gymnasium, located at 2407 Sheridan, houses:

- Offices for intramurals and sport clubs.
- 3 hardwood multipurpose courts for basketball, badminton, or volleyball
- 1 multipurpose room for dance or martial arts
- 4,500-square-foot Olympic free weight room
- 800-square-foot leg weight room
- Men's and women's locker rooms with showers
- Vending machines

The Blomquist Recreation Center, located at 617 Foster, houses:

- 1 hardwood fitness studio with mirrors
- 2 hardwood courts for basketball, badminton, and volleyball
- Cybox Weight Machines
- Stairmaster Free Climbers
- Lifecycles recumbent
- Treadmills
- PreCor elliptical trainers
- Club Pro Ab Trainer
- Cybox strength training machines
- Indoor rowing machine
- Locker rooms with showers

Northwestern also maintains a Sailing Center which rents sailboats and windsurfers and provides both sailing and windsurfing lessons between mid-May and early October. The Vandy Christie Tennis Center has outdoor courts available on a walk-up basis for faculty during the summer months.

In addition to the various facilities available for drop in use, faculty and their guests are invited to take advantage of a variety of fitness programs and instructional classes. While membership includes access to all cardio/strength group fitness classes, Pilates, yoga, and other mind/body classes are available at discounted rates. Personal training as well as small group training services are offered by our certified fitness staff. The aquatics program provides scuba lessons as well as private and group swimming lessons. Group tennis classes are available for all skill levels. Private instruction is available for tennis, racquetball and squash. Faculty and their guests are especially invited to join hundreds of other participants in our Million Step Challenge walking incentive program. Visit our website at [www.fitrec.northwestern.edu](http://www.fitrec.northwestern.edu) for more details on these and other programs.

For further information see: <http://www.fitrec.northwestern.edu>

## **Musical Activities**

Each year, School of Music presents more than 400 concerts and events on the Evanston campus. Many performances showcase the school's 16 faculty-supported ensembles, including orchestras, bands, a wind ensemble, opera, and several choral and jazz groups, in a wide range of repertoire. Other events include solo recitals by faculty and students, master classes by world-renowned guest artists, and three professional series: the Segovia Classical Guitar Festival, the Winter Chamber Music Festival, and a themed spring festival. For a schedule of events, go to [www.music.northwestern.edu](http://www.music.northwestern.edu).

Prices for the tickets range from \$2 to \$30 or more. Many master classes and some additional concerts are free of charge. Discounts are provided to senior citizens (age 65 or older), school-aged children, full-time students, and Northwestern faculty and staff with a valid WildCARD. Tickets may be purchased from the Pick-Staiger Ticketing Office Monday-Friday from 10 a.m. – 6 p.m. and Saturday from 12 p.m. – 3 p.m. Tickets may be picked up at the box office, located at 50 Arts Circle Drive. Ticketing Office hours are reduced during academic breaks and during the summer. Please call (847) 467-4000 for tickets or visit <http://www.pickstaiger.com>

## **Northwestern Theatre Tickets**

Tickets for Northwestern student performances are available through the Theatre Box Office. Call (847) 491-7282, Tuesday through Friday 10 a.m. – 5 p.m., Saturday, Noon – 4 p.m. for tickets or information. Discounts are provided for Northwestern faculty. A schedule and description of Northwestern student theatre events is available at <http://www.tic.northwestern.edu>.

## **Athletics Tickets**

You may purchase up to two 2008 season tickets for football at \$186 per person. Two men's basketball season tickets can also be purchased at a discounted rate of \$202.

Wildcat football and basketball tickets can be purchased through the ticket office at (847) 491-CATS or online at [www.NUsports.com](http://www.NUsports.com) (Visa, MasterCard and American Express are accepted). Alternatively, single-game Wildcat tickets are available by phone through Ticketmaster at (312) 559-1212, online at [www.ticketmaster.com](http://www.ticketmaster.com), or in person at any Chicagoland Ticketmaster outlet.

Public football season tickets are \$228 for individuals and \$420 for a family of five. Tickets are also available per home game at \$35-\$50 per person, with end-zone seats available for \$25-\$35 (for select games) and end-zone season tickets for \$132. Men's basketball season tickets for

individuals are \$287 or \$20 per game; women's basketball season tickets for individuals are \$35 or \$7 per game.

## V. CITY INFORMATION

### Area Schools

Information on enrolling children in local schools can be obtained by contacting the appropriate school district. Here are the phone numbers and web addresses for several of the school districts in our area:

Chicago (773) 553-1000 <http://www.cps.k12.il.us/Parent/Enrollment.html>

Evanston (847) 492-5970 <http://www.d65.k12.il.us/>

Northbrook (847) 498-7900 <http://ww1.northbrook28.net>

Skokie (847) 568-3950 <http://www.niles-hs.k12.il.us> or <http://www.skokie69.k12.il.us>

Wilmette (847) 256-2450 <http://www.newtrier.k12.il.us>

Winnetka (847) 446-9400 <http://nths.newtrier.k12.il.us>

The Skokie area encompasses several school districts. Callers to the Skokie number will be referred to the appropriate district office, which in turn will provide information for a specific school in the area.

### Cultural Events

Information about cultural events in Chicago is available in a number of publications: The *Chicago Reader*, the Friday sections of the *Chicago Tribune* and the *Chicago Sun Times*, or in *Chicago* magazine. Listings are also available online from a number of websites including the *Chicago Reader* at [www.chireader.com](http://www.chireader.com), TimeOut–Chicago at [www.timeout.com/chicago/](http://www.timeout.com/chicago/) and [www.metromix.com](http://www.metromix.com). Information about Evanston is available in the same publications, in the weekly *Evanston Review*, and from the Evanston Convention and Visitors Bureau at <http://www.cnscvb.com/>.

### Shopping Centers

*Evanston:* The Century Theatres' complex, located just west of the El tracks between Davis and Clark Streets in Evanston, houses 18 theatres. Westfield Shoppingtown Old Orchard, which is located in the city of Skokie at 5100 Golf Road, features many retail stores as well as interesting eateries and a movie complex. The nearest Home Depot is located on Oakton Street east of McCormick Boulevard in Evanston, and the nearest Best Buy, Office Max, and Target are located just east of McCormick on Howard Street.

*Chicago:* Several blocks from the Chicago campus, on Michigan Avenue, are several highrises featuring numerous stores, restaurants, and theaters. These urban malls include Water Tower Place (Macy's); 900 North Michigan Avenue (Bloomingdale's); and 700 North Michigan Avenue (Saks Fifth Avenue).

### Groceries

In Evanston, the closest grocery store to campus is Whole Foods at 1640 Chicago Avenue. Other grocery stores in Evanston include Jewel (2722 Green Bay Road, 1128 Chicago Avenue,

and 2485 Howard Street), Dominick's (2748 Green Bay and the corner of Dempster and Dodge), and another Whole Foods (formerly Wild Oats) (1101 Chicago).

The closest grocery store to the Chicago campus is a Treasure Island located in the 680 Lake Shore Drive Building, immediately south of the campus.

## **Public Transportation**

A variety of public transportation resources are available close to each campus, connecting those campuses to most parts of Chicago, Evanston, and beyond. The Chicago metro area is served by three public transportation systems: the Chicago Transit Authority, Metra, and the Pace bus system. Routes, schedules and maps are available at their web sites: [www.transitchicago.com](http://www.transitchicago.com), <http://www.metrarail.com>, and [www.pacebus.com](http://www.pacebus.com). The central bus depot in Evanston is just north of Davis Street on Benson Street. The "El", Chicago's local train system, runs from Evanston into the city and from there to many other locations. The nearest station to south campus in Evanston is Davis Street; and for north campus the station is on Noyes Street. The Foster Street CTA station is convenient to mid-campus. The Chicago-State CTA stop is closest to the Chicago campus.

## **Driver's License and License Plates**

Residents of Illinois are required to obtain Illinois auto license tags within 30 days of moving to the State and an Illinois driver's license within 90 days. License plates as well as an Illinois driver's license or Illinois state identification card can be obtained at the Secretary of State's Driver Services Facilities. Offices of the Illinois Driver Facilities nearest the Evanston campus are located at 9038 Golf Road, Niles [(847) 299-9351] and 5401 North Elston Avenue, Chicago [(773) 794-5828]. The office closest to the Chicago campus is in the State of Illinois Building, 100 West Randolph Street. These offices are closed various days of the week, so it is well to check on hours before embarking on a visit. Depending upon the applicant's prior record of traffic violations, a written and/or road test may be required. Auto license plates can also be obtained (for an additional service charge) at Currency Exchanges throughout the area. Complete information is available at the Secretary of State's website: <http://www.sos.state.il.us/home.html>. Within that site, a special page is devoted to new residents of Illinois: [http://www.sos.state.il.us/services/new\\_residents.html](http://www.sos.state.il.us/services/new_residents.html).

## **Vehicle Registration**

In nearly all area communities, including the cities of Chicago and Evanston, vehicles must be registered in the city where the car is garaged and must display that city's vehicle sticker. Evanston residents may purchase their city vehicle stickers from the Evanston Civic Center located at 2200 Ridge Avenue. Online applications are available here: [http://www.cityofevanston.org/departments/finance/vehicle\\_sticker.shtml](http://www.cityofevanston.org/departments/finance/vehicle_sticker.shtml). Chicago residents may purchase their vehicle stickers in person at the Office of the City Clerk, City Hall, 121 North LaSalle Street, Room 107 between the hours of 8 a.m. and 4 p.m., Monday through Friday. Chicago city stickers can also be obtained using a form available at [http://www.chicityclerk.com/residential\\_parking/index.html](http://www.chicityclerk.com/residential_parking/index.html). Chicago stickers are also available, for an additional service charge, from almost any currency exchange (check the yellow pages for listings). Skokie residents may purchase stickers from the Village of Skokie located at 5127 Oakton Street.