

Northwestern University Policies and Procedures: References and Resources

Updated April 1, 2009

List of administrative offices and departments (websites, phone numbers, e-mail addresses)

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

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1. Athletics Rules and Regulations for Alumni and Friends of Northwestern Athletics	http://nusports.collegesports.com/school-bio/nw-athdept.html	Intercollegiate Services (847) 467-1445
2. Chart of Accounts (COA)/ ChartField Maintenance Chart of Accounts (COA) Find an Existing Chart String or ChartField Value Authorize a Submitter to Request ChartField Changes Request a New Chart String or ChartField Value Inactivate a Chart String or ChartField Value	http://www.northwestern.edu/finsys/ps/coa/index.html	Financial Operations (847) 491-5337
3. Confidentiality Guidelines on Exchanges of Information Security of Confidential Information (See Employee Handbooks: Staff Handbook)	http://www.northwestern.edu/hr/forms/oncampus/handbook.pdf	Office of General Counsel (847) 491-5605 Office of Human Resources (847) 491-7505
4. Conflict of Interest Conflict of Interest (Staff) Policy on Conflict of Commitment and Conflict of Interest	http://www.northwestern.edu/hr/policies/coip.html http://www.research.northwestern.edu/policies/faculty-conflict-of-interest.html	Office of Human Resources (847) 491-7505 Office of the Vice President for Research (847) 491-3485
5. Copyright & Trademark Copyright Clearance Northwestern University Logo Trademark Licensing Policy	http://www.northwestern.edu/userservices/reference_old/printing_trademark/copyright_clearance_old.html www.northwestern.edu/logo/ http://www.northwestern.edu/userservices/reference_old/printing_trademark/trademark_licensing_old.html	Copyright Clearance Office (312) 503-8995 University Relations (847) 491-4880 Trademark Licensing (847) 491-3274
6. CUFS (Legacy System) CUFS (Legacy System)	http://www.northwestern.edu/finsys/index.html	Financial Systems (847) 467-3777
7. Development Corporate Gifts in Kind	http://development.northwestern.edu/corporate/index.php	Office of Corporate Relations (847) 491-3370

<p>8. Employee Handbooks</p> <p>Faculty Handbook</p> <p>Staff Handbook</p>	<p>http://www.northwestern.edu/provost/faculty/handbook.pdf</p> <p>http://www.northwestern.edu/hr/forms/oncampus/handbook.pdf</p>	<p>Office of the Provost (847) 491-5117</p> <p>Office of Human Resources (847) 491-7505</p>
<p>9. Employee Safety</p> <p>Employee Safety</p>	<p>http://www.northwestern.edu/risk/employ.htm</p>	<p>Manager of Safety and Loss Prevention (847) 491-3253</p>
<p>10. Equal Opportunity, Affirmative Action, Disability Services</p> <p>Affirmative Action Plan</p> <p>Affirmative Action Policy Statement from University President</p> <p>Disability Grievances</p> <p>Faculty Guide in Assisting Students with Disabilities</p> <p>Good Faith Search</p> <p>Northwestern University and Special Needs</p>	<p>http://www.northwestern.edu/hr/eo/index.html</p>	<p>Office of Equal Opportunity and Access (847) 491-7458</p>
<p>11. Equipment Inventory</p> <p>Equipment Inventory</p>	<p>www.northwestern.edu/equipment-inventory/</p>	<p>Accounting Services – Equipment Inventory (847) 467-0311</p>
<p>12. Facilities & Property</p> <p>Equipment Policy & Procedures Manual</p> <p>Insurance Coverage for University Property</p> <p>Use of University Facilities for Political Activities</p>	<p>www.northwestern.edu/equipment-inventory/</p> <p>www.northwestern.edu/risk/policy.htm</p> <p>http://www.northwestern.edu/general-counsel/policies/political.html</p>	<p>Accounting Services – Equipment Inventory (847) 467-0311</p> <p>Office of Risk Management (847) 491-4334</p> <p>Office of General Counsel (847) 491-5605</p>
<p>13. Faculty Housing</p> <p>Faculty Housing Assistance Program</p>		<p>Office of the Senior Vice President for Business and Finance (847) 491-5534</p>
<p>14. Financial Policies & Procedures</p> <p>Financial Policies & Procedures</p>	<p>http://www.northwestern.edu/finsys/ps/index.html</p>	<p>Financial Operations (847) 491-5337</p>

<p>15. Human Resources</p> <p>Human Resources Services</p> <p>Work Schedules and Overtime</p> <p>Family and Medical Leave Act (FMLA)</p>	<p>http://www.northwestern.edu/hr/</p> <p>http://www.northwestern.edu/hr/forms/oncampus/handbook.pdf</p> <p>http://www.northwestern.edu/hr/forms/LOABook2003.pdf</p>	<p>Office of Human Resources (Evanston) (847) 491-7507</p> <p>Office of Human Resources (Chicago) (312) 503-8481</p> <p>Timekeeping Supervisor (847) 467-7604</p> <p>Timekeeping Staff Line (847) 467-7606</p> <p>For staff and research faculty (those appointed by the Office for Research):</p> <ul style="list-style-type: none"> • Office of Human Resources (Evanston) (847) 491-7507 • Office of Human Resources (Chicago) (312) 503-8481 <p>For non-research faculty (those appointed by the Office of the Provost):</p> <ul style="list-style-type: none"> • Office of the Provost (847) 491-5117
<p>16. Information Technology Policies & Guidelines</p> <p>Guidelines for Computer and Networking Purchases at Northwestern</p> <p>Data File Security and Confidentiality</p> <p>Use and Copying of Computer Software</p> <p>Using LISTSERV (Electronic mail distribution through LISTSERV)</p> <p>Management of Anonymous FTP Services</p> <p>Data File Security and Confidentiality</p> <p>NU Network Privacy</p> <p>Guide to Securing Web Applications</p> <p>Use of Computers, Systems, and Networks</p> <p>NetID and Network Privileges</p>	<p>www.northwestern.edu/it/policies</p>	<p>Northwestern University Information Technology (NUIT) (847) 491-HELP (4357)</p>

<p>17. International Office</p> <p>Information for Departments Interested in Bringing in an International Scholar and/or Faculty Member</p> <p>Payments to Individuals</p>	<p>http://www.northwestern.edu/international/index.html</p> <p>http://nuinfo.northwestern.edu/finsys/payment/paypeop.htm</p>	<p>International Office (847) 491-5613</p> <p>See web site for specific offices and phone numbers</p>
<p>18. Mailing, Moving & Shipping</p> <p>Shipping and Receiving</p> <p>Internal & External Moves</p> <p>Mail Services</p>	<p>http://www.northwestern.edu/userservices/reference_old/mail_shipping/shipping_receiving_old.html</p> <p>http://www.northwestern.edu/userservices/reference_old/mail_shipping/moving_services_old.html</p> <p>http://www.northwestern.edu/userservices/reference_old/mail_shipping/mail_services_old.html</p>	<p>Shipping & Receiving (Chicago) (312) 503-8500</p> <p>Shipping & Receiving (Evanston) (847) 491-5424</p> <p>Facilities Management (Evanston) (847) 491-5201</p> <p>Support Services (Chicago) (312) 503-8129</p> <p>Main Mail Center (Chicago) (312) 503-8131</p> <p>Main Mail Center (Evanston) (847) 491-7227</p>
<p>19. NUPortal</p> <p>NUPortal</p>	<p>https://nuportal.northwestern.edu/nuportal/login.html</p>	
<p>20. Payment Policies</p> <p>Cash Advances</p> <p>Cash Handling Policies & Procedures</p> <p>American Express Corporate Card</p> <p>Payments to Individuals</p>	<p>http://www.northwestern.edu/finsys/ps/policies/travel.pdf</p> <p>http://www.northwestern.edu/finsys/polcydoc/cashmenu.html</p> <p>http://www.northwestern.edu/bursar/corpcard.html</p> <p>http://nuinfo.northwestern.edu/finsys/payment/paypeop.htm</p>	<p>Bursar's Office (Chicago) (312) 503-8525</p> <p>Bursar's Office (Evanston) (847) 491-5354</p> <p>Contact the Bursar's Office</p> <p>Contact the Bursar's Office</p> <p>See web site for specific offices and phone numbers</p>
<p>21. Processing Deadlines</p> <p>Fiscal Closing Calendar</p> <p>Understanding the 90-Day Rule</p>	<p>http://www.northwestern.edu/finsys/ps/Calendar.pdf</p> <p>http://nuinfo.northwestern.edu/finsys/polcydoc/faq90.htm</p>	<p>Financial Operations (847) 491-5337</p> <p>Accounting Services for Research and Sponsored Programs (847) 491-3385</p>

22. Project Café Project Café	http://www.cafe.northwestern.edu/	Project Café (847) 491-HELP (4357) Option 2
23. Purchasing Procurement Card Supplier Diversity Program Payment for NUFinancials Purchase Orders View & Maintain Vendor Information	http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentother.html#PCard www.univsvcs.northwestern.edu/Purchasing/econop.html http://www.northwestern.edu/finsys/ps/purchasing/purchasingpaymentpo.html http://www.northwestern.edu/finsys/ps/purchasing/purchasingviewvendors.html	Financial Operations (847) 491-5337 Purchasing Resource Services – Supplier Diversity Program (847) 491-5321 Financial Operations (847) 491-5337 Financial Operations (847) 491-5337
24. Recycling NU Recycling	http://www.northwestern.edu/fm/operations/recycling/index.html	NU Recycling (847) 467-1374
25. Research Appointments Research Staff Appointments and Faculty-Level Research Appointments	http://www.research.northwestern.edu/policies/research-appointments/index.html	Vice President for Research (847) 491-3485

<p>26. Research Policies & Procedures</p> <p>1801 Maple Space Policy</p> <p>Allowability of Costs on Federally Sponsored Projects</p> <p>Animal Misuse or Abuse</p> <p>Applicant Organization and Submission of Proposals for Research or Sponsored Programs</p> <p>Conflict of Commitment and Conflict of Interest (Faculty)</p> <p>Conflict of Interest (Staff)</p> <p>Conflict of Interest for Sponsored Programs</p> <p>Cost Sharing/Matching</p> <p>Criteria for Defining Sponsored Projects</p> <p>Drug-Free Workplace Policy</p> <p>Fiscal Responsibility for Projects Sponsored by Industry</p>	<p>http://www.research.northwestern.edu/policies/index.html</p>	<p>See web site for specific offices and phone numbers</p>
<p>27. Sexual Harassment</p> <p>University Policy on Sexual Harassment</p>	<p>www.northwestern.edu/provost/sexual-harassment/</p>	<p>Sexual Harassment Prevention Office (847) 491-3745</p>
<p>28. Sponsored Accounts Policies</p> <p>Allowability of Costs on Federally Sponsored Projects</p> <p>Criteria for Defining Sponsored Projects Versus Gifts</p> <p>Fiscal Responsibility for Projects Sponsored by Industry</p> <p>The 90-Day Rule</p> <p>Policies & Guidelines for Sponsored Program Travel</p>	<p>http://www.northwestern.edu/orsp/p_allowability.html</p> <p>http://www.research.northwestern.edu/osr/criteria.html</p> <p>http://www.research.northwestern.edu/osr/policies.html</p> <p>http://www.northwestern.edu/orsp/90_day.html</p> <p>http://www.research.northwestern.edu/osr/policies.html</p>	<p>Accounting Services for Research and Sponsored Programs (847) 491-3385</p> <p>Office for Sponsored Research (OSR Chicago) (312) 503-7955</p> <p>Office for Sponsored Research (OSR Evanston) (847) 491-2106</p> <p>Accounting Services for Research and Sponsored Programs (847) 491-3385</p> <p>Accounting Services for Research and Sponsored Programs (847) 491-4697</p>

<p>29. Substance Abuse</p> <p>Statement on a Drug-Free Workplace</p> <p>University Policy on Drugs and Alcohol</p>	<p>http://www.northwestern.edu/hr/forms/oncampus/handbook.pdf</p>	<p>Office of Equal Opportunity and Access (847) 491-7458</p>
<p>30. System Data Confidentiality</p> <p>Financial Systems Confidentiality Statement</p> <p>NUIT Guidelines for Security and Confidentiality of Data Files</p>	<p>http://nuinfo.northwestern.edu/finsys/polcydoc/confiden.htm</p> <p>www.it.northwestern.edu/policies/uccpolicy.html</p>	<p>Financial Operations (847) 491-5337</p> <p>Northwestern University Information Technology (NUIT) (847) 491-HELP (4357)</p>
<p>31. Tenure</p> <p>Policy on Extending the Probationary Period for Tenure-Track Faculty</p> <p>Release From Teaching Responsibilities Following Summer Medical Leave</p> <p>Revised Tenure and Promotion Procedures and Materials</p>	<p>http://www.northwestern.edu/provost/faculty/policy/index.html</p>	<p>Office of the Provost (847) 491-5255</p>
<p>32. Transportation & Parking</p> <p>Chicago Campus Parking</p> <p>Evanston Campus Parking</p>	<p>http://www.northwestern.edu/userservices/transportation/parking/index.html</p> <p>www.northwestern.edu/up/parking/</p>	<p>Parking Office (312) 503-1103</p> <p>University Police (847) 491-3254</p>
<p>33. Travel & Entertainment</p> <p>Entertainment & Courtesy Guidelines</p> <p>Travel Policy & Procedures</p>	<p>http://www.northwestern.edu/finsys/ps/policies/entertainment.pdf</p> <p>http://www.northwestern.edu/finsys/ps/policies/travel.pdf</p>	<p>Controller's Office (847) 491-4722</p> <p>Travel Services (847) 491-5993</p>

<p>34. University Services</p> <p>Printing & Duplicating Services</p> <p>FedEx Kinkos</p> <p>Lab Gases, Alcohol & Dry Ice</p> <p>Laboratory Supplies Program</p> <p>Copier Management Program</p> <p>Office Supplies Program</p> <p>NULock (Computer Theft Prevention)</p>	<p>http://www.northwestern.edu/userservices/reference_old/printing_t rademark/printing_duplicating_old.html</p> <p>http://www.norris.northwestern.edu/fedexkinkos.php</p> <p>http://www.northwestern.edu/userservices/labs/gases/index.html</p> <p>http://www.northwestern.edu/userservices/labs/supplies/index.html</p> <p>http://www.northwestern.edu/userservices/office/copier/index.html</p> <p>http://www.northwestern.edu/userservices/office/index.html</p> <p>http://www.northwestern.edu/studentaffairs/safety/emergsit/ind_safety.html#comptheft</p>	<p>Main Printing Center (Evanston) (847) 491-3565</p> <p>Main Printing Center (Chicago) (312) 503-8137</p> <p>FedEx Kinkos (Evanston) (847) 491-3113</p> <p>FedEx Kinkos (Chicago) (312) 503-8995</p> <p>University Services – Lab Gases, Alcohol & Dry Ice (312) 503-8828</p> <p>University Services – Laboratory Supplies Program (847) 467-0837</p> <p>University Services – Copier Management Program (847) 491-8411</p> <p>University Services – Office Supplies Program (847) 491-8125</p>
<p>35. Web Policies</p> <p>World Wide Web Disclaimer</p>	<p>www.northwestern.edu/disclaimer.html</p>	<p>Office of Web Communications (847) 467-4747</p>
<p>36. WildCARD</p> <p>WildCARD</p>	<p>http://www.northwestern.edu/userservices/wildcard/index.html</p>	<p>WildCARD Office (Evanston) (847) 467-6843</p> <p>WildCARD Office (Chicago) (312) 503-0548</p>
<p>37. Worker's Compensation</p> <p>Occupational Injury/Illness, Medical Treatment, and Worker's Compensation Policy</p>	<p>www.northwestern.edu/risk/chicwork.htm (Chicago)</p> <p>www.northwestern.edu/risk/evanwork.htm (Evanston)</p>	<p>Claims Division (847) 491-5582</p> <p>Office of Risk Management (847) 491-5610</p>