

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 2011. 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 some 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
- 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 any of U.S. Bank's checking account options. 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=workplacebanking. Use referral code 8649 and segment code N7600.

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 2011, 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)

To comply with Federal law, Northwestern University participates in E-Verify. All newly-hired employees are queried through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify their identity and employment eligibility.

No later than the first day you start being paid on Northwestern University's payroll system, you must complete Form I-9, Employment Eligibility. New faculty are usually put on the university payroll effective September 1st or earlier as needed for benefits and summer salary. Section 1 of the I-9 can be completed from any computer. <http://www.northwestern.edu/hr/payroll/E-VerifyNewEmployeeQuickSheet.pdf>

Section 2 of the I-9 can either be completed in your department, the Payroll Office, or by a remote agent, no later than the end of the third day you are paid through the university's payroll system. If you will not be on campus on or before your first day of pay, then you must go through the remote agent process. Instructions can be found on the payroll website. <http://www.northwestern.edu/hr/payroll/E-VerifyRemoteHireQuickSheet.pdf>

You must bring with you identification that will be reviewed when you are completing this process. The document(s) must verify that you are eligible to work in the United States and establish your identity. The most common acceptable documents for U.S. persons are a U.S. Passport or Drivers license and Social Security card. For a complete list of acceptable documents, please see <http://www.northwestern.edu/hr/payroll/i9documents.pdf>

NetID and 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 90 days before your official start date. Once your NetID is activated, you can instantly access your University e-mail within Northwestern's Outlook Web Application, 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/collaborate/how-to/e-mail.html> for comprehensive information about e-mail at Northwestern, and <http://www.it.northwestern.edu/netid/password.html> 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 consultant@northwestern.edu or E-mail Accounts, Technology Support Services, 1800 Sherman Avenue, 1st Floor, Evanston, IL 60201. 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 hire or benefits eligibility. This process may be completed online using the University's HRIS Self Service online enrollment system. 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 allow time for the insurance companies to process your enrollment and issue membership ID 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 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. The Benefits Division asks that you designate your life insurance plan beneficiaries online using HRIS Self Service.

There are some plans which require the completion of a secondary enrollment step. For example, participation in the University's basic retirement plan requires one year of University service, which is waived if a faculty member provides the Benefits Division with documentation that you received employer contributions under a retirement savings plan at a tax-exempt educational or research organization immediately prior (within 31 days) to NU employment. Enrollment is not complete until you establish an account with the applicable investment company. Account establishment may be completed online through 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 the Waiver of Service Period form that indicates you had 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. You may access the Waiver of Service Period form for LTD and Basic Retirement Plan Participation form from the Benefits Division website at <http://www.northwestern.edu/hr/benefits/plans/retirement/pdf/403bwaive.pdf>.

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If you have already enrolled and need to make a change in your family or employment status, e.g., adding coverage for a spouse/civil union partner, dependent child, or if an employment status change affects your benefits eligible the Benefits Division must receive a Benefits Enrollment and Change Form from you 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.** Payflex is the Claims Administrator. Go to www.mypayflex.com and establish an account using your Widcard ID number. The deadline for submitting FSA reimbursement claims to Payflex is March 31st for claims from the previous calendar year. This grace period allows you to submit claims to Payflex for services up through March 15, 2011. Any remaining account balance as of April 1 for the previous calendar year is forfeited.

You may obtain benefit plan information, online enrollment instructions, HRIS Self Service, and the secondary enrollment step forms from the Benefits Division website 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 (710 N. Lake Shore Drive, Abbott Hall, Room 150).

Suggestions for Benefits Enrollment

1. If your department or school has not sent you one, pick up a benefits packet. You may also download benefits information from the benefits website at <http://www.northwestern.edu/hr/benefits/lifechange/newhire.html>. 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. Monthly premium rates are also on the benefits website.

2. Download a summary of the benefits offered to faculty from the Benefits Division website 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 (710 N. Lake Shore Drive, Abbott Hall, Room 150).
3. It is recommended that you attend New Employee Orientation (NEO). This session covers the basic provisions of the University's benefits plans including eligibility, plan choices, contribution amounts, enrollment procedures and deadlines. This session is led by a benefits counselor who is available for questions after the presentation. Contact the Benefits Division by e-mail at benefits@northwestern.edu or by telephone at (847) 491-7513 to find out when and where the New Employee Orientation session is held. You can also view New Employee Orientation information online at <http://www.northwestern.edu/hr/training/newemployee.html#NEOPartI>.
4. Make an appointment with a benefits counselor. The benefits counselors are available for appointment in Evanston every day from 8:30 a.m. to 4:30 p.m. at 720 University Place. For Chicago campus employees, a benefits counselor is available every day from 9:00 a.m. until 4:30 p.m. at the Chicago Campus Human Resources Office (710 N. Lake Shore Drive, Abbott Hall, Room 150). Call (847) 491-7513 to make an appointment at either location. Once you have reviewed the benefit plan options, you may enroll online using HRIS Self Service accessible from the Benefits Division website at <http://nuhr.northwestern.edu>. You will need your NetID and password to login. Your NetID and password is the same that you would use to login to your NU e-mail account.

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. 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 FASIS 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 FASIS, 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 should check your own data, as the directory 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 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 FASIS 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 FASIS 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 FASIS Self Service using the "Emergency Contacts" page located in Personal Information folder. This emergency contact number will be used for contacting a close relative/friend if needed in an emergency.

Please note that all of your phone numbers (not that of your emergency contact relative) and emails in the system are provided to Northwestern's emergency notification system. In the event of an emergency or disaster on campus, we will call, text and/or send e-mail notifications to the phone number(s) and e-mail address(es) in the system.

Change of Address

To notify the University of a change in home address, please go to the self-service link in FASIS <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 FASIS is the address to which the W-2 form will be mailed.

Professional Names

If your professional or published name differs from your legal name in Human Resources, please be sure that Human Resources also has a record of your professional/published name. Please update this information; go to the self-service link in FASIS <https://nuhr.northwestern.edu>, and sign in using your NetID and password.

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>

If you have concerns about your compliance, please speak to your department chair, dean, or central administration personnel to solicit their support and help. However, if you feel uncomfortable discussing any matter with your colleague or department chair, go to the University's ethics and compliance web site at <http://www.northwestern.edu/ethics/>. The web site provides information on University policy links and contact information for any questions about these policies. The web site also includes information on the hotline operated for the University by EthicsPoint.

EthicsPoint is a phone- and web-based resource available to faculty 24 hours a day, 365 days a year. EthicsPoint is contracted by the University to provide specially trained personnel to receive all phone- and web-based reports. When you file a report with EthicsPoint you will be asked to describe the suspected compliance problem in as much detail as possible. Upon completion of your report, EthicsPoint will promptly relay the information to the appropriate University officials. You may file a report at <https://secure.ethicspoint.com/domain/media/en/gui/7325/index.html> or by dialing 866-294-3545 (toll-free within the United States, Guam, and Puerto Rico).

Due to the nature of certain claims, the University may be limited with respect to the action(s) it may be able to take in response to a report if the individual submitting the report does not wish to make his or her identity known.

Reports submitted via EthicsPoint will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter. EthicsPoint and the University are committed to safeguarding the confidentiality of individuals who submit reports. The University is firmly committed to a policy that encourages timely disclosure of such concerns and prohibits retribution or retaliation against any staff who, in good faith, reports such concerns. No staff member will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

Campus Maps

Various Chicago and Evanston campus maps are available on the Northwestern website at <http://maps.northwestern.edu/>. Maps for specific buildings and departments can also be found on the University Department/Office Directory at <http://offices.northwestern.edu>.

Evanston Campus Parking

A current Northwestern parking permit is required to park on the Evanston campus from 8:00 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 \$501.00 for a full-time faculty in 2011-12; the fee for part-time faculty is \$322.00. 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>

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). In 2011-2012, tiered rates for commuter parking in the Erie-Ontario garage or the Abbott Hall flat lot range from \$606 to \$2,691. To park in the 275 E. Chestnut garage, a premium of \$ 162.00 is added to these tiered rates (subject to availability). A flat rate of \$2,997 was established for the Huron-Superior garage, but with our commitment to provide parking to patients and visitors, parking in the Huron-Superior garage may not be available after Lurie Children's Hospital opens in mid-2012.

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 at the regular permit rate. Chicago evening/weekend parking during 2011-2012 costs \$138 per quarter or \$372 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: www.northwestern.edu/userservices/transportation/parking/index.html. You can also contact them via email at chicagoparking@northwestern.edu.

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>

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 www.shuttle.northwestern.edu. There is no charge for the shuttle service for anyone displaying an active WildCARD (including spouses/partners). Travel time between campuses varies upon time of day. Please present your WildCARD when boarding the shuttle. Expired ID cards are not accepted. Contact University Services at 312-503-8129 or via email at shuttle@northwestern.edu with any questions or for further information.

Evanston Parking Shuttle

To encourage people to use the off-campus 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 several points on campus, 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 www.shuttle.northwestern.edu 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 312-503-8129 or visit www.northwestern.edu/userservices/transportation/index.html.

Airport Transportation

Purchasing Resource Services (PRS) has compiled information about transportation services to and from the two Chicagoland airports, O'Hare International and Midway Airports, for use by faculty, staff, and students that can be found at http://www.northwestern.edu/userservices/transportation/commuter/airport_transportation.html. 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 Chicago campus train station 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. At the time of printing, the shuttle costs \$15 for ten rides or \$37 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 Rehabilitation Institute cafeteria or in the University Services Office at Abbott Hall, Room 100. Train shuttle tickets can be purchased on a pre-tax basis. More information is available at <http://www.northwestern.edu/userservices/transportation/shuttles/chicago/index.html>.

If you need to travel between the Northwestern Chicago campus and Children's Memorial Hospital, CMH has expanded its shuttle service. If you have questions about CMH's service, contact Dan Burns at 773-880-3218 or via email at DaBurns@childrensmemorial.org. The CTA also has numerous public transportation options available in the area; for more information visit www.transitchicago.com.

Rideshare Program

Northwestern University, in conjunction with PACE, now offers a rideshare program for all full-time faculty and staff. Carpooling is an economical, convenient and environmentally friendly way to commute to work. Full-time Northwestern faculty who plan on carpooling at least three times a week and live outside the parking boundaries for their campus* are eligible for the program. Northwestern has also created an Emergency Ride Home Program (ERH) for registered PACE Rideshare participants from NU in the event of a personal and urgent emergency. Qualified ERH reimbursements will cover taxi rides and single Metra, Pace, or CTA tickets home. More information can be found at:

<http://www.northwestern.edu/userservices/transportation/commuter/rideshare.html>.

*Parking Boundaries - **Chicago:** North of North Ave., West of Halsted and South of Congress.
Evanston: North of Central, West of Ridge and South of Lake.

Bike to Work

Riding a bicycle to work is a commuting option that can have economic, environmental, and health benefits. Northwestern offers many services and resources for bicycle riders. All University shuttle buses are equipped with bike racks. Kryptonite brand locks available for purchase at cost through the University Police. University Police also provides Bicycle Security Tips as well as free, online bicycle registration for the campus community. Contact (312) 503-8314 for additional information.

Secure bicycle parking is available on the Chicago campus for an annual fee of \$25. Shower facilities are also available in Chicago free of charge at the Lake Shore Chicago Park District facility. Transportation maps of the Chicago Northwestern campus are available at either WildCARD Office. For an electronic version of this map and additional Chicago campus biking information, visit: <http://www.northwestern.edu/userservices/transportation/parking/bicycle.html>.

For Evanston campus bikers, the shower facilities are in a restricted area, so you will need to register with University Services in order to use them. Contact Brian Peters at b-peters2@northwestern.edu for details. The City of Evanston publishes an Evanston Bicycle Route Map, which can be located at <http://www.northwestern.edu/userservices/transportation/parking/bicycle.html>.

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 11th among the nation's private universities. The Northwestern University Library system includes: the Main Library and two branch libraries — the Math Library and the Seeley G. Mudd Library for Science and Engineering— on the Evanston campus; 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 of the Garrett-Evangelical Theological Seminary located near Northwestern.

Library services for faculty can be found on Northwestern University Library's website at www.library.northwestern.edu. Faculty services include guidance in scholarly communications issues, digitization services, instructional services, book delivery, reserve for class materials, and access to other area libraries. Also available for consultation are library subject specialists whose purpose is to support faculty teaching and research needs. These librarians 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. NUCat, the Library's online catalog, and Electronic Resources, the Library's resource locator for the nearly 40,000 full text journals and databases, are located on the Library website: www.library.northwestern.edu 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. On the Chicago campus, the Northwestern University Bookstore handles books for the medical and law schools as well as Continuing Studies for classes taking place in Chicago. Orders can be placed by phone (312) 503-8486, by fax at (312) 503-0101, or by e-mail to sm776@bnccollege.com.

Housing

On the Evanston campus, the University maintains several apartment buildings and single family homes that are available to in-coming faculty that are relocating from outside of the Chicago area. The maximum rental is generally for one year. Units are unfurnished and contain one, two, and three bedrooms with rents at market rates. Persons interested in receiving information and applications for rentals should email Ms. Judy M. Thomas, Property Manager Assistant in Facilities Management at judy-thomas@northwestern.edu.

The Office of the Provost maintains a website where faculty can post and browse available housing, both for rent and for sale, long-term and short-term. The site can be found at: <http://www.northwestern.edu/provost/faculty/work-life-family/housing/index.html>.

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/>

In addition to the Sunday metropolitan newspapers, the *Chicago Reader*, a free weekly newspaper (also published on Thursdays or available on the web at <http://www.chicagoreader.com/chicago/Home>), is an excellent source of Chicago information as well as the website *Craigslist*, <http://chicago.craigslist.org/>.

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 the University's local designated preferred banking vendors for mortgage services, loan transactions are available at preferential interest rates on primary mortgages for both tenure-track and non-tenure track faculty members. There is also some discounting on interest rate for bridge loans. Some fees such as the application fee will be waived to the faculty member. The faculty member is responsible for down payment and closing costs and must meet normal bank loan underwriting approval.

The bank contacts are:

Mr. Galen Tallas, Mortgage Dept. Manager, First Bank & Trust,
main branch at 820 Church Street, Evanston, Illinois 847-733-7400, ext. 229.
gtallas@firstbt.com
www.firstbt.com

Ms. Sandy Federici, Mortgage Loan Officer, First Northern Credit Union,
Evanston branch at 726 Clark Street 312-332-6357, ext. 443.
sfederici@fncu.org
www.fncu.org

Dan Barnes, Mortgage Specialist, Harris Bank
Evanston branch at 1638 Maple Ave. 847-675-1085 or 847-334-1202.
Daniel.barnes@harrisbank.com
www.harrisbank.com

More information is available at the Northwestern HR relocation web link:

<http://www.northwestern.edu/hr/benefits/childcare/relocation/financial/>

More information and resources regarding home purchase may 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, or Ms. Lori Anne Henderson, Director of Work & Life Resources, HR 847-491-3612.

Employment Assistance for Faculty Spouses/Partners

Northwestern's University Career Services (UCS) helps NU students and alumni identify and successfully pursue individual career goals. UCS offers career assistance to faculty spouses/partners to help them become familiar with available career resources and/or arrange a courtesy appointment with an appropriate career specialist. In addition, 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.

For assistance, please have your academic department office email the Executive Director of University Career Services, Lonnie Dunlap at l-dunlap@northwestern.edu to request arrangements on your behalf.

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

Family Friendly Benefits

Childcare

Faculty childcare assistance is available through the Office of Work/Life Resources, a division of the Office of Human Resources. Northwestern offers a wide range of childcare programming to meet the diversity of family needs. Specific information can be found on-line at: www.northwestern.edu/hr/benefits/childcare. This site provides information about Northwestern's resource and referral service for locating providers, near-site childcare centers in Evanston and Chicago, a Nannyshare Network, childcare fee assistance available for eligible families, back-up care arrangements, complimentary Sittercity.com enrollment, Mothers' Room locations, private school tuition discounts, and the dependent care flexible spending accounts and match program. For additional information, contact the Office of Work/Life Resources at 847-491-3612.

Eldercare

Families who are seeking assistance for an older family member may request support through the Office of Work/Life Resources, as well. Services include workshops, a caregiver support group, and resource materials. For additional assistance, contact 847-467-1460.

Relocation

The Office of Work/Life Resources offers services to help prospective, new or current faculty and staff with a variety of transition needs, such as housing, family matters, getting connected and more. Work/Life professionals are available to speak or meet with individuals and/or their families to assess their needs and assist them in gathering information and/or identifying appropriate resources. These services are available to all faculty and staff of Northwestern.

A comprehensive list of on-line resources can be found on the ***Relocation Resources Website*** at <http://www.northwestern.edu/hr/benefits/childcare/relocation/>. For more information, contact 847-491-3612.

Flexibility

Leaves are available to assist faculty with the birth or adoption of a child. Under the University's Faculty Family Leave Policy Northwestern provides paid leave for childbearing (or adoption) and childrearing. Eligibility for and length and timing of such leaves are described in the Faculty Family Leave Policy statement available on-line at:

<http://www.northwestern.edu/provost/faculty/work-life-family/policy.html>

In addition to paid leave, all faculty who have completed one year of full-time service are eligible for 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA). The childbearing, adoption, and childrearing leaves described in the Faculty Family Leave Policy are independent of personal leaves taken according to the provisions of the FMLA. Unpaid FMLA leave may be taken in addition to the leaves described under the Faculty Family Leave Policy. Extensions of the probationary period are also available to tenure-eligible faculty (male or female) who are at least an equal partner in the care of a young child. For details see:

<http://www.northwestern.edu/provost/faculty/work-life-family/policy.html>

Personal Support

The University offers a Faculty and Staff Assistance Program. This program is a confidential, no-cost service designed to offer confidential and professional help for faculty and their family members who may benefit from assistance with personal concerns. The services are confidential, as required by law. No record of participation will appear in University files. The provider of these services is Perspectives, a professional organization with expertise in providing confidential counseling for a variety of personal issues. For additional information, contact 800-456-6327 or www.perspectivesltd.com (Username: NOR501 Password: perspectives).

International Faculty

As soon as they arrive on campus, international faculty in H-1B and J-1 status should check-in with the International Office and discuss their particular immigration situations. The International Office (IO) is located at 630 Dartmouth Place, Evanston, and can be reached at (847) 491-5613 or by email at 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/scholar/scholar-resources/international-scholar-appointments-walk-in-hours.html>.

New faculty members (tenure eligible, non-visiting and visiting faculty) should take a moment to familiarize themselves with the IO Scholar Services staff at <http://www.northwestern.edu/international/about/staff.html>. Each scholar adviser is assigned to a school and identified as International Scholar Adviser or International Student and Scholar Adviser. The International Office assists international faculty, visitors and dependents on matters pertaining to their nonimmigrant and immigrant status.

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.

Information for J-1 Exchange Visitors

Changes in immigration regulations, under the Student Exchange Visitor Information System (SEVIS), mandate reporting of certain events in a specified period to the U.S. Department of Homeland Security. This applies to visiting faculty in J immigration status only. For additional details, please visit the IO Web site at www.northwestern.edu/international and click on the Scholar Services section; and then click on Information for International Faculty, Researchers and Staff. 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 U.S. within 30 days of the begin date on the visa document. Please bring your passports and other immigration documents at the time of check-in. The IO holds a J-1 Visa orientation every other Wednesday on the Evanston campus, and every other Tuesday on the Chicago campus. The sessions are on a walk-in basis and highly recommended as it provides valuable information on immigration and maintenance of status for J-1 Exchange Visitors and dependents. Due to space issues, the IO requests that only the principle J-1 attend the orientation. There will be a separate orientation for dependents in late October.

Information for faculty in H-1B status

At the time of check-in with the International Office, please bring your passport and the original form I- 797 Approval of H-1B status. At the time of the check-in, the IO will provide a copy of the Labor Condition Attestation (LCA), as required by the U.S. Department of Labor and the form I-

797. The original is form is kept in the file and can be requested for travel outside the U.S. and for visa renewal. It's important to work with the department and the IO for any extensions of the H-1B, as this is a very involved and time- sensitive process. Extensions may take up to four to five months before an application can be submitted to the United States Citizenship and Immigration Services (USCIS).

By USCIS regulations, an H-1B must report a change of address within ten (10) days by completing form A-11, available on the USCIS web site at <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=c1a94154d7b3d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>. Failure to report an address change is a violation and may result in extended delays at ports of entry and denial of certain benefits. Please consult with a scholar adviser for additional information.

Obtaining Permanent Resident Status (Green Card)

It is very important for faculty (tenure eligible and non-visiting faculty) 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. As a result of new regulations announced by the Department of Labor, international faculty members should speak with their respective departments and the International Office to begin the permanent resident process; details of university policy and procedures can be found on the IO web site at <http://www.northwestern.edu/international/scholar/faculty-researchers-staff/legal-permanent-resident.html#becoming>. All eligible faculty should make an appointment to see Ravi Shankar, Director of the International Office to discuss individual cases. Appointments can be scheduled by calling the IO front desk at 847 491-5613 or by e-mail at intoff@northwestern.edu.

Community Information

The Community Council for International Students (CCIS) is a volunteer group that works with 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/ccis/index.html> or by clicking on the CCIS button on the main page.

II. GETTING CONNECTED

The Faculty Senate

The Faculty Senate shall consider, make recommendations, and pass resolutions concerning matters of general university interest, including all educational and research endeavors, hiring policy, the tenure and promotion system, and campus life. It is the elected and representative body of the faculty. The Faculty Senate will strive to protect academic freedom, promote excellence, equity, and diversity within the faculty and student body, and advance the general welfare of the university as a whole. On its own initiative it may submit recommendations and resolutions to the Board of Trustees, transmitted through the Provost and President, on any matter affecting the interests of the University.

Information about the Faculty Senate, its membership, and its activities is available at <http://www.northwestern.edu/faculty-senate/index.html>. The chair of the Faculty Senate is Paul Arntson, p-arntson@northwestern.edu.

Campus Newspapers

The Daily Northwestern is published Monday -- Friday during the academic year. Published since 1881, this award-winning student publication is one of the nation's most respected college newspapers 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.

The Department of University Relations is the official producer of Northwestern News, showcased on the web on Northwestern's home page and on the NewsCenter, updated daily. The news also is distributed by email twice weekly to the Northwestern community. Often accompanied with audio and video, the news features cover a diverse range of subjects, from major research to acclaimed theater productions and a variety of other events to administrative announcements and faculty honors. Visit the NewsCenter at <http://www.northwestern.edu/newscenter/>

Suggestions are welcome. For more information, contact the internal communications editor at (847) 491-4893 or news@northwestern.edu

PlanIt Purple

PlanIt Purple, found at <http://planitpurple.northwestern.edu>, is Northwestern University's centralized online events listing. The University community is the listing's primary audience, but it is also viewable by the general public. Users can display events on PlanIt 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 listing. For more information, email: planitpurple@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/administrative-offices/index.html>

Center for Comparative Medicine

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

Innovation and New Ventures Office

<http://www.research.northwestern.edu/invo/>

Institutional Animal Care and Use Committee

<http://www.research.northwestern.edu/oprs/acuc/>

Institutional Review Board

<http://www.research.northwestern.edu/oprs/irb/>

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.

Lawrence B. Dumas Domain Dinners

The Lawrence B. Dumas Domain Dinner Program is designed to stimulate faculty interactions across departments and disciplines and highlight Northwestern's distinctive interdisciplinarity. These events, featuring Northwestern faculty and senior lecturers, 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 and senior lecturers 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 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.

All tenured, tenure track and senior lecturer faculty members are sent electronically 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 the 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 faculty, staff, and administration, and spouses of staff, faculty, and administration. University 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 \$25 a year. For further information contact Jane Dowding at (847) 446-0302, janedowding@yahoo.com or Margaret Schatz at (847) 475-2365, m-schatz@chem.northwestern.edu. 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://www.adminplan.northwestern.edu/ir/sspg/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, Nancy Anderson, at 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 notification from the SSD office to their instructors and to discuss accommodation

needs. Faculty are encouraged to contact SSD at 847/467-5530 or ssd@northwestern.edu with any questions pertaining to academic accommodations. More information is available at <http://www.northwestern.edu/disability/>. As part of SSD's newly designed website, there is also list of Frequently Asked Questions available as a resource for faculty: <http://www.northwestern.edu/disability/our-office/faq.html#facultyfaq>.

Dealing with Student Problems

Faculty members who have a question or a problem concerning a student are encouraged to consult with the Burgwell Howard, the Dean of Students at 847-467-0301 or <mailto:b-howard@northwestern.edu>. The dean 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, Jared Wunsch (jwunsch@northwestern.edu), or Secretary, Liz Trubey (eft@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 are Heather Colburn (h-colburn@northwestern.edu) and Cristina Traina (c-traina@northwestern.edu), or an alternative contact is Renée Redd at Northwestern's Women's Center at (847) 491-2733. The organization also has a website: <http://owf.northwestern.edu/>.

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, Stephen F. Eisenman at s-eisenman@northwestern.edu.

Foundation Relations and Corporate Relations

The Offices of Corporate and Foundation Relations (OCR and OFR) are responsible for managing relationships between Northwestern University and foundations and corporations. OCR and OFR can assist faculty who are seeking funding for research, fellowships, and other scholarly projects.

Corporate Relations

The Office of Corporate Relations serves as a gateway for the corporate community to all academic areas of Northwestern. The Office of Corporate Relations works with companies to create customized, strategic initiatives that support both corporate and University goals. In that

role, the office works with faculty and administrators to facilitate philanthropic support, industry-sponsored research, mentoring, student placements, executive education, and other forms of corporate engagement.

Faculty members should contact Corporate Relations if they are interested in engaging with a company, or if a company has contacted them directly. Corporate Relations team members are available to discuss how to find and utilize corporate interests in your area.

To best match University and corporate priorities, OCR collects funding and engagement needs from faculty and deans and then presents these options to corporate strategic partners as opportunities arise. To learn more about what we do, please visit our website at: <http://corporate.northwestern.edu>

Foundation Relations

The Office of Foundation Relations is Northwestern's central office in support of fundraising from private professional foundations. Foundation Relations' primary role is to manage and monitor relationships with private foundations to advance the University's goals and priorities. Our office is responsible for coordinating approaches to all foundations on behalf of Northwestern University. This allows the University to ensure that new approaches to foundations are strategic and initiated appropriately.

The Office of Foundation Relations works with Northwestern faculty who are planning to approach private foundations, providing research information on foundations and identifying those that might be interested in funding particular projects. We review proposals and letters of inquiry, provide editorial assistance, and help gather materials for submission. Our office also works closely with the **Office of Sponsored Research** to coordinate grant proposals and process awards.

The Foundation Relations team conducts biannual clinics for faculty and administrators who wish to learn more about seeking funding from private foundations. Team members are also available to meet individually with faculty by appointment. Contact information, research request forms, and a list of upcoming Requests for Proposal can be found on our web site at <http://giving.northwestern.edu/fundingresources>.

RFPs and Other Funding Announcements from Corporations and Foundations

The Office of Foundation Relations periodically disseminates Requests for Proposals (RFPs) for foundations to chairs and others in areas relevant to the foundations. We also maintain a database of corporation and foundation RFPs that is searchable by subject area, located at: <http://giving.northwestern.edu/foundations/funding>.

Computing Support

Northwestern University Information Technology (NUIT) offers key services and resources to faculty to best advance the mission of the University. Technology services provided by NUIT to University entities include, but are 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 Information Technologies policies and guidelines, please visit <http://policies.northwestern.edu/policies-by-category.html#information-technologies>.

The NUIT Web Site: Visit the NUIT Web site often to stay informed about academic and research services and resources available to Northwestern faculty. Get up-to-date NUIT news, read the NUIT Insider Blog and subscribe to the NUIT RSS news feed to receive instant notifications about system upgrades, new service offerings and more. Bookmark the NUIT Web site now <http://www.it.northwestern.edu>.

1-HELP (1-4357): The NUIT Support Center is available as the first point of contact for all technical support requests. Faculty, staff and students on both campuses in need of technical assistance can call 847-491-HELP (4357), e-mail consultant@northwestern.edu, chat with a consultant online by visiting <http://www.it.northwestern.edu/supportcenter/livechat.html>, visit the NUIT Support Center on the first floor of 1800 Sherman Avenue in Evanston or (where available) contact their local technical support person for assistance.

Laptop ER: Use Laptop ER for hands-on support of laptop computers and NetID password issues that cannot be resolved over the telephone. The convenient service, located in the Norris University Center is available on a first come, first serve basis, and no appointment is needed. For support hours and a complete list of services provided, visit <http://www.it.northwestern.edu/laptop.er/>.

Chicago NUIT NetID Support Kiosk: Located in the Chicago Parking and WildCARD Office, NUIT's NetID Support Kiosk is available for NetID password issues. All current NU faculty, staff, and students are eligible to receive support from this kiosk. Individuals can bring a WildCARD or other photo identification to the kiosk to receive an activation code that can be used to log in to [NU Validate](#) and update a forgotten or expired NetID password. For hours and location information, visit <http://www.it.northwestern.edu/supportcenter/chicagosupport.html>.

Desktop Computing Support: A number of schools and departments contract with NUIT Distributed Support Services (DSS) to provide technical support on University-owned machines. For a list of contracted schools and departments and for more information, visit <http://www.it.northwestern.edu/dss/dssmain/>.

Software: Take advantage of discounted software applications from NUIT for academic and personal use. Applications, including computer security, productivity, and computation programs, are offered at significant discounts or free for download. For a list of available software, visit <http://www.it.northwestern.edu/software/secure/>.

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 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/>.

Connecting to Northwestern Networks

On Campus: University-owned desktop computers are connected to the NU Network through an Ethernet connection <http://www.it.northwestern.edu/oncampus/wired/index.html>. Wireless access to the NU Network is available from over 1,800 wireless access points on both NU campuses to ensure members of the Northwestern community can stay connected to University systems and services while on campus. To find set-up instructions for laptops and other mobile devices, visit <http://www.it.northwestern.edu/oncampus/wireless/wireless-connections/index.html>.

Off Campus: Expect to use Virtual Private Network (VPN) for accessing certain Northwestern resources from off campus. VPN establishes a "secure tunnel" for your computer on the NU

Network. Visit <http://www.it.northwestern.edu/oncampus/vpn/index.html> for device specific set-up instructions.

Mobile Computing: NUIT offers hardware recommendations and configuration instructions for many popular mobile devices. Learn how to get the most from your mobile device, and stay connected to Northwestern University systems and services by visiting <http://www.it.northwestern.edu/mobility/index.html>.

Academic & Research Resources

The Academic & Research Technologies (A&RT) unit of NUIT is the principal point of contact for faculty interested in the University's computing infrastructure and services. A&RT 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.

Academic Resources

Course Management System: Northwestern University's Blackboard-based Course Management System (CMS), used by over 10,000 students and instructors each academic quarter, facilitates Web-based learning, discussion, and class administration for over 2,000 course sites created each quarter. It includes wikis, blogs, and gradebooks. Courses are automatically archived at the end of each quarter to help instructors easily identify current course sites. Workshops are offered quarterly.

- Web 2.0 Social Learning Tools
- Course Site Customization
- Integrated Collaboration Tools
- Support for Mobile Devices
- E-mail Notification Opt-In
- Web-based tool for file sharing

Bboogle is a software "connector" between the CMS and the Google Apps for Education service, used by NU students for e-mail, maintaining personal calendars, and sharing documents over the Internet. Bboogle brings instructors into the Google Apps environment offering tools for collaborative writing in a course, easily collecting and sharing data among class members, and coordinating schedules in a shared class calendar. Find more information at <http://www.it.northwestern.edu/education/course-management/index.html>

Smart Classrooms: There are over 115 technology-rich Smart Classrooms across both NU campuses. These classrooms create flexible instructional opportunities in teaching and learning by integrating networking, digital media, and audio visual technologies. Select classrooms have advanced videoconferencing capabilities. Reservations are required through the University's Room and Event System, and technology orientations are available for instructors to learn about classroom-specific equipment prior to use. **NU Lecture Capture Service** enables NU lectures, seminars, and presentations in select rooms to be recorded and published for distribution through the Course Management System, departmental Web sites, and Northwestern YouTube. Students can conveniently review lectures for further study from a laptop, smartphone, or other mobile device. For detailed information, visit <http://www.it.northwestern.edu/education/classrooms/index.html>.

Student Response System (SRS): More commonly referred to as "classroom clickers", this integrated hardware and software system allows enhanced classroom learning by providing instructors with an interactive tool to test and receive immediate feedback from students during classroom lectures. For details, visit <http://www.it.northwestern.edu/srs/index.html>.

New Media Technologies: Northwestern University Advanced Media Production Studio (NUAMPS) partners with NU colleagues to produce high-definition video productions and innovative Web-based outreach sites such as Northwestern's Institutional channel on YouTube@NU (<http://www.youtube.com/NorthwesternU>) and Northwestern's Educational album on iTunes U (<http://www.itunes.northwestern.edu/>). For a list of NUAMPS projects and services, visit <http://nuamps.at.northwestern.edu/screenroom/about>.

Computer Labs: NUIT maintains several computer classrooms on the Evanston campus that may be reserved by members of the Northwestern Community for instructional purposes. When not in use for a class, these classrooms are open as walk-in computing facilities. For details on a specific computer lab, visit <http://www.it.northwestern.edu/education/complabs/index.html>.

High Performance Research

NUIT provides access to the world's most advanced research networks for campus investigators.

High Performance Computing (HPC): Northwestern's HPC System, called Quest is recognized as among the [TOP500](#) list of the most powerful supercomputers in the world. It includes data storage, data resources, and advanced instruments, all linked together by advanced software and high performance networks to improve research productivity and enable breakthroughs not otherwise possible. Read more about High Performance Computing at <http://www.it.northwestern.edu/research/adv-research/hpc/index.html>.

Research Data Storage: Vault is Northwestern's central storage platform for research information which provides alternatives for storing and sharing research information computational data in a scalable, reliable, and secure environment. University researchers, research faculty, and post-doctoral researchers are also able to purchase additional storage for further data analysis and collaboration needs. More information can be found at <http://www.it.northwestern.edu/research/adv-research/hpc/vault/index.html>.

Global Network Partnerships: NUIT participates in ongoing international, national and statewide networking initiatives such as StarLight, a proving ground for next-generation national and international optical networks optimized for high-performance applications. A list of global network research partners can be found at <http://www.it.northwestern.edu/research/global-networks.html>.

Virtual Server Hosting Services: The University's Data Centers, located on the Evanston and Chicago campuses, offer researchers a cost-effective, secure, and reliable solution to hosting and managing physical servers. For detailed information, please visit <http://www.it.northwestern.edu/data-centers/index.html>.

Social Sciences Computing Cluster (SSCC): Customized for Northwestern's social science researchers, the SSCC provides an advanced computational capability, a rich suite of statistical software applications, and a centrally-managed data storage service customized for social sciences research activities. Learn more about the SSCC at <http://www.it.northwestern.edu/research/sscc/>.

Research Software Licensing: NUIT provides MATLAB, Mathematica, Red Hat Enterprise Linux (RHEL), SAS, SPSS, X-Windows, and a growing list of open-source software applications to NU researchers. View a list of NUIT software available at <http://www.it.northwestern.edu/software/index.html>.

Research Grant & Proposal Consultation: General consultation for determining the appropriate sources of external funding for research projects as well as assistance with grant applications is available through the Office for Research, <http://www.research.northwestern.edu/information-for/faculty-researchers/funding-opportunities.html>.

Northwestern University Information Technology (NUIT) can assist in providing information technology-related assistance with grant applications. For more information on these specific services, visit <http://www.it.northwestern.edu/research/adv-research/index.html>.

Conferencing and Collaboration Services

Desktop Videoconferencing: Allows licensed faculty, staff, and students to conduct virtual face-to-face meetings outside of the traditional conference room. Using a desktop or laptop computer, Web camera, and USB headset/microphone, or speakerphone, the technology allows users to communicate with colleagues within or outside of the University community. Features include: guest access for non-Northwestern personnel, ability to connect to room-based intercampus meetings, virtual collaboration for up to six participants, Standard Definition and High Definition video capabilities, and a data-sharing component. Learn more at <http://www.it.northwestern.edu/desktop-videoconference/about.html>.

Room-based Videoconferencing: Interactive video eliminates the physical boundaries of the classroom by connecting an instructor to students located in one or more remote locations and is an effective educational tool when used to offer classroom instruction, master classes, on the job training, continuing education, special events and seminars. Videoconferencing also allows researchers at different locations and institutions a real-time cost-effective infrastructure to communicate and collaborate on a daily or regular basis, share and review data, and foster inter-group communication. Learn more about videoconferencing services at <http://www.it.northwestern.edu/videoconferencing/videoconferencing.html>.

Webconferencing: Users with Meeting Host Accounts can host meetings over the Internet with up to 100 participants. These participants can join from any desktop or laptop computer. This service is ideal for meetings as Webconferencing supports live audio and video and features desktop, application and file-sharing. Events can also be recorded for later viewings or for participants unable to attend. To learn more about this service and obtain a Host Account, visit <http://www.it.northwestern.edu/conferencing/webconferencing/>.

Audioconferencing: Northwestern offers solutions for conducting telephone conference calls with participants both on, and off campus. Most conference calls can be achieved by using traditional or IP-based desktop telephones or by requesting a permanent personal 800 number using Global Meet®, an audioconferencing service offered through Premier Global Incorporated (PGI), a preferred Northwestern vendor. For details about this service and to reserve a conference bridge, visit <http://www.it.northwestern.edu/telephone/conference.html>.

Webcasting: Webcasting allows for the broadcasting of lectures, panel discussions and other events across the campus network and Internet. The NUIT Webcast service provides video production, video editing, content streaming, and file storage space. The options for each are dependent upon the audience and the requirements of the content provider. To learn more about planning a Webcast, visit <http://www.it.northwestern.edu/webcasting/overview.html>.

Technology-Related Events and Presentations

NUIT provides information on a variety of technology topics through several different workshops and event series.

NUIT Tech Talks: Join these biweekly interactive Webinars open to the entire University community. Learn about current and upcoming NUIT initiatives as experts discuss a range of technology topics, including new services and tools from NUIT, computer security, and more. Register for upcoming presentations, and listen to past presentations at <http://www.it.northwestern.edu/learning/techtalks/>.

NUIT Webinars: Attend via your computer for a chance to improve your knowledge and use of specific services and systems that impact the academic and work environment of the University. www.it.northwestern.edu/learning/nuit-webinars/index/.

The Scholarly Resources and Technologies Series: Presented in conjunction with the University Library, this series is for faculty who want to take advantage of the teaching and research capabilities of digital media, course management system features, online archives, electronic databases and other emerging technologies. Find a list of upcoming and archived presentations at <http://www.it.northwestern.edu/learning/>.

High Performance Computing Workshops: No-cost training opportunities on building and maintaining data for research projects on the Quest cluster. Workshops topics are repeated quarterly. www.it.northwestern.edu/research/adv-research/hpc/quest/workshops.html.

NUIT-to-Go Podcasts: Listen to NUIT topics that focus on current and upcoming information technology services, initiatives and support in a convenient format. Listen now at <http://www.it.northwestern.edu/podcasts/index.html>.

Additional learning opportunities can be found at <http://www.it.northwestern.edu/learning/>. To further explore the many support and service options available to faculty, please visit NUIT's website 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 2011 New Faculty Workshop will be held on September 15 at the Guild Lounge in Scott Hall, 601 University Place Evanston, IL 60208 (Evanston Campus) from 8:45 am - 3:00 pm. Reservations may be made at: <http://www.surveymonkey.com/s/JQ9M7BM>.

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 several broad areas:

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

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)
- assistance with pedagogical portions of grants; 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.

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 maintains an extensive web site, offers fellowships-specific workshops throughout the academic year, and holds general informational sessions every Thursday in the 1940 Sheridan conference room. For more information visit their 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 Director Sara Anson Vaux at scv@northwestern.edu; Associate Director Elizabeth Pardoe at e-pardoe@northwestern.edu; Associate Director Stephen Hill at s-hill@northwestern.edu; or Associate Director Brad Zakarin at b-zakarin@northwestern.edu.

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 and students. Savings, checking, money market accounts, Visa® credit and debit cards, home equity loans, first mortgages, vehicle loans, automatic payroll deductions, online banking and bill pay, 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 — and additional private share insurance up to \$250,000 through Excess Share Insurance.

First Northern's Evanston Branch 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 p.m.; F: 8:30 a.m.-6:00 p.m.; Sat: 9:00 a.m.-12:00 p.m. There is 24-hour ATM access at the branch.

First Northern's Streeterville Branch is conveniently located right off campus in Downtown Chicago at 541 N. Fairbanks Court, Suite 120. Branch hours are M/T/Th: 8:00 a.m.–4:30 p.m. and W: 9:30 a.m.–4:30 p.m. There are ATMs located in Galter Pavilion on the second floor and on the lower level of 541 N. Fairbanks Court.

In addition, First Northern Credit Union offers over 71,000 surcharge-free ATMs nationwide! They also offer over 6,600 Shared Branching locations, allowing free access to a group of credit unions around the world through which you can conduct your financial transactions. Visit First Northern's website at <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 and hours of operation for NU dining facilities on both campuses are located at <http://www.northwestern.edu/nucuisine> or by calling 847-491-2020. Unless otherwise noted, all locations accept cash, credit or Munch Money as forms of payment. Additionally faculty and staff may use departmental chart strings to purchase meal vouchers for Cohen Commons and the Residential Dining Halls. The Departmental Meal Voucher request form is available on the Food Service website, <http://www.northwestern.edu/nucuisine/plans/forms.html>.

Faculty may also participate in a discount program by using the Cinch card. The Cinch card offers a 20% discount on entry into any of the six residential dining halls. For more information on the Cinch card, or to get one, contact the Food Service office at food@northwestern.edu or 847-491-2020.

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, espresso drinks and cold beverages. Also in the Technological Institute, the McCormick Faculty and Staff Dining Room serves hot buffet lunches Monday through Friday during each quarter up until finals week from 11:30 a.m. to 1:30 p.m. in the Jerome B. Cohen Faculty Commons (L482, 4th floor north). The dining room will open this Fall Quarter on October 11, 2010. Reservations are accepted for parties of more than 4 persons with 24-hr prior notice via e-mail only at j-grocholski@northwestern.edu or by calling 1-5550. Menus and additional information are posted online at http://www.mccormick.northwestern.edu/resources/dining/cohen_commons.html.

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.

Library Plaza Café is located on the second floor of 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, freshly brewed coffee, along with breakfast sandwiches, freshly baked muffins, cookies and Rice Krispies Treats.

Crowe Café, on the ground level of 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.

The Great Room at 610 Haven Street, is a newly renovated lunch and late night option serving made-to-order burgers and pub food along with a variety of snacks, cold and hot beverages, and pre-made salads and sandwiches.

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 a variety of a-la-carte dining at Jamba Juice, Sbarro, Crepe Bistro, or nusushi. A Starbucks café is located on the main level of Norris.

The six **Residential Dining Halls** across campus offer all-you-can-eat meals featuring a variety of entree and made-to-order options as well as reliable cafeteria staples such the salad and dessert bars. Northwestern faculty and staff and their guests are also welcome to use the dining halls during any meal period by paying the following cash-entrance rates: \$6.50 for breakfast, \$8.50 for lunch and \$10.50 for dinner. Cash and Munch Money are accepted, but credit cards are not.

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. **Kafe 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.

In addition to these dining facilities, both the Evanston and Chicago campuses offer a variety of **catering services** ranging from coffee and bagels to five-course meals. More information is available online at <http://www.northwestern.edu/nucuisine/catering/index.html>.

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 Resource Services (PRS), WildCARD ID offices, Printing & Duplicating, Laboratory Supplies & Services, Equipment Maintenance Insurance Program (NUMAINT), Chicago Parking, Vending, Copier Program, Trademark Licensing, Internal Moving Services (Chicago campus only), Laundry Program and the Chicago Fitness & Recreation Program.

Detailed information on the services they offer is available at <http://www.northwestern.edu/userservices/>.

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 discount on some United Airlines tickets booked through Northwestern's list of approved agencies and the lower-cost online booking tool called Compass. Transaction fees have also been negotiated with these agencies. NU-related business travel can be charged to a chartstring rather than your personal credit card. For details of currently available services and procedures, please go to the travel website at: <http://www.northwestern.edu/userservices/travel/>.

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. 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 strives toward green campus activities and practices and has an active recycling program. NU recycles more than 1500 tons annually, representing about 30% of the waste stream. There are two recycling collections, *paper/cardboard* and *cans/glass/plastic*, which include:

- **Paper/cardboard** -- office paper, cardboard, junk mail, newspapers, magazines, paperback books, etc.
- **Cans/glass/plastic** -- aluminum & steel cans, plastic containers numbered 1 – 5 (no 6 or 7), aseptic packaging (drink boxes, milk cartons, etc.) and glass bottles & jars.

Recycling bins are provided by NU Recycling. More information is available at <http://www.northwestern.edu/fm/operations/recycling/> or by calling 847-467-1374.

You can view the NU Commitment to Environmental Sustainability at http://www.northwestern.edu/fm/environmental_sustainability.htm

For information about recycling services for your computer and electronic equipment, please see: <http://www.northwestern.edu/userservices/office/computer/staff.html>

IV. UNIVERSITY DIVERSIONS

Recreational Facilities

Evanston Campus

Several recreational facilities are available on the Evanston campus. Faculty may access facilities by showing their current Wildcard and paying the \$12 daily fee or by purchasing a facility membership. Membership fees vary depending on options selected and can be paid through an automated payroll deduction. Please contact our membership office at 847 491-4303 for details.

Membership provides access to the following services in the Henry Crown Sports Pavilion and Norris Aquatics Center:

- Fitness and Facility Orientation
- Quick Check (Basic Fitness Assessment)
- Equipment Essentials (Equipment Orientation)
- Towel service
- 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 and the Dellora A. and Lester J. Norris Aquatics Center (SPAC) houses 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 training fitness studio
- 2 Free weight rooms
- 4 racquetball courts
- 3 international squash courts
- 3 multipurpose courts for basketball, aerobics, or volleyball
- 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
- Cybex Arc Trainers
- Rowing machines
- Full-circuit Cybex and Nautilus strength training machines
- Cybex free weight equipment
- PreCor elliptical trainers
- Power Plate

- Pilates Reformer
- 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 pay the daily fee or purchase an individual season beach pass. Visit www.fitrec.northwestern.edu or call 847-491-4303 for prices.

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
- Cybex Weight Machines
- Stairmaster Free Climbers
- Lifecycles recumbent
- Treadmills
- PreCor elliptical trainers
- Club Pro Ab Trainer
- Cybex 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. Visit our website at www.fitrec.northwestern.edu for more details on these and other programs.

Chicago Campus

Learn about Chicago campus fitness and recreation options:
http://www.northwestern.edu/userservices/fitness/chicago_campus.html.

Musical Activities

Each year, the Bienen 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 Series, the Winter Chamber Music Festival, and a themed spring festival. For a schedule of events, go to www.music.northwestern.edu.

Prices for the tickets range from \$4 to \$36. Many master classes, all solo student recitals, and some additional concerts are free of charge. Discounts are provided to 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 2011 season tickets for football at \$164 per person. Men's basketball season tickets are also available at a discount of around 20 percent; only two season tickets may be purchased at the discounted rate.

Wildcat football and basketball tickets can be purchased through the ticket office at 888-GOPURPLE or online at www.NUsports.com (Discover, American Express, MasterCard and Visa, are accepted).

Public football season tickets are \$200 for individuals and \$116 for end-zone season tickets. Tickets are also available on an individual game basis at \$35-\$50 per person, with end-zone seats available for \$25-\$35 (for select games). There is no faculty staff discount for single game purchases. During 2010-2011, men's basketball season tickets for individuals were \$224-\$325 or \$27 on an individual game basis; women's basketball season tickets for individuals were \$49 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.edu/Pages/home.aspx>
Evanston (847) 492-5970 <http://www.district65.net>
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://www.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, TimeOut–Chicago at <http://chicago.timeout.com> and <http://chicago.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 movie 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 (CTA), Metra, and the Pace bus system. Routes, schedules and maps are available at their web sites:

www.transitchicago.com, <http://www.metra.com>, and 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 8261 Golf Road, Niles and 5401 North Elston Avenue, Chicago. The office closest to the Chicago campus is in the State of Illinois Building, 100 West Randolph Street. All offices can be reached at (312) 793-1010. These offices are closed various days of the week, so it is well advised 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.

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.

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. 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.