Policies & Procedures

The Department of Chemistry Policies & Procedures Manual is intended to provide faculty, staff, and students easy access to essential information about policies and procedures in effect within the Department and the University of Washington. A number of benefits are expected:

- Furtherance of agreement and understanding among all faculty, staff, and students
- Sound, consistent, and clear interpretation and processes
- Ease of information navigation

General Information

- Administrative Services
- Department Contacts

Buildings

- Building Access
- Building Maintenance & Modification Requests
- Building Security and Use
- Building Maps
- See also Facilities & Research section below

Academics

- Teaching Evaluation

Administrative

- General Information
- Administrative Mission & Department Standards
- Alcoholic Beverages
- Authorized Leave
- Conference Room Use
- Fax Machine
- Records and Publications
- Room Reservations
- Shipping and Personal Packages
- Telephone Services
- UW Policy Directory
Facilities & Research

- Building Keys
- Building Space (see also Buildings above)
- Check-Out and Laboratory Clean-Up
- Chemical Inventory
- Chemistry Shops Priorities
- Equipment Inventory and Surplus Property
- First Aid and Safety Training
- Required Safety Training for Lab Personnel
- Research Services Recharge

Purchasing & Accounting

- Services and Information
- Hosting Expenses
- Shipping and Receiving
- Travel Authority and Request

Instructional & Laboratory Services

- Chemical Inventory
- Laboratory Operations

Graduate Program

- Program Requirements
- Graduate Student Appointments

Instruments, Shops, Stockroom

- Computer and Network Services
- Machine and Electronics Shops
- Research Stockroom
- Spectral and Analytical Instrumentation

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