I. Purpose

The IIT Policies and Procedures Handbook is a guide for the operation of the business and financial matters of IIT. Neither academic nor employment matters are addressed in the manual. These matters are addressed in the manual on Human Resources Policies and Procedures, which is located in the Human Resources portal site of myIIT. Link from the Human Resources Announcements channel on the Work tab or the Faculty Handbook (https://www.iit.edu/general-counsel/policies-and-procedures/faculty-handbook) This manual is not intended to cover specific operating policies within a department. Each department is encouraged to maintain an operation guide to address interdepartmental procedures. In the event of a conflict between IIT policies appearing in this manual and individual department policies, this manual shall govern.

II. Distribution

This Handbook should be available in every department office and can also be found at: https://www.iit.edu/general-counsel/policies-and-procedures

III. Additions and Changes

Revised procedures will be coordinated and issued by the Office of the General Counsel.