

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

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Subject: Purpose, Distribution and Changes

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### **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* ([http://www.iit.edu/general\\_counsel/policies/faculty\\_handbook/](http://www.iit.edu/general_counsel/policies/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: [http://www.iit.edu/general\\_counsel/policies/](http://www.iit.edu/general_counsel/policies/)

### **III. Additions and Changes**

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