Who’s Who in Biology

Interim Chair                Mike Antolin
The Department Chair is responsible for oversight of departmental
programs, policies and fiscal decisions.

Assistant Department Chair   Steve Stack
Assists the Chair and serves as Chair in his absence.

Biology Graduate Ombudsperson Lianne Pilon-Smits
The graduate student ombudsman will listen to concerns, answer
questions, analyze situations, identify and explain pertinent
university policies and procedures, and generate feasible options
and strategies for resolution. This process promotes clarification
and focus, efficiency, and a healthy environment for learning and
working.

Staff

Office Manager               Debra DeVilbiss
• Questions concerning department
• University policies/guideline questions
• Appointments with department chair
• Guest and Associate appointments
• Overseeing office staff

Undergraduate Coordinator    Treva Creed
• Maintenance of undergraduate student files
• General office procedures, mail and packages receiving
• Scheduling of rooms and classes for Biology curriculum
• Scheduling of projectors,
• Equipment liaison, scheduling of AV equipment

Graduate Coordinator         Dorothy Ramirez
• Liaison to department graduate students
• Secretary to the department graduate committee
• Disseminating and assembling teaching evaluations
• Maintenance of graduate student files
• Backup for Undergraduate Coordinator

Building Proctors             Treva Creed, Dorothy Ramirez
• Building problems should be reported to the building proctor:
  491-7011. After Hours: or in case of a true emergency, call:
  Facilities Scv. dispatch at 491-0077
**Accounting Technician**  Jim Amidon

- Manages departmental administrative accounts, including budgets and expenditures for courses
- Processing of orders for classroom needs
- Manages departmental research accounts
- Processing of orders for supplies and equipment, tracks expenditures and monitors budgetary outlays

**Accounting Technician**  Maylou Flores

- Personnel/payroll paperwork for all personnel other than hourly payroll
- Processes all departmental travel paperwork
- Order general office supplies
- Processing of orders for supplies and equipment, tracks expenditures and monitors budgetary outlays

**Accounting Technician**  Erin Nuland

- Processes paperwork for student hourly and work-study payroll.
- University PCard allocations

**Lab Coordinators**  Donna Weedman, Lab Coordinator  
Christine Prins/Asst. Lab Coordinator

- Support of laboratory sections of courses offered by Biology
- Supervise use of the microscopes
- Coordinate and evaluate students enrolled in Supervised College Teaching
- Maintain the living plants in Biology

**IT. Coordinator**  Ross Madden

- Maintains the department network, our website, and shared computer equipment
- General computer/network troubleshooting
- Assistance with hardware and software purchases
- Supervision of CNS computer lab
**Academic Support Coordinators:** Jenny April/Kayla Nuss

- Advise undergraduates on course scheduling, academics and career planning
- Maintain written biology department curriculum rules and department processes
- Advise the Biology Club
- Audit of graduation contracts

**Standing Committees**

**Executive Committee**
The Executive Committee is elected by the faculty. They advise the Chair on budgetary issues, departmental policies, and other issues as they arise.

**Graduate Committee**
The Graduate Committee supervises the progress of graduate students enrolled in the Biological Sciences, Botany and Zoology degree programs. The Graduate Committee also scrutinizes applications for our graduate programs and formulates recommendations to the Chair concerning admission and awarding of teaching assistantships.

**Curriculum Committee**
The Curriculum Committee resolves curricular issues for undergraduate degree programs. It examines requests for waivers of graduation requirements and considers curricular issues as needed. Policy recommendations are brought before the faculty for consideration and final approval.

**Technology Fee Committee**
The Technology Fee Committee solicits input from faculty and then formulates the department’s annual Technology Fee proposal. Tech Fees provide much needed classroom equipment and upgrades to existing equipment.
Tenure and Promotion Committee
The Tenure and Promotion Committee is elected by the faculty. They examine the records of faculty members who are being considered for reappointment, tenure, and/or promotion. They formulate recommendations on each and present those recommendations to the faculty for approval.

Ad-hoc Committees

Library Liaison
This faculty member is appointed by the Department Chair and is responsible for communication between the libraries and Biology Department personnel.

Graduate Student Representatives
Every year two graduate students are elected by their peers to serve as representatives to the faculty. They attend faculty meetings when appropriate and meet with the Chair as needed to discuss concerns of graduate students.

Graduate Council Representative
Each year one graduate student is elected by their peers as the Biology Department’s representative to the Graduate Council, a group that advises the Dean of the Graduate School on matters concerning the graduate student body.

Other Groups on Campus
Many faculty and graduate students are involved with interdisciplinary groups on campus. These groups include:

- Graduate Degree Program in Ecology (GDPE)
- Cell & Molecular Biology Program (CAMB)
- Program in Molecular Plant Biology (PMPB)
- NSF IGERT Program MAS BioEnergy
- Life Sciences Colloquium
- Program in Molecular Cellular and Integrative Neurosciences
POLICIES & PROCEDURES

Biology Office Hours
7:30 AM - 4:30 PM.

Keys
The accounting department will order a building key, key to the mailroom, your office/lab and teaching labs at your request. You will be notified when your keys are ready to be picked up. Lost keys must be reported to Facilities Management in person; also, place a new key order with the accounting office to replace the lost key(s).

Upon leaving the university, key holders MUST return all keys issued in their name to Facilities Management. Grades and/or paychecks can be withheld until keys are accounted for.

Building Security/ Problems
Building security is a collective responsibility. Do not prop open locked outside doors on weekends and late at night. Anyone inside the building after hours should be in possession of an E1 key. If you see anyone in the building after hours who makes you uncomfortable, call CSU Police immediately (491-6425 or 911 in case of emergency).

Problems with the building should be reported to the Building Proctor 491-7011. After hours, or in case of emergency, call Facilities Services dispatch at 491-0077.

Mail Services
- Faculty, Research Associates, Postdoctoral Fellows and Biology Staff have personal mailboxes located in the mail room, E111/AZ.
- Graduate Students mail is sorted alphabetically by surname.
- Mail is delivered once daily to the department. Department stationery is to be used for official CSU business only. Outgoing mail can be placed in the white postal service tub on the floor beneath the mailboxes by 2:00 p.m.
- Urgent outgoing mail that requires same day processing must be at mail service by 3:30 p.m.
• For more information on special services, such as express mail, Registered mail, Insured mail, etc, please see: http://cr.colostate.edu/index.asp

• All mail must have a University return address and account number for postage application by mail service.

• Personal mail must have postage affixed before being placed in the tub.

**Payroll**
Faculty and graduate fellows are paid monthly; see Maylou Flores with any questions about your paycheck.

Timesheets for hourly employees must be submitted to Erin Nuland no later than 4:00 P.M. on the Monday following the pay period end date. TO AVOID DELAYS make sure that all information and signatures are properly filled in.

**Phones**
All faculty offices and many research laboratories have telephones.

A wall phone is in the mailroom for your convenience.

Long-distance calls and faxes require 5-digit access codes, which are issued to faculty and staff members. Faculty may also have separate codes for their grants if they wish — see Debra DeVilbiss to obtain these codes.

**Personal Calls** – The University prefers that you use your personal calling card for all personal long distance calls. In the event that you must use your university access code, charges for personal phone calls must be reimbursed to the department.

To reimburse the department for personal calls, review the monthly phone call statement that you receive and submit your payment for your personal calls to Accounting Department.
Fax Service
The fax machine in the main office can be used for sending and receiving faxes. The phone number for the fax machine is (970) 491-0649. A long-distance access code is needed in order to send long distance faxes.

Computer Accounts
In order to communicate quickly and effectively, CSU requires each enrolled student to sign up for eID (electronic identity). eID is also required in order to register for classes and to access the university's electronic services that are available on campus. To register for your eID, log onto http://www.acns.colostate.edu or call the ACNS help desk at 970-491-7276.

Work Injuries
Any injury received, while carrying out work duties at CSU must be reported immediately by the injured employee and the supervisor. To obtain a Workers Compensation Claim Form see: http://www.ehs.colostate.edu/wworkcomp/home/apsx

See Debra DeVilbiss if you have any questions.

Travel
Travel expenses may be reimbursed if traveling for professional reasons (fieldwork, attending a conference, going to a distant laboratory for special training, etc.).

Before Traveling
1. Complete a “Pre-Travel Authorization” form.
2. Include the funding source and justification for the trip.
3. Return the form to Maylou Flores.
4. A Travel Authorization (TA) number will be assigned to allow you to make your airline reservations; Please note. State contracts on certain airfares and car rentals dictate a maximum for reimbursement. Booking through a State Approved Travel Agent is required for all cases; individuals unfamiliar with the travel agencies allowed by CSU should check with Maylou Flores for help.
5. The Travel Authorization will be reviewed and signed by the Department Chair.

6. Faculty members and GTAs who will be absent for more than 3 consecutive business days must complete a **Department Authorization** form in addition to the Pre-Travel Authorization form.

**Important Note:** If you have student assistants, invited speakers, or others who will require travel reimbursements, please see Maylou for assistance as far in advance as possible.

**After You Return**

1. Complete a “Post-Travel” worksheet for expense reimbursement. See Maylou to obtain this form and for any assistance with the paperwork.

2. Allow 2-3 weeks for the reimbursement to be processed.

**Hazardous Waste/ Radiation/ Other Hazards**

According to State law you are **personally liable** for the safe use and disposal of chemicals you ordered — even after you leave CSU. Therefore, all personnel working with laboratory chemicals must be trained by Environmental Health Services on the appropriate processing of hazardous waste.

The Radiation Safety Office must certify personnel working with radioactivity. Those working with controlled substances will require special permits.

If you need more information, contact Environmental Health Services at **491-6745**.

**Animal Care**

Anyone working with vertebrates, including field observations must have protocols approved by the CSU Animal Care & Use Committee (ACUC). Such approvals require that you fill out forms available online at [http://www.research.colostate.edu/rcoweb/acu/ac_res_teach_forms.htm](http://www.research.colostate.edu/rcoweb/acu/ac_res_teach_forms.htm).
**CSU Marketplace-PCARD & Purchase Orders**

Purchasing is done primarily through our online ordering system (Kuali) or occasionally by University Charge Card (P-Card). Some purchases are still done with a departmental purchase order.

If purchases are needed for a lab, check with your PI on their purchasing procedures.

When buying supplies for a class, see Jim or Maylou for instructions.

**Photocopying**

The photocopier in room E106 is for staff and faculty administrative and/or grant use. The photocopier in the mailroom is for fewer than 30 class copies.

**WORK ORDER REQUESTS** must be received at least 24 hours ahead of the due date in order to ensure timely processing of your order. *Plan ahead* to leave sufficient time for your job to be completed on time. Detailed instructions can be found at: http://ccs.colostate.edu/copy_services.aspx

*Copies will be delivered to E106.*

**CLASS COPIES OVER 30 single sided** (EXCEPT FOR OVERHEADS) are to be made by FastPrint, located on the lower level of the Lory Student Center.

Both copiers require a code in order to use them—see Debra DeVilbiss to obtain a code. At the end of each semester you will need to pay her for personal copies or charge a grant, if appropriate.

**Photocopier Etiquette**

- No copyright laws are to be violated when using the department copiers.
- Please clean up after yourself!
Audio/ Visual Equipment
Overhead projectors are available for showing PowerPoint slides in all laboratories and in the conference room, E444. If you need to check out a portable projector, please see the Main office.

Supplies
A minimal stock of supplies is kept in the front office in an emergency they can be used for your work. All other supplies needed should be ordered through Kuali and charged to the appropriate budget.

Use of Common Rooms:
The Department has two conference rooms (E108 and E444) a graduate student lounge (E204), one computer facility (E100) and an imaging facility on the third floor (E310/E319).

- E100 computing lab is funded by undergraduate technology fees from the College of Natural Sciences, and use is restricted to undergraduate majors, classes and GTAs.
- Imaging facility in rooms E310 and E319 is available to Biology personnel who receive special training.
- Conference rooms can be reserved through the main office; you are welcome to use them on the understanding that you will leave them as you found them - please remember to clean up after yourself. University regulations prohibit alcoholic beverages in these rooms.
- The computing lab located in Yates 212 may be reserved for classes or other course use. This is not an open facility and may be used only during reserved times. To make a reservation, please contact Treva Creed or Ross Madden.

To use other Department Facilities, Contact:

- Common Equipment on 3rd Floor: Mykles, Bedinger, Reddy or Bush
- Electron Microscope (E01): Steve Stack
- Computer Lab (E100): Computer Lab Assistants
ANNUAL EVENTS
The Fall Biology Bash is held in mid September to welcome newcomers to the department.

The Holiday Party Potluck near the end of fall semester always provides an outstanding array of edibles.

The Biology Student Symposium is conducted late in the spring semester to showcase the research accomplishments of undergrads and graduate students.

Of Interest to Faculty

Faculty Meetings are held monthly. An agenda is prepared and distributed by the Chair, in advance. Faculty are expected to attend. If you cannot attend, please notify the Assistant Chair.

Executive Committee meets throughout the academic year. If you have issues you wish the Executive Committee to consider, please talk with an elected representative.

Support Staff are ready to help you. Please keep in mind that the staff serves many faculty and graduate students, and over 1300 undergraduate majors, so allow extra turnaround time when requesting assistance.

Teaching: Each course is assigned a budget, and all purchase orders, photocopying, and other expenses will be charged against your allocation. **You are expected to keep within your budget.** If you expect that more resources than budgeted will be needed for your course, see the Chair.

Teaching Assistants are allocated to assist in courses in the following priority: lower-division laboratory courses, upper-division laboratory courses and large lecture courses. If you wish particular individuals to TA for your course, please fill in the TA request form that is distributed each semester and return it to Donna Weedman.

Textbook Orders are to be placed through Treva.* **Treva will order the complimentary desk copies for the courses that have TAs. Please allow sufficient time for the books to arrive so students may purchase them for class.**
**CSU Course Survey** must be given in your courses during the last week of classes. Results of those evaluations are sent to individual instructors and also compiled every semester in a publication online. To view survey results: http://coursesurvey.colostate.edu

Return survey to front office staff, Treva Creed, Dorothy Ramirez

**Contracts and Grants:** The Office of Sponsored Programs is available for assistance with grant proposals and specific questions on allowable expenditures. Contact Bo Bogdanski 1-5574 or Marilyn Morrissey at 1-2375 for information.

The Accounting office, can assist with purchases and hiring the researchers and will also keep you informed on sponsored project spending. You can always come down and ask questions!

Proposals that include CSU cost sharing must be entered into negotiations with the Chair.

**IMPORTANT:** When you hear that you have been funded, please be sure the accounting office has a copy of your final budget.

**Advising:** It is your responsibility to be available to your advisees, especially during the pre-registration season. You are expected to post office hours and to be available during those times for walk-in traffic. If you are unable to meet this commitment, please put up a notice to inform students.

**Tech Fees:** In preparation for your courses, please keep in mind that a request to purchase “high-tech” equipment from the Technology Fees is presented annually. The Tech Fee committee solicits requests every year, and has been very successful at replacing equipment in teaching laboratories.

*Important sources of additional information:* Faculty-staff manual; Biology department code; OSP manual.
Of Interest to Graduate Students

Travel Grants
Every year the Graduate Committee considers requests for professional travel by graduate students. An announcement with details will be distributed early in fall semester. The Department’s ability to fund travel is impacted by the state budget and can be limited in some years.

Research Support
Unfortunately, the Department is unable to provide grants for research expenditures of graduate students. Funding for your work (including summer salary support) is a joint responsibility between you and your advisor. Many graduate students write grant proposals to fund their work, and you should discuss with your advisor how to secure research support.

Office Staff Support
The office staff must prioritize their time to serve the needs of the faculty and general department first. That means you should not count on help with typing, photocopying, scanning, faxing, etc.

Info for Teaching Assistants:
Below are mandatory requirements that are to be met by all Teaching Assistants:
• Attend TA workshop (early August) offered by TILT and the Graduate School.
• Register every semester for a minimum of one credit in one of the following Supervised College Teaching - B2684 or B2584.
• When scheduled, attend weekly laboratory meetings with lab coordinators and/or faculty.
• It is to your advantage to have clear communication with the faculty member you are assisting. Be sure you understand their expectations of you, especially in regard to attending lectures and prep sessions, prepping and taking down laboratory exercises, office hours, etc.
• Keep lab rooms locked when not in use.
• Maintain a running inventory on the equipment in your lab room, especially the microscopes. Report malfunctions immediately to Donna, with details on what equipment is not working, what the problem is, and where it is located.

• You must conduct teaching evaluations in your sections at the end of the term. Complete instructions will be provided as the time nears. Evaluations are to be returned to the main office.

• Do not send students from your labs to make “one or two” copies. It is your responsibility to provide copies for your students.

• Never instruct your students to turn in assignments to the department office — the volume of traffic there will almost surely result in lost materials. Rather, have your students meet you during office hours, or make arrangements with another grad student to receive them.

Important sources of additional information: Biology Department Graduate Student Handbook.

Welcome to the Department of Biology!
Notes