WELCOME

Welcome to the Department of Biology at Colorado State University. Our internationally-recognized research and education programs focus on organisms, diving into mechanistic detail about how they work, or stepping back to consider how they interact with each other with their environment. From cells to biosphere, we make discoveries about fundamental questions in Biology, and we use this new knowledge to make the world a better place. CSU Biology is a place where everyone is welcome to indulge their curiosity about the living world.

Read more about our department on our website: www.biology.colostate.edu

DEPARTMENT INFORMATION:

Location:
Biology Building
251 W Pitkin St.
Fort Collins, CO 80523

Mailing Address:
Department of Biology
1878 Campus Delivery
Fort Collins, CO 80523-1878

Phone: (970)491-7011
Fax: (970)491-0649
Email: CSUBio@colostate.edu
DEPARTMENT STAFF

PROGRAM SUPPORT STAFF

Rita Knoll: Office Manager
Executive assistant to the department chair, oversees administrative operations, manages department policies, procedures and human resources.

Tyler Heyne: Human Resources Administrative Assistant
Helps manage with administrative professional and state classified staff hiring, managing administrative professional appointments and assisting in other programmatic support.

Dorothy Ramirez: Graduate Program Coordinator
Coordinates the graduate program and serves as liaison to department graduate students.

Casey Glatfelter: Undergraduate Program Coordinator
Coordinates the undergraduate program, serves as liaison to department undergraduate students, schedules classes, and manages textbook adoptions.

Courtney Watson: Communications, Events and Facilities Coordinator
Coordinates department events, communications and social media, and manages the building and facilities-related issues.

ACCOUNTING STAFF

Ayo Garner: Department Business Officer
Manages departmental budgets and accounts and oversees accounting staff.

Amy Olson: Accounting Technician
Handles travel, Procurement Card (PCard) and expense disbursements.

Maylou Flores: Accounting Technician
Handles hiring paperwork, payroll and hourly time entry in TimeClock Plus.

Diane McCarthy: Research Proposal Coordinator
Assists with all pre-award administration activity for Biology.

Accounting: cns-bio_accounting_requests@mail.colostate.edu
Handles travel, Procurement Cards (PCard) and expense distribution, hiring paperwork, payroll, and hourly time entry in TimeClock Plus.

ACADEMIC SUCCESS COORDINATORS

Liz Hysen: Lead Academic Success Coordinator
Maggie Weir, Rafael Orozco, Abbie Reade: Academic Success Coordinators
Advise undergraduate students on course scheduling, provide academic support and career planning.

IT STAFF

Ross Madden: CNSIT South Coordinator
Aaron Vanasse, Evan Campbell: IT Coordinators
Maintain department network, website, and computer equipment and supervise the CNS computer lab.

LAB COORDINATORS

Alpana Damle: Lab Coordinator
Kyle Taitt: Assistant Lab Coordinator
Coordinate and manage laboratory sections of courses and supervise, evaluate, and support all department graduate teaching assistants.
DEPARTMENT SNAPSHOT

BY THE NUMBERS:
Undergraduate Majors: 1,664  Graduate Students: 111  Program Staff: 17
Faculty: 35  Research Staff: 55

DEGREE PROGRAMS AND GRADUATE TRAINING PROGRAMS
Undergraduate Degree Programs:
Biological Science
Biological Science with Botany concentration
Zoology

Graduate Degree Programs:
In addition to MS and PhD degrees in Biological Science, graduate students in our department pursue degrees in the following programs. Click on the links to learn more about these programs!
Cell and Molecular Biology Program (CMB)
Graduate Degree Program in Ecology (GDPE)
Molecular, Cellular and Integrative Neurosciences (MCIN)
Professional Science Master's in Zoo, Aquarium and Animal Shelter Management (PSM)

DEPARTMENT 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 Admissions Committee: The Graduate Admissions Committee supervises the progress of our graduate students. They also review applications for graduate programs and formulate recommendations for admission and awarding of teaching assistantships.

Graduate Program Committee: The Graduate Program Committee coordinates professional development programs and activities to build community among graduate students.

Undergraduate Committee: The Undergraduate 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 formulates the department's annual Technology Fee proposal. Tech Fees provide funds to purchase and upgrade classroom 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 these recommendations to the faculty for approval.

Space Use Committee: The Space Use Committee is elected by the faculty, and formulates and implements policies regulating the use of the Biology building.

Awards Committee: The Awards Committee works with the college to manage departmental scholarships and determine departmental awards for faculty and students.

DEPARTMENT REPRESENTATIVES:
Graduate Student Ombudsman: Dhruba Naug  Seminar Coordinator: Dan Sloan
Faculty Council: Melinda Smith  Library Liaison: Dave Steingraeber

Graduate Student Representatives: Marina Rodriguez and Anna Corsiglia
DEPARTMENT INFORMATION

Main Office: Biology 111 | Office Hours: 7:30 AM - 4:30 PM | Main Office Phone: 970-491-7011

MAIL SERVICES
Mail for all faculty, research staff, and graduate students is delivered to room 111S. Staff mail is delivered to 111U. Research staff and graduate student mail will be placed in their PI's lab mailbox each day. Shipments are delivered to the loading dock on the east side of the building. Shipment delivery notification emails are sent by the program staff.

Outgoing mail can be dropped off in the mail bin in 111S. Mail that requires same day processing must be dropped off by 10:00 am in the office or by 3:00 pm to Central Receiving.

More information on campus mail can be found at: http://cr.colostate.edu/index.html

Personal mail must have postage affixed on the envelope before being placed in the mail bin.

PHONES
All offices and research labs have phones.

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 — email Courtney Watson to obtain these codes.

CSU SYSTEMS ACCESS
In order to communicate quickly and effectively, CSU requires all personnel to sign up for eID (electronic identity). eID is also required 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://eid.colostate.edu or call the ACNS help desk at 970-491-7276.

PRINTING AND COPYING
The department copier is located in the main office’s copy room, 111U. This copier is for faculty, research staff, and graduate student use. A computer is available in this room for printing with an eID login.

For large copy/print jobs, employees must utilize FastPrint. Visit http://fastprint.colostate.edu/ to view and submit orders. An accounting code will be required, and orders should be placed 24-48 hours in advance, especially during midterms and finals week. Please plan ahead, and do not plan to have the office’s copier available for last minute print jobs.

For poster printing, email Ross Madden.

For copy codes and accounting codes, please contact your PI or immediate supervisor.

AUDIO/VISUAL EQUIPMENT
Television displays are available in all teaching laboratories and conference rooms. These rooms come equipped with HDMI and VGA cables. Adapters may be needed if your computer does not support these connections. If you need to check out a portable projector, please contact the main office.

OFFICE SUPPLIES
A minimal stock of supplies is kept in the front office and is available to department faculty, staff, and graduate students. All other supplies should be ordered through Kuali and charged to the appropriate account.
BUILDING INFORMATION

BIOLOGY BUILDING

Access: Access to the building, open labs, and graduate student offices is on a keycard system that utilizes your CSUID card. If you need access to the building or to a particular space that requires card access, please email Courtney Watson (and cc your PI) with your CSUID and the room numbers that you need to access. GTA’s will receive card access to their teaching labs.

Keys: Keys are required for specific areas in the building. If there is a room you need access to that requires a hard key, please have your PI or supervisor email Tyler Heyne with your CSUID number and the room numbers that you need to access.

Maintenance: If you run into issues with the building such as lights being out, water leaking, etc., please contact the main office at 970-491-7011. If it is an emergency and is after hours, please call Facilities Dispatch at 970-491-0077.

CONFERENCE ROOMS AND COMMON ROOMS

The Biology building has six conference rooms, six study rooms, and a graduate student lounge:

Conference Rooms: 113, 200, 228, 300, 355, 400
Study Rooms: 135, 137, 138, 139, 356, 354
Graduate Student Lounge: 428

There are also two break rooms on the SW and NE corners of the 2nd, 3rd and 4th floors for departmental use.

To reserve conference rooms, please contact Courtney Watson. To reserve study rooms, visit lib.colostate.edu and click on the Study Room Reservations link.

HAZARDOUS WASTE/RADIATION

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.

For more information, contact Environmental Health Services at 491-6745 or visit: http://www.ehs.colostate.edu/

ANIMAL CARE

Anyone working with vertebrates (including field observations) must have protocols approved by the Institutional Animal Care & Use Committee (IACUC). Graduate students and postdocs are typically covered by their PI’s protocol, but must receive training and have their research incorporated into the PI’s protocol. Forms and training are available online at: https://www.research.colostate.edu/ricro/iacuc/

Additional information on lab safety and compliance can be found at: http://www.ehs.colostate.edu/DV2.aspx?ID=25

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://rmi.prep.colostate.edu/workers-compensation/. Contact Rita Knoll if you have questions.
ACCOUNTING INFORMATION

PAYROLL
Faculty and research staff are paid monthly; email cns-bio_accounting_requests@email.colostate.edu with any questions about your paycheck.

Timesheets for hourly employees are completed through TimeClock Plus. Information regarding access to TimeClock Plus, training videos, and frequently asked questions can be found on the HR webpage http://hrs.colostate.edu/timeclockplus/. Questions regarding project codes, issues clocking in, etc. should be directed to Maylou Flores.

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

At Least 2 Weeks Before Traveling:
- Complete a “Pre-Travel Authorization” form. This form can be found at: http://www.biology.colostate.edu/resources-guidelines/ under the Travel Resources section.
- A Travel Authorization number will be assigned to allow you to make your airline reservations.
  - State contracts on certain airfares and car rentals dictate a maximum for reimbursement. Booking through a State Approved Travel Agent is required in all cases; individuals unfamiliar with the travel agencies allowed by CSU should check with the accounting department for help.
- The Travel Authorization will be reviewed and approved by the Department Chair.
- Faculty, research staff, GRA’s, and GTA’s who will be absent for more than 3 consecutive business days must complete a Pre-Travel Authorization form.

If you have visiting scholars, invited speakers, or others who will require travel reimbursements, please contact accounting for assistance as far in advance as possible.

After You Return:
Complete a “Post-Travel” worksheet for expense reimbursement. This form can be found on the department’s webpage: http://www.biology.colostate.edu/resources-guidelines/ under the Travel Resource section.
Contact Amy Olson for any assistance with the paperwork. Allow 2–3 weeks for the reimbursement to be processed.

CSU MARKETPLACE P-CARD AND PURCHASE ORDERS
Purchasing is done primarily through our online ordering system (Kuali) or occasionally by University issued P-Card. Larger dollar amount purchases are still done with a departmental purchase order. For information on processing purchase orders, please contact Ayo Garner.

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

When buying supplies for a class, see Ayo Garner, Maylou Flores, or Amy Olson for instructions.
FOR 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 Deborah Garrity and Rita Knoll.

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

Program Staff are ready to help you. Please keep in mind that the staff serves many faculty and graduate students, as well as ~1500 undergraduates, so allow for 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. If you expect that more resources than budgeted will be needed for your course, please contact Deborah Garrity.

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 Alpana Damle.

Textbook Orders are placed through Casey Glatfelter. She will request complimentary desk copies for the courses that have GTA’s. Please allow sufficient time for the books to arrive so students may purchase them for class.

CSU Course Surveys are entirely online and will automatically appear for students on the left menu in their Canvas courses during the last two weeks of class. For questions about the online survey process or to view survey results, visit http://coursesurvey.colostate.edu/

Tech Fees In preparation for your courses, please keep in mind that a request to purchase “high-tech” equipment using Technology Fees is presented annually. Tech Fees have been a successful avenue for keeping our teaching laboratories state-of-the-art.

Contracts and Grants Our department has a Research Proposal Coordinator who is available to assist with grant proposals and acts as liaison with the Office of Sponsored Programs. Contact Diane McCarthy at 491-4275 for information.

The Accounting office can assist with purchases and hiring, advise on allowable expenditures, and keep you informed on sponsored project spending. Their shared email is cns-bio_accounting_requests@colostate.edu.

Advising It is your responsibility to be available to your undergraduate 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.

Additional information for faculty can be found at: http://www.biology.colostate.edu/resources-guidelines/
FOR GRADUATE STUDENTS

Travel Grants Every year, the Executive Committee considers requests for professional travel by graduate students. An announcement with details will be distributed early in fall semester.

Research Support 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.

Program Staff Support The office staff is available to help with various administrative support as needed. If you have questions about office staff support, please contact Rita Knoll.

Additional information for graduate students can be found at: http://www.biology.colostate.edu/graduates/

TEACHING ASSISTANT INFORMATION

It is to your advantage to have clear communication with the faculty member you are assisting. Be sure you understand their expectations of you: attending lectures, prepping and taking down laboratory exercises, office hours, assignment preparation and grading, exam proctoring, etc.

Maintain a running inventory of the equipment in your lab room, especially the microscopes. Report malfunctions immediately to Alpana Damle with details on what equipment is not working, what the problem is, and where it is located.

Keep lab rooms locked when not in use.

It is your responsibility to provide copies for your students; do not send your students to make copies.

It is your responsibility to receive student assignments; do not send students to the office to turn in their work.

Additional information for GTA’s can be found here: https://tinyurl.com/bt55e4t7

IMPORTANT GRADUATE STUDENT CONTACTS IN THE DEPARTMENT

Lisa Angeloni: Professor and Associate Chair for Graduate Studies
Oversees the Graduate Program, including serving as Chair of the Graduate Admissions Committee and Graduate Program Committee. The associate chair also serves as Chair in the Chair’s absence.

Dhruba Naug: Graduate Student Ombudsman
Listens to graduate student concerns, answers questions, explains pertinent university policies and procedures, and generates feasible options and strategies for resolution.

Marina Rodriguez and Anna Corsiglia: Graduate Student Representatives
Two graduate students are elected by their peers to serve as representatives to the faculty. They attend faculty meetings and Graduate Program Committee meetings when appropriate and meet with the Chair and Associate Chairs as needed to discuss concerns of graduate students.