ABOUT US

DEPARTMENT LEADERSHIP:

Dr. Deborah Garrity
Professor and Chair of the Department

Dr. Lisa Angeloni
Professor and Associate Chair for Graduate Studies

Dr. Tanya Dewey
Associate Chair for Undergraduate Studies

Ayo Garner
Department Business Officer

Rita Knoll
Office Manager

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 Technician | Key Manager
Helps manage 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.

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

Elizabeth Saunders: Communications, Events and Facilities Coordinator | Building Proctor
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.

Julie Wenzel: Research Proposal Coordinator
Assists with all pre-award administration activity for Biology.

Aaron Jacobs: Post Award Grant Administrator
Assists with all post-award administration activity

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
Abbie Reade, Maggie Weir, Sydney Spiller, Cortney Salmen: 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
DeeDee Wright: Assistant Professor of Experiential Education
Ren Hellmuth: 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: 20
Faculty: 34  Research Staff: 40

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 Chair: Melinda Smith  Library Liaison: Michael Thomas
CNS & Biology Faculty Council Representative: Mike Antolin
Graduate Student Representatives: Cole Deal, Mary Linabury, Aly Pillard
DEPARTMENT INFORMATION

Main Office: Biology 111 | Office Hours: 8:30 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 119 (the loading dock). Mail that requires same day processing must be dropped off by 10:00 am in the loading dock or by 3:00 pm to Central Receiving.

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

Shipping postage and return labels can be created and purchased by logging into CSU Transtream with your CSU eID: http://cr.colostate.edu/transtream.html. More information on campus mail can be found at: http://cr.colostate.edu/index.html

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 the Communications, Events and Facilities Coordinator to obtain these codes.

CSU SYSTEMS ACCESS
In order to communicate quickly and effectively, CSU requires all personnel to sign up for NetID (electronic identity). NetID is also required to register for classes and to access the university’s electronic services that are available on campus. To register for your NetID, 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 over 200 pages, employees must utilize FastPrint. Visit http://fastprint.colostate.edu/ to view and submit orders. FastPrint has a default departmental account# for Biology, so please list DEFAULT in that field when ordering on the web. In the ‘Special Instructions’ area, please ask that they list the course title (ex. BZ 120) on the final bill. 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.

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. For training, help, and troubleshooting our tech, please email CNS_IT_help@colostate.edu

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.

If you use any Scantrons available in the office, please order a resupply of the amount used via FastPrint at http://fastprint.colostate.edu/
BUILDING INFORMATION

BIOLOGY BUILDING
CONFERENCE ROOMS AND COMMON ROOMS
The Biology building has six conference rooms, five study rooms, a dedicated office hour room, and a graduate student lounge:

- **Conference Rooms:** 113, 200, 228, 300, 355, 400
- **Study Rooms:** 135, 137, 138, 139, 354
- **Office Hour Room:** 356
- **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 fill out this Google form: [https://forms.gle/stef4MsDBWM3COYF7](https://forms.gle/stef4MsDBWM3COYF7)

To reserve GTA Office Hours in Bio 356 please fill out this Google form: [https://forms.gle/hpFtL2DUY7LxuF6](https://forms.gle/hpFtL2DUY7LxuF6)

If your request is less than 48hrs notice, contact the Communications, Events, & Facilities Coordinator and email cns-bio_info@colostate.edu. Please note, conference rooms are not available for weekend reservations.

To reserve study rooms, visit [lib.colostate.edu](lib.colostate.edu) and click on the Study Room Reservations link.

Please visit the EMS site and login to submit your request for the General Assignment spaces, Bio 136 and the West Plaza: [https://schedule.colostate.edu/EMSWebApp/](https://schedule.colostate.edu/EMSWebApp/). If you do not have access to EMS, please fill out the Special Event Request Form at [https://www.fm.colostate.edu/eventRequest/](https://www.fm.colostate.edu/eventRequest/) and contact Liz Luna ([Liz.Luna@colostate.edu](mailto:Liz.Luna@colostate.edu)) for further assistance.

REPAIR SERVICES

Maintenance: If you run into issues with the building such as lights being out, minor HVAC issues, water issues such as toilets or faucets running, etc., please contact Facilities Management by placing a maintenance request through RamWorks under "Repair Services": [https://www.fm.colostate.edu/Alterations_Repairs_Maintenance/](https://www.fm.colostate.edu/Alterations_Repairs_Maintenance/). For larger issues which require alterations, construction, or remodeling, any major HVAC or water leaks, or issues that affect the entire floor or building, please call the main office at 970-491-7011 and notify the CEF, Elizabeth Saunders. If it is an emergency and is after hours, please call Facilities Dispatch at 970-491-0077.

LAB & PERSONNEL RESPONSIBILITIES

Restocking Core Labs and Kitchenettes: It is the responsibility of the labs to restock paper towels and hand soap in the core labs and kitchenettes. Administrative staff is responsible for restocking these items in the Main Office Break Room.

To restock paper towels, there is a key next to each dispenser to open the unit and change out the roll. Most hand soap dispensers have a curved white button on the bottom which you can push and lift up to get inside. For those hand soap models that are older and do not have this button, wiggle the front cover to the left and right to open. If you have any questions or need help changing these out, please contact the CEF, Elizabeth Saunders, or if unavailable, reach out to custodial for a demo/explanation.

Overstock of paper towels (multi-fold and rolls) can be found in the Loading Dock (119) and hand soap is in the supply closet in the Main Office (111D). To reorder supplies, contact the CEF, Elizabeth Saunders to place an order.
BIOLOGY BUILDING
CUSTODIAL & FEE SERVICES

Vacuuming, Sweeping, and Mopping: Offices are regularly vacuumed once a month by the morning custodial team. Nothing is moved so if you would like the majority of your office vacuumed you will need to keep the floors empty. Please contact Maria Baltierra (Maria.Baltierra@colostate.edu) who heads the morning custodial crew for general vacuuming requests during the mornings. If it’s later in the day/night and an emergency, please place a work order request with Richard Adzgowski (Richard.Adzgowski@colostate.edu) by emailing him and Mat Forbes’ night custodial team will take care of it.

Lab floors are swept and mopped once a week while offices are vacuumed once a month. If there is clutter on the floor the area will be skipped. If there is something out of the norm that needs to be addressed, reach out to Mat Forbes (Mat.Forbes@colostate.edu), the PM custodial supervisor, or Maria Baltierra (Maria.Baltierra@colostate.edu), the AM custodial supervisor.

Shampooing Carpets: Follow these steps to place a special carpet shampoo request:
Go to the Facilities Management RamWorks website: https://www.fm.colostate.edu/Alterations_Repairs_Maintenance/
Select "Repair Services" and scroll down on the services page and select the option "Fee for Service" and fill out the form. All communication runs through the RamWorks app so checking the status of the request in RamWorks is crucial.

The Process:
- A request is submitted under "Fee for Service" in RamWorks.
- RamWorks responds with "do you want a quote?"
- Requestor must respond "yes, I want a quote" in RamWorks.
- The vendor is contacted and their quote(s) are submitted into RamWorks.
- The requestor must approve the quote in RamWorks.
- Then the request moves on to Finance in RamWorks.
- Once finance approves, everything moves into the AIM system and a work order is created. Richard Adzgowski then enters a purchase request, a Purchase Order is issued, and the work date is scheduled.

Please note, when submitting a special shampoo request to have at least 5 offices bundled together for services. If possible, have furniture moved out of the rooms as vendors will go under desks and get all accessible areas.

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 (EHS) 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.

Broken Glass: Dispose of broken glass by placing in a box and then putting it in the red trash bins by the dumpster collection area outside on the East side of the building by the loading dock.

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

BIOLOGY BUILDING

EQUIPMENT

Surplus:

Items valued under $5,000 that are defunct, abandoned, or not working can be submitted for surplus. Please be sure to check if the equipment has a barcode, if so, and if it’s more than $5,000, Ayo Garner will be able to help with the removal of capital assets.

To submit standard non-barcode equipment for surplus visit Surplus Property: http://cr.colostate.edu/surplus-for-departments.html. From there, click ‘Online EACR’ which will prompt you to enter your eID and password. Complete an EACR Entry as shown here:

Fill in the yellow areas below:

Under "Additional information", be descriptive of what you are needing to have removed, such as: “Green metal cabinet, 24in H by 36in L, 12 D, in room 234”.

Once completed, click "Add New EACR Number" on the bottom left of the screen to list all line items to be surplused. Once submitted, it will go to Ayo Garner for review and approval. Afterwards, you’ll get a note or call from Surplus as to when they can schedule a pick-up.
BUILDING INFORMATION CONTINUED

BIOLOGY BUILDING

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/icr/ricro/iacuc/

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

Service Animals: Service animals are not viewed as an accommodation, they are viewed as a form of access the same way a mobility or medical device would. This means Service Animals do not need to be registered with the Student Disability Center (SDC) or the University but do need appropriate markings, harnesses, etc., to indicate their role as a Service Animal. Because Service Animals are a form of access they are allowed in most places their handler can go, including classes.

There are certain environments where Service Animals can be restricted due to considerations of public health and safety, the safety of the individual with the disability or of the Service Animal, or research integrity. Some lab courses or lab environments may fall under that category but Service Animal restriction in these spaces depends on the type of lab and what specimens and/or chemicals are present.

As with any access need/accommodation, if an instructor has concerns about the appropriateness of having a Service Animal in their lab/class, please communicate this with the SDC. Additionally, if the student feels their accommodations/access needs are not being met, they should contact the SDC. These instances are evaluated on a case-by-case basis and may result in requiring additional protective gear for the Service Animal. Should a concern like this arise, students, faculty or staff should contact the SDC as soon as possible.

Emotional Support Animals: An emotional support animal is any commonly domesticated animal that provides emotional support or comfort to a person with a disability. ESAs have been verified by a medical professional to provide emotional support, comfort or therapy to an individual with a disability. Some examples of the support these animals perform: provide soothing, feelings of security and familiarity.

ESAs are not service animals and are not granted the same rights and protections as service animals. On campus in most cases, these animals are only permitted to live with an individual in university-owned housing units (residence hall room or apartment).

For more information or to report a concern, visit the SDC website at https://disabilitycenter.colostate.edu/

ADDITIONAL RESOURCES

CSU Policy Library: The library contains full text of university policies along with links to related procedures, documents and resources. You may browse the policies by subject matter or search for policies using keywords using the Policy Search button. Also available are policies of the Board of Governors of the CSU System. To view the library, visit https://policylibrary.colostate.edu/
ADMINISTRATIVE INFORMATION

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.

NEW HIRES, OFFBOARDING, & REPORTING UPDATES
Administrative Professional & State Classified Hiring Process: To hire an administrative professional or state classified position, please follow the steps laid out on our website: https://www.biology.colostate.edu/resources-guidelines/. If you have questions, please contact Rita Knoll (rita.knoll@colostate.edu) and Tyler Heyne (tyler.heyne@colostate.edu).

Hourly Hiring Process: To hire a student hourly, please visit https://www.biology.colostate.edu/resources-guidelines/ for further instructions. If you have questions, email ens-bio_accounting_requests@mail.colostate.edu

Emergency Contacts: Update your emergency contacts for equipment, rooms, and lab safety sheets here any time contact information, personnel, equipment, or space use changes: col.st/HIOXz

Access: Access to the building, open labs, and graduate student offices is on a keycard system that utilizes your CSUID card. If you need to add or remove access to the building or to a particular space that requires card access, please email the CEF, Elizabeth Saunders, (and cc your PI) with your CSUID, the room numbers that you need to access, and confirmation from the lab requesting the access. GTA’s will receive card access to their teaching labs upon request.

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

Main Office PowerPoint: To be added to or make changes to the PowerPoint behind the front desk, please fill out this form and contact the CEF, Elizabeth Saunders, for assistance: col.st/3og42

Web Directory: To be added to or make changes to your profile on our website, use this link to login with your CSU NetID (eID) and update your profile: https://sol.natsci.colostate.edu/directory/admin/

Listservs: To be added or removed from a listserv please contact the CEF, Elizabeth Saunders. See the next page for a full list of available listservs.

Office Space: To request an office contact the CEF, Elizabeth Saunders, for a current copy of the dynamic office map and confer with the Lab PI, floor manager, and Department Chair, Deborah Garrity, for approval. Once approved, please share this update with the CEF. Please also reach out in the event there is an office and/or lab bench vacancy or move.

Office Name Plates: To request a new office plaque please contact HR technician, Tyler Heyne.

Office Updates: Update office occupancy, core lab use, and bench assignments here any time there is a change in personnel or room use: col.st/HIOXz

Teams Voice: All new department members need a Teams phone number for contact. Please reach out to Ross Madden (ross.madden@colostate.edu) to get set up with a Teams phone number. Here is general information about Teams: https://it.colostate.edu/teams-voice/

Business Cards: To order business cards please visit https://marketing.colostate.edu/letterhead-business-cards-csu-branded-office-supplies/. If you have questions about which account to charge, contact Business Officer, Ayo Garner.

Name Badges: Order name badges for yourself or team members with your P-Card or a personal form of payment through All Sports Trophies at http://www.astfortcollins.com/.
## Listservs:
To be added to or make changes to any listservs, contact the CEF, Elizabeth Saunders. New hires or their labs should follow up with CEF accordingly to be added to or removed from the appropriate listserv. The following are the listservs available and a brief description of each.

<table>
<thead>
<tr>
<th>Listserv</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>biologyascelists.colostate.edu</td>
<td>Academic Success Coordinators (ASC's)</td>
</tr>
<tr>
<td>bio_gradstuelists.colostate.edu</td>
<td>All department graduate students (excluding PSM students)</td>
</tr>
<tr>
<td>bio_instrelists.colostate.edu</td>
<td>Instructors; short-time adjunct professors or instructors that only teach for a semester or two with our department</td>
</tr>
<tr>
<td>bio_postdocslists.colostate.edu</td>
<td>Postdoctoral Fellows</td>
</tr>
<tr>
<td>bio_psmstuelists.colostate.edu</td>
<td>PSM Graduate students</td>
</tr>
<tr>
<td>bio_researchstafflists.colostate.edu</td>
<td>Research staff; Research Scientists and Research Associates (Lab Staff) – this can also include visiting scientists, if necessary</td>
</tr>
<tr>
<td>biologyspecelists.colostate.edu</td>
<td>Special Faculty; non-tenure track long term instructors/professors</td>
</tr>
<tr>
<td>biologystafflists.colostate.edu</td>
<td>Office Staff minus ASCs (including Ren Hellmuth, DeeDee Wright, and Alpana Damle)</td>
</tr>
<tr>
<td>biologytfaclists.colostate.edu</td>
<td>Tenure Track Faculty and Emeritus Professors</td>
</tr>
<tr>
<td>bio_taslists.colostate.edu</td>
<td>All GTAs including out of department TAs</td>
</tr>
<tr>
<td>biology_plantgrowthchamberslists.colostate.edu</td>
<td>Labs and emergency contacts for the Growth Chambers</td>
</tr>
<tr>
<td>bio_seminarsslists.colostate.edu</td>
<td>PSM students, Grad students, Staff, Special Faculty, Tenure Track Faculty, Instructors, PostDocs, Research Staff, ASCs and other people outside the department that are interested in our seminars</td>
</tr>
</tbody>
</table>

The `bio_deptlists.colostate.edu` and `biologyadminprolists.colostate.edu` are automatically updated when changes are made to the above listservs.
ACCOUNTING INFORMATION

PAYROLL
Faculty and research staff are paid monthly; email cns-bio_accounting_requests@mail.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 https://aar.is.colostate.edu/. Questions regarding project codes, issues clocking in, etc. should be directed to Maylou Flores (maylou.flores@colostate.edu).

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 PCARD 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.

Personal Reimbursement Request:
Submit a request to be reimbursed for a departmental purchase(s): https://forms.natsci.colostate.edu/biology-personal-reimbursement-request/
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 the Undergraduate Program Coordinator. They 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 the Accounting Department for more 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/](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](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.

**Cole Deal, Mary Linabury, & Aly Pillard: Graduate Student Representatives**
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.
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