WELCOME TO THE DEPARTMENT OF BIOLOGY!

Department Handbook
2018—2019
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-for-faculty/

GRADUATE STUDENT INFORMATION

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.

Office 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 Meagan Taverner.

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 Donna Weedman 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.

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.

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 at: http://graduateschool.colostate.edu/wp-content/uploads/2018/03/Grad-Asst-Appt-Manual-revised-8-31-17.pdf
FACULTY INFORMATION

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 Mike Antolin and Meagan Taverner.

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.

Support 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 Mike Antolin.

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 placed through Reneka Hall. Paige Flores will order the 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 must be given in your courses during the last week of classes. Please have a student return the surveys to the front office. 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/

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 The Office of Sponsored Programs is available for assistance with grant proposals and specific questions on allowable expenditures. Contact Christine Krause at 491-5574 or Lisa Anaya Esquivel at 491-0537 for information.

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

The Accounting office can assist with purchases and hiring and will also keep you informed on sponsored project spending.

ABOUT US:

DEPARTMENT LEADERSHIP:

Dr. Michael F. Antolin: Professor and Chair of the Department
The Department Chair is responsible for oversight of departmental programs, policies, and fiscal decisions.

Dr. Rachel L. Mueller: Associate Professor and Associate Chair for Graduate Studies
Oversees the Graduate Program and serves as Chair in the Chair’s absence.

Dr. Joseph C. von Fischer: Associate Professor and Associate Chair for Undergraduate Studies
Oversees the Undergraduate Program and serves as Chair in the Chair’s absence.

Dr. Lianne Pilon-Smits: Professor and Biology Graduate Ombudsperson
Listens to graduate student concerns, answers questions, explains pertinent university policies and procedures, and generates feasible options and strategies for resolution.

DEPARTMENT STAFF:

Meagan Taverner: Office Manager
Assists the Chair, oversees office staff, handles department policies, procedures and human resources, and manages hiring of department personnel.

Dorothy Ramirez: Graduate Coordinator
Serves as liaison to department graduate students and administers the graduate program.

Reneka Hall: Undergraduate Coordinator
Serves as liaison to department undergraduate students, schedules classes, and oversees teaching evaluations.

Paige Flores: Administrative Assistant
Serves as the receptionist and building proctor and supports the Academic Success center.

Jim Amidon: Accounting Supervisor
Manages departmental budgets and accounts and oversees accounting staff.

Laura Fagan: Accounting Technician
Handles travel documentation, graduate travel awards, expense reimbursements, and Procurement Card (PCard) program.

Maylou Flores: Accounting Technician
Handles personnel payroll and hiring paperwork and oversees hourly employee timesheets.

Donna Weedman: Lab Coordinator
Alpana Damle: Assistant Lab Coordinator
Supervise, evaluate, and support all department graduate teaching assistants and coordinate and manage laboratory sections of courses.
Ross Madden: IT Coordinator
Maintains department network, website, and computer equipment and supervises the CNS computer lab.

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

ANNUAL EVENTS:
Fall Biology Bash is scheduled for Friday, September 21st—more information will be sent out prior to the event!

Holiday Party Potluck is scheduled for Monday, December 10th!

For more department events, visit http://www.biology.colostate.edu/calendar/

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 our graduate students. They also review applications for graduate programs and formulate recommendations for admission and awarding of teaching assistantships.

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.

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/DV2.aspx?ID=251

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://vpr.colostate.edu/ricro/iacuc/

Additional information on lab safety and compliance can be found at: http://www.ehs.colostate.edu/DV2.aspx?ID=251

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

Before Traveling:
1. Complete a “Pre-Travel Authorization” form. This form can be found at: http://www.biology.colostate.edu/travel-and-accounting-forms/
2. 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 Laura Fagan for help.
3. The Travel Authorization will be reviewed and signed by the Department Chair.
4. Faculty, research staff, GRA’s, and GTA’s 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.

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

After You Return:
1. Complete a “Post-Travel” worksheet for expense reimbursement. This form can be found on the department’s webpage: http://www.biology.colostate.edu/travel-and-accounting-forms/
2. See Laura Fagan for any assistance with the paperwork. Allow 2-3 weeks for the reimbursement to be processed.

CSU Marketplace PCARD & Purchase Orders
Purchasing is done primarily through our online ordering system (Kuali) or occasionally by University Charge Card (P-Card). Larger dollar amount purchases are still done with a departmental purchase order. For information on processing purchase orders, please contact Jim Amidon.

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

When buying supplies for a class, see Jim Amidon, Maylou Flores, or Laura Fagan for instructions.

Space Committee
The Space Committee formulates and implements policies regulating the use of the Biology building.

AD-HOC COMMITTEES:
Graduate Student Representatives
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 and Associate Chairs as needed to discuss concerns of graduate students.

Graduate Council Representative
One graduate student is elected by his/her 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.

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

DEGREE PROGRAMS AND GRADUATE TRAINING PROGRAMS:
Many faculty and graduate students in Biology are involved with interdisciplinary groups on campus. These groups include:

- Cell & Molecular Biology Program (CAMB)
- Graduate Degree Program in Ecology (GDPE)
- Program in Molecular Plant Biology (PMPB)
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 office 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. 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 Paige Flores to obtain these codes.

Computer Accounts
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://www.acns.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 hours in advance. Please plan ahead, and do not plan to have the office’s copier available for last minute print jobs.

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

Audio/Visual Equipment
Projectors are available in all teaching laboratories and conference rooms. 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.

Biology Building
Access: Access to the building, open labs, and graduate student offices is on a card swipe system that utilizes your CSUID card. If you need access to the building or to a particular space that requires card access, please email Paige Flores (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 supervisor email Jim Amidon 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 it 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, 428
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 or study rooms, please contact Paige Flores or Reneka Hall.

Payroll
Faculty and research staff are paid monthly; see Maylou Flores 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/tim(clockplus/). Questions regarding project codes, issues clocking in, etc. should be directed to Maylou Flores.