

# California State University, Stanislaus



## Department of Biological Sciences Faculty Manual 2008-2009

Department of Biological Sciences  
Faculty manual

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## **I. Overview**

The Department of Biological Sciences at California State University, Stanislaus offers undergraduate courses for completing a BA or BS degree in biology and graduate coursework to complete an MS in Interdisciplinary Studies, Marine Science or Ecology and Sustainability and a PSM in Genetic Counseling. Other than the Genetic Counseling program, the department is housed on the Turlock campus occupying offices, laboratories and classrooms in the Naraghi Hall of Science. The facilities include 8 teaching labs with prep spaces, a scientific apparatus room housing a microscopy suite, (scanning electron microscope), a 3000 square foot vivarium, greenhouse, stockroom, reference library and 24 faculty offices.

This manual contains policies and procedures commonly needed to ensure smooth running of the department. Please refer to this manual often as many questions faculty have can be answered here.

## **II. Course Management**

### **Faculty Attendance**

Faculty members are responsible for meeting with assigned classes and being present for your office hours both during the term and finals week. If you are unable to make a class meeting you should first inform the department chair and then attempt to find another faculty member to take the class period. If you cannot find another faculty member to take the course it may be necessary to cancel the class for the day. The chair will see that a notice is placed on the appropriate door indicating the cancellation. If you must miss office hours, the chair must be notified and the chair will see that a notice is placed on your office door. Faculty members who miss class, scheduled office hours, or other commitments without prior approval will be paid for the missed time only when they use some of their sick leave or one of several other leaves of absence with pay provide in the faculty MOU.

An Absence form is completed denoting the type of absence. Absences for any time not covered by leave credits will result in a “dock.” This means a portion of the employee’s pay must be returned to California State University, Stanislaus.

### **Make up Exams and Quizzes**

There are no official policies for make up exams and quizzes, they are at the discretion of the individual faculty member. If a student has a compelling reason for missing an exam, it is up to the instructor to set a time and place for the make up to be taken. A policy on make up exams and quizzes should be included in the course syllabus. Compelling reasons for missing an exam include a death of a family member or a university sponsored activity such as an athletic event or concert. The time for the make up is at the instructor’s convenience, not the student’s and should be scheduled when the faculty member is available to administer the test. If the only time the student is available is not

the same as the faculty member, another faculty member can volunteer to administer the exam. **Staff are not to be used to administer exams and students are not to be directed to the main office to take make up exams and quizzes.**

### **Enrollment**

Students may enroll in courses through the 5<sup>th</sup> day of instruction via the web or enrollment services, without the signature of an instructor, if space is available. If the course is full or after the 5<sup>th</sup> day, an instructor's signature is required. Students not having the appropriate pre-requisite course work or not attending the first day of instruction may be withdrawn from the course by the instructor. This is done by placing an IW next to the student's name on a grade roster and submitting it to enrollment services. Students not attending the first day of instruction have 24 hours from the first class period to contact the instructor if they wish to remain in the course, otherwise the instructor may withdraw the student.

Faculty must make sure that students attending lectures and labs are enrolled through enrollment services. If a student attending lecture or lab does not appear on the class roster, the instructor must not grade materials until registration has been resolved. While it is up to the student to verify registration, students not enrolled in courses must not be allowed to take exams and turn in assignments for a grade.

Wait-listed students are not enrolled in a course, nor are they automatically added if space becomes available. Students must add the courses for which they are wait-listed either online when space is available or by having the instructor sign an add slip. You are not obligated to take more students than the course capacity. In laboratories, the capacities are 24 students, do not enroll more than 24 since there will not be enough equipment to handle the extra students.

### **Student Evaluations**

Under the California Faculty Association contract, faculty must evaluate two courses each year using the Individual Development and Educational Assessment (IDEA) evaluation forms. The courses to be evaluated will be chosen with the chair's approval for each academic year. While two courses have to be evaluated, all courses in a given year may be evaluated. The department also has a second set of questions (SATE) that may be given and scored on the IDEA evaluations. This list of questions is available from the department web site. Confidentiality must be maintained in the evaluation process. A student volunteer administers the evaluation and returns in following the instructions accompanying the evaluation forms

### **Student Grievances**

On occasion, students will feel that they have been unfairly graded in a course and did not deserve the grade awarded. There are procedures on campus for appealing a grade. This starts with the student first talking with the faculty member in question. If the

student is not satisfied with the faculty's explanation, a grade appeal may be filed. The next step should be to direct the student to the Associated Student's office to talk with a student advocate. If the student comes to the chair, they will be directed first to the faculty member and then the student advocate. Often, the student advocate can diffuse the situation and prevent a grade appeal from being filed. If the student wants to file an appeal, all further communication about the appeal is done in writing. The student files a letter of appeal, the faculty member responds and if the student rejects the written response a grade appeal committee is formed. This committee is composed of one faculty member in our department, one outside our department and a student advocate provided by the Associated Students, Inc. Students have until the end of the 4<sup>th</sup> week of the next semester (next fall for a spring or summer course and the next spring for a fall or winter course) to file an appeal.

### **Student Papers, Projects and Exams**

It is up to the faculty member to decide how long they hang on to student work. The mandatory time limit is until the grade appeal time limit for a term has expired. This is four weeks into the next term. At that time, all student materials can be disposed of, preferably by shredding. Caution needs to be exercised to maintain student grade confidentiality.

### **Scheduling**

Scheduling of courses is the responsibility of the department chair. Changes to the schedule, including room and enrollment capacities, must be approved by the chair.

### **Disruptive Students**

Disruptive behavior is defined by the university as that which interferes with other students, faculty, or staff and their access to an appropriate educational or work environment. Physical assaults are obvious disruptive behaviors that are also criminal in nature. Other behaviors, while not being criminal, may present serious problems such as habitual interference with the learning or workplace environment, persistent and unreasonable demands for time and attention, intimidating or harassing speech, or verbal threats. Any of these situations call for immediate attention. For police and/or health service assistance, dial 911 of the phones located in the classrooms, laboratories or hallways. Students that don't pose an immediate serious threat should be referred to the Office of the Associate Vice President for Student Affairs.

### **III. Advising**

#### **Advising Appointments**

All students must be advised before each registration period, one in the Fall for Winter and Spring terms and one in the Spring for Summer and Fall Terms. Once advised, and the Department Secretary clears their advising hold in the University computer, students may then register via my.csustan.edu any time after their designated registration time. Freshmen have priority, then Seniors, Juniors and Sophomores in terms of registration times.

Students will be assigned an academic advisor and it is the responsibility of the student to make an appointment during the advising period with their assigned advisor. Advisors must provide a minimum of 30 minutes for each student advisee or 15 hours of advising appointments during the period identified for advising. This is usually the four weeks prior to priority registration. Students missing advising time must contact their advisor for an appointment at the convenience of the advisor.

Students initiate the advising process by signing up in the advising binder in the main office. They will then be directed to the online advising form that they should access, fill in and bring to their advising appointment. Office staff will pull their file and place it in the appropriate faculty box the afternoon prior to the advising appointment. Included in that file should be an evaluations form from Admissions and Records (A&R), transcripts, an advising check list for the major and general education, and a sheet on which to write in the list of courses suggested for the coming term or terms. The A&R form will indicate degree being pursued, and any Concentration or minor. That form also indicates what if any General Education courses, W.P. course and placement tests (ELM, EPT) they still need to take. The form will also list courses in their major from other colleges they may have completed. They usually do not list courses in other sciences or math (unless G.E.) that they have completed. Thus for each new student, it is necessary to examine their transcripts to see what chemistry, physics, math and biology courses they have completed. A&R will miss some biology courses that we can count as electives (for example, human physiology, anatomy, bacteriology) if they have a course prefix they don't recognize.

#### **General Education Advising**

New students must pass the ELM and EPT (Math and English placement tests) before they can register for college level Math or English courses (unless they come here with completed Math or English composition courses or have been exempted by other test scores). If they do not pass a placement test, they must sign up for the appropriate remedial course at the earliest opportunity (which one depends upon their score on the test.....see tables on page 7).

Admission Test		EPT Score	Placement at CSUS
SAT I Verbal	ACT English		
430 or lower	18 or lower	0-141 and first term freshmen	ENGL 0100
430 or lower	18 or lower	0-141 except first term freshman	ENGL 0111
440-480	19-20	142-148	ENGL 0111
490-530	21-22	149-150	ENGL 1001/1002*
540	23	151 or higher	ENGL 1001/1002
550 or higher	24 or higher	Exempt	ENGL 1001/1002

\*Requires use of CSUS Writing Center as directed.

Admission Test		ELM Score	Placement at CSUS
SAT I Math	ACT Math		
350 or lower	14 or lower	0-360	Math 0101
360-510	15-21	370-470	Math 0102
520-540	22	480-550	Math 0105
550	23 or higher	Exempt	Enroll in any course satisfying Math GE

General Education categories are outlined in the University Catalog and in the back of each Class Schedule. Courses approved for each area have been listed. One purpose of required advising is to try to avoid having students take extra G.E. courses in areas they have already met. By updating the department checklist or the evaluation sheet provided by A&R, each advisor can track the progress of G.E. and help students avoid duplication of G.E. courses.

The University is pushing to have students complete area A (Communication Skills) and the math portion of area B as soon as possible. Most biology majors will automatically complete area B (Natural Science and Mathematics) by completing prerequisites to the Major (exception might be B.A. students who do not have a specific math requirement but must complete a college level math class from list of approved courses).

Area C (Humanities Requirement) can be met by a course out of area 1 and a course out of area 2 and either a course out of area 3 (Foreign Language) or a second course out of either area 1 or 2. Area D is straightforward, except for area 1b for transfers from out of state. Each student must be certified in the U.S. Constitution and California State and Local Government. Psci 1201 meets both of these requirements. A student transferring from out of state may have met the U.S. Constitution requirement but not the State requirement. They can either complete Psci 1201 or pass a challenge exam offered by the Political Science Dept. Area E is straightforward.

Students are also required to complete 9 units of upper division G.E. courses, one course from each of three areas (area F). They must have completed 60 units of coursework (or will exceed that number in the semester they enroll for an UDGE course) before enrolling in an upper division G.E. course. This area is straightforward except that students must complete a course outside of their major (i.e. for biology majors, Biol 3000, Biol 3020 or Nsci 3000 will not meet this requirement for area F 1). ([note 1 to advisors](#))

Area G (Multicultural Requirement) can be met either by a lower division course or an upper division course. A few of the approved courses can double count for this requirement and for another area of G.E. Students should be encouraged to try to find one that double counts.

Finally, all students are required to complete an upper division Writing Proficiency (WP) course. Students must take and pass the WPST, administered each term, before they can enroll in a WP course. If they take an approved course from their major, that they can use as electives in the major, then this is not an additional 3 units. The approved course for biology majors is Biol 4010 (Research and Technical Writing in Biology).

### **Prerequisites to the Major**

All majors are required to complete an introductory year of biology that includes coverage of both botany and zoology. Here that is BOTY 1050 and ZOOL 1050 (taken in either order). The prerequisite for these two courses is an A or B in high school biology, otherwise they are expected to take BIOL 1010 or equivalent. ([note 2 to advisors](#)). Accepted substitutions are the same courses at another institution or a two semester general biology sequence for science majors. AP biology provides no units towards the prerequisites or major, an exception is an AP biology score of 8, which counts as 4 elective units in the major (students are still required to take BOTY and ZOOL 1050).

All students must complete a year of Inorganic Chemistry and a semester of Organic Chemistry with lab, the latter is upper division here but we accept a lower division course from elsewhere if it is 4 units, includes a lab, and was a course for science majors (Chemistry will not accept LD Organic Chemistry as part of a chemistry minor). Students opting to complete the second semester of Organic Chemistry, with lab, are eligible for a minor in chemistry if they have passed all of these courses with at least a C grade. ([note 3 to advisors](#))

Majors pursuing a B.S. degree have a specific math requirement of either Statistics (MATH 1600 or 1610) or Calculus (MATH 1410 or 1919), but not pre-calculus....minimum of 3 units. For most professional programs, Calculus is required, in general, biologists need knowledge of statistical methods. These students also are required to complete a year sequence of introductory physics (either calculus-based or not). Since the latter is not really a prerequisite for any other course, we usually recommend they postpone taking physics until they have completed their introductory biology and the three chemistry courses.

## Core of the Major

All students are required to complete an upper division course in Entomology/Zoology and a similar course in Botany/ Microbiology, each 4 units with a lab. One of these courses must be what we call a diversity course (appropriate courses are noted in the University Catalog).

Both Biol 3310 and Biol 3350 have a year of biology and a year of inorganic chemistry as prerequisites. The second genetics requirement is one unit, but many of the options for this requirement are two unit courses (any extra units here or in bacteriology will count as electives in the major).

All students are required to complete an upper division course in Ecology with a lab and an upper division course in physiology with a lab (each of these areas has three courses to select from).

All B.A. students must complete 10 units of biology electives (8 of which could be lower division courses such as human anatomy, human physiology, or certain applied courses in biology such as Plant Science, Animal Science from a community college). B.S. students must complete 14 units of electives in biology (again, 8 units could be lower division). No more than 8 units of CR/NC courses are allowed in the major.

## Concentrations

Within either the B.A. or B.S. in Biological Sciences, students can elect to do one or more [concentrations](#). Students can choose not to have a concentration, or to complete one concentration, or to complete multiple concentrations. Courses in concentrations also count as part of the core requirements or electives within the Biological Sciences major, and can be double-counted for the major and for the concentration. Therefore, usually, a student does not need to take extra units in order to complete a concentration. Courses required in more than one concentration that are also core or elective courses in the major, cannot be triple-counted; i.e., if you choose more than one concentration, you probably will need to complete units beyond the minimum required for the major.

In order to graduate with a B.A. degree in Biology, students must complete a minimum of 25 upper division units in the major while B.S. graduates must have a minimum of 29 units in the major. ([note 4 to advisors](#))

## Faculty Advisors

Most faculty members in the Department of Biological Sciences are particularly interested in one or more concentrations or career goals, and students interested in particular areas usually seek faculty advisors with similar interests. Every student seeking a degree in Biological Sciences must have an advisor and must be advised during the advising period every fall semester for the following winter and spring terms, and every spring semester for the following summer and fall terms. Students can select any faculty

member in Biological Sciences as the advisor, and can change advisors when interests change or for other reasons by submitting a change in advisor form that must be signed by their new advisor. This form is available in the main office and on the department web site.

Below is a list of concentrations and career goals, and faculty members who typically advise in these areas.

<b>Concentration/Career</b>	<b>Faculty Member</b>
Botany	Stuart Wooley, Michael Stevens, Steve Wolf, Steve Grillos
Entomology	Ken Schoenly
Ecology and Field Biology	Ann Kohlhaas, Patrick Kelly, Matthew Cover, Ken Schoenly, Michael Stevens
Genetics	Janey Youngblom, Jim Youngblom
Marine Biology	Pam Roe
Microbiology	Jane Bruner, My Lo Thao
Zoology	Marina Gerson, Mark Grobner, Terry Jones, Patrick Kelly, Ann Kohlhaas, Matthew Cover, Ken Schoenly, Flora Watson
Health Professions	All faculty, but especially Jane Bruner, Mark Grobner, Flora Watson*, Jim Youngblom
Teaching (Liberal Studies, Biology Concentration, Jr. or High School)	Marina Gerson, Mark Grobner, Ken Schoenly, Michael Stevens, Jim Youngblom

\*Flora Watson is the Chair of the Prehealth Professions Committee. The function of this committee is to help students with assembling application files for medical, dental, optometry, pharmacy, veterinary medicine, and other health professions. The committee sends the completed file to all schools to which the student applies. It is in the student's best interest to go through this committee.

### **Notes to Faculty Advisors**

1. Biology majors can take one of these courses for elective units in the major.
2. If students transfer in with an introductory biology sequence, that is part of an introductory biology three-course sequence, we give them elective credit in the major for the first of these (if it is required, to enroll in the other two courses).
3. We do not have a department policy on this, but it is highly recommended that students not begin their chemistry until they have passed their ELM test or have completed their remedial math classes.
4. When A&R completes a graduation evaluation for students they look only for the total number of upper division units completed, not at specific areas of the core and not at the

8 units of electives that can be lower division. So the number of units they specify remaining in the major at the upper division level usually is lower than the actual number remaining.

**Note:** We do not have a minimal grade required in our prerequisite courses or in the major itself, except they must receive a passing grade. The University does require that they have an overall GPA of 2.0 (all courses) and a 2.0 in the major (defined as all upper division courses in biology).

### **Graduation Evaluations**

Students have catalog rights to graduation requirements of the year in which they (1) first enter the CSU or a California Community College, or (2) transfer to CSU Stanislaus, or (3) graduate. Claim to these catalog rights is maintained through continuous enrollment in either a Fall or Spring Semester of each calendar year. Loss of catalog rights could result in additional courses being required for graduation.

Students apply for graduation at least one term before they will graduate, usually the beginning of fall term for the following spring graduation. Students apply for graduation by filling out the Application for Graduation Form obtained from Enrollment Services or the Enrollment Services web site. Once they have verified they have paid the \$35 graduation fee, they submit the form to Enrollment services. Enrollment Services will assign an evaluator who will produce a graduation evaluation and mail it to the student. The student must then make an appointment to meet with their advisor to fill in courses to complete their degree. If the student has a minor, the minor department should evaluate the application first, then the student should bring the form to their advisor. If the student has a concentration, remember that a minimum of 16 hours in the concentration are required for graduation. For minors, students are required to take ZOOL and BOTY 1050 and an additional 12 UD units in the major. At least 4 UD units must be completed in the department for them to receive a minor. There is also a CSUS residency requirement of 30 units (24 UD of which 12 must be in the major and 9 GE).

All courses required to complete the degree should be listed on the form, including those in progress or completed after the evaluation date listed on the graduation approval form. General Education courses can be identified by the area that needs fulfilling such as area D2. In the major, specific courses that need to be taken should be listed, including courses the students are currently enrolled in. Please note the date of the evaluation as courses may have been taken that meet some of the requirements on the evaluation form, these still need to be listed if taken after the evaluation date. Where more than one course fulfills the requirement (i.e. Physiology can be fulfilled by Zool 4230 or 4280), simply putting the general course (i.e. UD Physiology) and number of units will suffice. If a course is listed that a student doesn't complete and there is another course that will substitute, an email to the evaluator specifying the substitution will clear the evaluation. If a student does not complete their coursework by the time specified, they must reapply for graduation at a later term paying \$10.

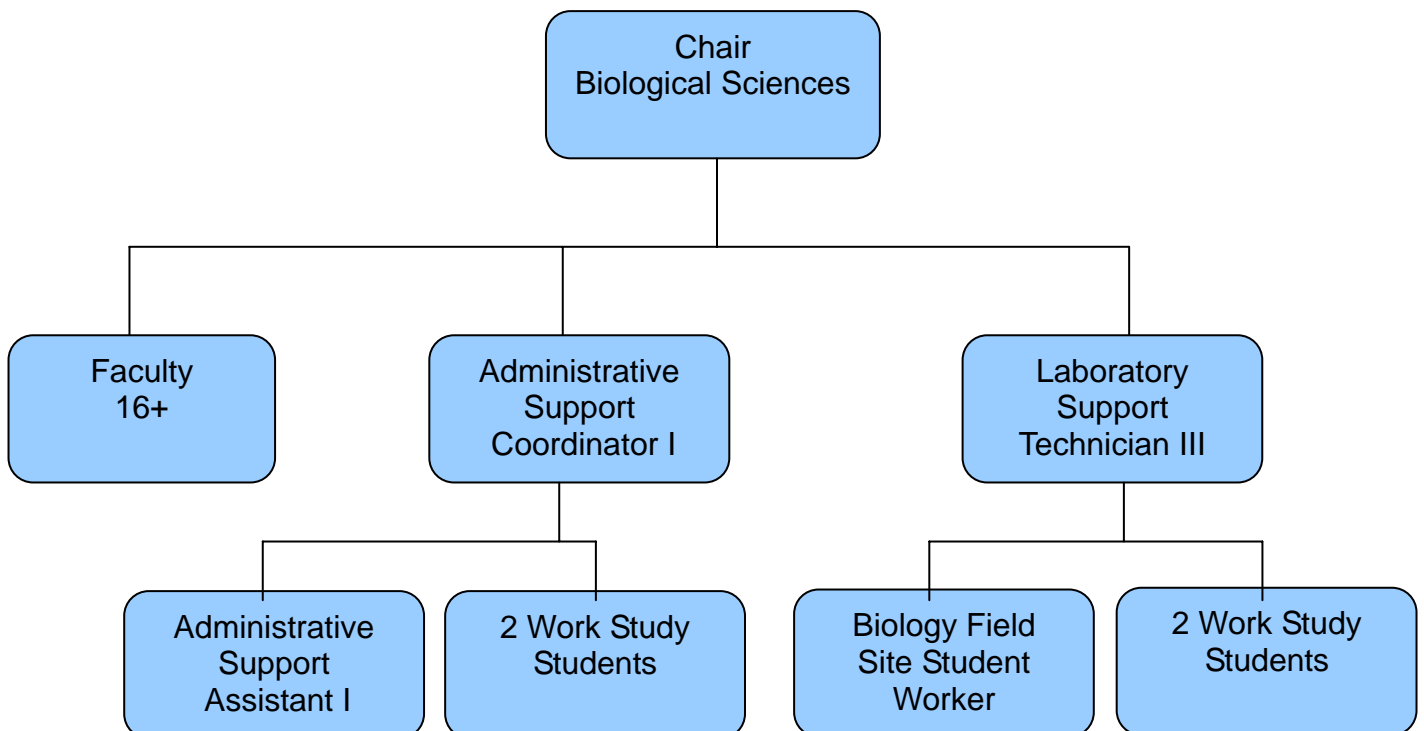
It is important to have the student sign the evaluation form before it is forwarded to the department chair. The student signature acknowledges that they understand what is required for them to complete their degree. It is best to meet with students just prior to their signing to ensure they understand all that is required for them to graduate. Please double check the number of units and make sure those courses listed match the required number of units for the student to graduate.

### Letters of Recommendation

Students who either were in a course you taught or one of your academic advisors will more likely come to you for letters of recommendation for jobs or as part of an application for graduate or professional schools. Please consider these requests carefully and take any that you accept seriously. It is best to only agree to write letters for students whom you can honestly recommend, avoiding letters for people you know only slightly or with whose work you are unfamiliar.

When you write a letter of recommendation, ask the student for a resume and copies of papers or projects she or he wrote. For professional schools, students must submit a personal statement which is also a good source for information in the letter. Avoid generalizations and unsubstantiated adjectives, keep your letter objective, concrete and accurate. Be sure the information is fair and judicious. You want to help the candidate, but at the same time, you do not want to give inaccurate information to the recipient of your letter. These students reflect our program so we want to give as accurate a description of the student as possible

### IV. Department Structure and Committees



## **Department Chair**

The department chair is selected by the dean of the college from tenure track faculty as recommended by a chair search committee in the department. The committee is appointed by the dean and is charged with providing names of candidates for the chair to the dean. The term of the chair is 3 years, the current chair may be reappointed.

The Department Chair shall have the responsibility for exercising leadership in the teaching, scholarship, service and other activities of the department. The duties of the chair, subject to the approval of the dean, shall include, but are not limited to the following:

The Chair is responsible for developing course and teaching schedules and recommending members of their department to these activities.

The Chair is responsible for implementing CSU University and School regulations within their departments and for resolving, when possible, problems and disagreements among faculty, departmental employees, students who interact with the department, or other interested persons, at the department level.

The chair is responsible for safeguarding academic freedom.

Promoting faculty scholarship and professional development for all faculty.

Promoting collegiality and a department vision that supports a learning centered environment.

Assuring educational equity by mediating between faculty and students and considering course offerings in light of a diverse faculty and student body.

## **Committee Structure**

The basic responsibilities and structures of the committees within the Department of Biological Sciences follow. The responsibilities, composition and charge of the committees can be changed and updated according to the will of the department as expressed by a majority vote of the tenure-track faculty.

When possible, each of the committees will be composed of an odd number of members. The majority membership of each committee will be tenure-track faculty. Some committees may also require one or more staff members. Any inclusion of nontenure-track faculty in committees is limited to full-time visiting lecturers and long –term part-time faculty. Nontenure-track faculty will only be appointed to committees at their request and with the affirmation of the department. Note that nontenure-track faculty cannot be required or coerced to serve on committees and their inclusion must surely be at their request. The chair of each committee will be determined by its current members.

The department chair is considered as an ad hoc member of every committee. This position is primarily so that the chair will be informed of the decisions of the committee. The department chair can also serve as a tie-breaker in case any committee is deadlocked in a tie vote. Thus, in a committee in which the department chair is not normally a full member, then the chair can add a vote to break the tie. In a committee in which the department chair is normally a full member, then the chair's vote is withdrawn to break the tie.

Membership in a committee will be by: 1) appointment by the department chair, or 2) affirmation by the department.

Along with the following charges, committees are responsible for maintaining a record of meeting agendas and minutes. A copy of meeting minutes will be kept in the chair's office along with minutes of faculty meetings

### **Department Committees:**

#### **Curriculum Committee**

Structure:

- three or more faculty.

Functions:

- review new course proposals
- review course scheduling
- review proposed curriculum changes

Other :

- decisions and recommendations presented to all department faculty

#### **Resource Committee**

Structure:

- faculty, department technician, primary office staff member

Functions:

- prioritizes equipment funds requests
- examines space issues

Other:

- decisions and recommendation presented to all department faculty

#### **Research Committee**

Structure:

- three or more faculty

Functions:

- reviews applications for funds from Biology Research Fund
- periodically (as needed ) reviews guidelines for the Fund

Other:

- decisions regarding funding application are done directly
- any changes or questions of interpretation regarding the guidelines are presented to all department faculty

### **Health and Safety Committee**

Structure:

- faculty, Biology Support Technician who serves as the Department Safety Coordinator (DSC)

Functions:

- develop guidelines regarding health and safety issues in the department
- based on university, state and federal regulation, formulate policies regarding safety practices within the department

Other:

- guidelines are presented for discussion with all department faculty
- decision based on those guideline are done directly
- Safety policies are directly implemented

### **BIOL 1020 Committee**

Structure:

- faculty, may include lab technician

Functions:

- develop new labs for BIOL 1020
- coordinate BIOL 1020 labs

Other:

- inform department faculty of any major changes

### **Retention, Promotion and Tenure (DRPT)**

Structure:

- selection of the members of the DRPT follow university policy
- currently, three tenured faculty members are voted from all eligible tenured faculty to serve on a committee. When a faculty member is seeking promotion to full professor, the committee must be comprised of full professors

Functions:

- to evaluate candidates for promotion and tenure
- prepare the department's letter to the dean regarding each candidates qualifications for promotion and tenure

## **V. General Department Operations**

### **Purchases**

All purchases made with state money (i.e. lab fees, O&E) must be pre-approved in writing by the department chair prior to the purchase. Purchases not pre-approved will not be reimbursed by the department. This includes materials for teaching laboratories, office supplies or any other purchases that will come out of state accounts for which the chair has signature authority. Purchases of laboratory supplies are handled by the Biology Supply Technician. To purchase lab supplies, an order form (available on the department web site) must be submitted to the technician at least two weeks in advanced of required need. Office supplies need to be submitted on the office supply form found in the main office by the 10th of the month. Purchases for office supplies are made on the 15th of the month.

### **Duplicating**

The department has two copiers for duplicating test, quizzes and other materials for use in class. The Sharp copier is for lighter copying needs (around 20 copies of a page) and the Riso is for more robust copying (20+ copies). Staff will instruct any faculty member on the use of the equipment. It is good practice that every faculty member become aware of the use of both machines including minor trouble shooting. If either copier has malfunctioned, report this to the Biological Sciences Coordinator immediately so repairs can be expedited. Duplicating can be done by the office staff with a minimum of 2 working days notice. Unfortunately, staff have many responsibilities and they cannot always coordinate their schedules to your duplication needs. Every effort will be made to complete all duplicating, even those jobs with less than the 2 working days notice, however, if you give less than 2 working days notice you should be prepared to do your own copies.

### **Classroom/Laboratory Maintenance**

For any problems with the facilities (i.e. burned out lights, empty towel dispensers, running faucets) please contact facilities at X 3211. Do not bring these things to the attention of the staff or biology support technician as they will only have to make the call and you are better able to give instructions to facilities. If there is an equipment problem, these need to be directed to the biology support technician.

### **Mail/Messages**

Each instructor is allocated a mailbox in the main office to receive materials sent via the US mail or interoffice campus. Mail will be distributed once a day. There is also a basket for outgoing mail in the main office that is also emptied once a day. For packages, the instructor should take these to the mailroom in the basement of MSR. For research materials, an account is needed to charge the shipping.

## Keys

Faculty will be issued keys for the building, their faculty office/main office, laboratories and laboratory cabinets through the department chair. Access to the stockroom and scientific apparatus room is through a keypad, the code to be issued by the department technician. Access to the vivarium is also by code to be given to faculty and students needing access to the facilities. Greenhouse access is also issued by the department chair. Lost/stolen keys (or broken keys) must be reported to Public Safety and new keys will be ordered through the department chair.

## Travel

All travel for university business must be pre-approved by the department chair using the appropriate travel form found at Financial Services. Travel in state requires the chair's signature, out of state travel also requires the Provost's signature. Requests for all travel must be submitted 14 days before the departure date. The travel request requires an account number for reimbursement and for motor pool charges if a state car is used. With the department chair's approval, faculty may obtain blanket travel requests up to the maximum of the department allocation (currently \$200 for tenure track faculty) or to the maximum for their travel budget from grants. It is the faculty member's responsibility to track travel expenses and submit claims for reimbursement. Travel and claim forms are available online at the travel information and services site (<http://www.csustan.edu/financialservices/Travel/>).

## Student Laboratory Safety

All lab-class instructors must address laboratory safety by reading all pertinent sections of the "Instructions for Student Safety Verification Form" to their students and then obtain their signatures on the "Safety Instruction and Verification" form after filling out the form as appropriate. Both documents are available from your Department Office at the beginning of each semester and must be returned to Department Offices the first week of the term or immediately after the first laboratory section.

Instructors should also ensure that appropriate safety information is incorporated into their Lab Manuals; for example, TAs, and students all need to know that chemical splash goggles are required when adjusting the pH of buffers; that certain chemicals must be collected as hazardous waste; etc.

## Continuous Oversight During Lab/Class

**INSTRUCTORS MUST PROVIDE CONTINUOUS OVERSIGHT DURING LAB/CLASS SESSIONS!** The presence of the instructor in the laboratory/classroom is required in order to respond to problems and to ensure that safety rules are enforced. Except for brief intervals, instructors must not leave their class during laboratory/class sessions. During open laboratory times when students are allowed into the lab to review materials or work on collections, the instructor must be in the building and accessible to

the students. Laboratory accidents can be partially the fault of instructors if they were not present in the lab. The University will not defend faculty named in a lawsuit if it is determined that the instructor was negligent in effectively supervising a student or students.

It is the instructor's responsibility to make sure any lab they unlock is locked and materials secured before they leave the building at the end of the day. Laboratories should remain locked when there is no scheduled laboratory or review session. Instructors must also ensure that **neither children nor pets** are present in laboratories.

### **Faculty Responsibility for Academic/Research Project Safety & Cleanup**

Faculty are responsible for knowing, communicating and enforcing the health and safety aspects of any thesis project/directed research they approve. Faculty advisors must carefully review proposed materials and methods, and help the students select the safest methods possible. Prior approval for potentially hazardous materials must be obtained from the department Health and Safety Committee by filling out the Registration of Research and/or Instruction with Biological Agents form available from the biology web site. The faculty member is responsible for the proper labeling, storage, use and disposal of these agents.

Faculty are ultimately responsible for the clean-up of ALL materials generated by their students, whether in research or instruction, including samples, notebooks, dirty glassware, hazardous waste, materials stored in refrigerators, freezers, incubators, cupboards, fume hoods etc. Many faculty have had to deal with these unwanted leftovers and it is NOT FUN! Please ensure that your students perform a thorough clean-up of their materials prior to leaving your lab. Contact the DSC for disposal of unwanted chemicals.

### **Hazard Identification and Minimization**

Supervisors and instructors are responsible for recognizing potential hazards in any areas they work in or occupy. **Departmental Health and Safety Committee approval must be granted and special control measures implemented before particularly hazardous substances/equipment are used, e.g. human blood products, recombinant DNA, regulated carcinogens and drugs, etc.** No employee or student within the department may perform a hazardous operation using equipment, materials or techniques which she/he feels is unsafe or dangerous.

### **Exposure Control**

Fumes, vapors, radiations, dusts, mists, smoke, contaminated surfaces etc. cannot always be eliminated from the work place. Instructors as well as supervisors must make every effort to keep exposures to hazards below the limits for Cal/OSHA regulated substances, or recommended exposure limits for other hazards where there are no specific Cal/OSHA

standards. Material Safety Data Sheets (MSDS) and the National Institute for Occupational Safety and Health (NIOSH) Guide may be used to obtain this information.

Department personnel shall take the following measures to reduce exposure to workplace hazards:

- 1) **Engineering controls** e.g. hoods, mechanical safeguards, needle boxes, warning lights/alarms, interlocks etc.
- 2) **Administrative controls** e.g., chemical substitution, limiting access and exposure time, defining and limiting projects via the Project Authorization process, etc.
- 3) **Personal protective equipment** e.g. gloves, goggles, labcoats, aprons, portable shields, proper footwear, etc.
- 4) **Safe work practices** e.g. uniform container labeling, the prohibition of eating and drinking in the lab, use of the buddy system etc.

### **Laboratory Equipment and Supplies**

Equipment in laboratories and prep spaces are for the labs taught in the designated rooms and should not be moved or borrowed without the consent of those persons with primary use of the equipment/supplies in the room of origin. If equipment is required in another lab, after consulting with primary users, a note telling where the equipment has been moved and when it will be returned should be left in its place along with a contact (name and phone number). The Biology technician must also be informed of any equipment moves since the technician is responsible for all department inventory. Supplies in labs and preps are for use in laboratories taught in those spaces. You should not **Borrow** materials from either.

Please note the following: All of the equipment and supplies purchased by the department/university belong to the department/university. However, the purchaser (and the biology technician) are considered the primary users and thus should expect that those equip/supplies will be where they are normally stored. No one should be stocking their lab from another lab. Research supplies and sometimes equipment should be purchased from research funds and not student lab fees. This applies to all prep rooms, labs and collection rooms (including collection materials). If it is not a room in which you are a primary user, then you need to ask before taking anything. If you don't know who to ask, then ask the biology technician or department chair.

## **Appendices**

### **Abbreviations**

**APR:** Academic Program Review

**AS:** Academic Senate

**ASA** Administrative Support Assistant

**ASC** Administrative Support Coordinator

**ASCSU:** Academic Senate of the CSU (also known as SWAS)

**ASI:** Associated Students Inc.

**ASLS:** Assessment of Student Learning Subcommittee

**ATP:** Academic Technology Plan

**AVPAA:** Associate Vice President for Academic Affairs/Vice Provost

**AVPFA:** Associate Vice President for Faculty Affairs

**BoT:** Board of Trustees

**BST:** Biology Support Technician

**CA:** College of the Arts

**CETI:** California Educational Technology Initiative

**CFA:** California Faculty Association

**CBA:** College of Business Administration

**COC:** Committee on Committees

**COE:** College of Education

**CHHS:** College of Human and Health Sciences

**CHSS:** College of Humanities and Social Sciences

**CMS:** Common Management System (PeopleSoft)

**CNS:** College of Natural Sciences

**CSU:** California State University

**DSC:** Department Safety Coordinator

**DUR:** Development and University Relations

**DRPT:** Department Retention, Promotion and Tenure Committee

**FAC:** Faculty Affairs Committee

**FBAC:** Faculty Budget Advisory Committee

**FCETL:** Faculty Center for Excellence in Teaching & Learning  
**FDC:** Faculty Development Committee  
**FTES:** Full-time Equivalent Student  
**FTEF:** Full-time Equivalent Faculty  
**GE:** General Education  
**GES:** General Education Subcommittee  
**GC:** Graduate Council  
**GWAR:** Graduation Writing Assessment Requirement  
**IDEA:** Individual Development and Educational Assessment  
**IRPA:** Institutional Research Planning and Accountability  
**ITL:** Institute for Teaching and Learning  
**ITS:** Integrated Technology Strategy  
**LAC:** Leaves and Awards Committee  
**MAP:** Master Academic Plan(ning)  
**MS:** Moved & Seconded  
**MSP:** Moved, Seconded, & Passed  
**PTR:** Post Tenure Review  
**RSCA:** Research, Scholarship and Creative Activity  
**RSCAPC:** Research, Scholarship and Creative Activity Policy Committee  
**RPT:** Retention, Promotion and Tenure  
**SATE:** Student Assessment of Teaching Effectiveness  
**SEC:** Senate Executive Committee  
**SIP:** Systemwide Internal Partnership  
**SFR:** Student Faculty Ratio  
**SWAS:** Statewide Academic Senate (also known as ASCSU)  
**TII:** Technology Infrastructure Initiative  
**TLS:** Technology and Learning Subcommittee  
**UBAC:** University Budget Advisory Committee  
**UEPC:** University Educational Policies Committees  
**URPTC:** University Retention, Promotion, & Tenure Committee  
**USGPC:** University Strategic Goals and Priorities Committee

**UWC:** University Writing Committee

**VPAA:** Vice President for Academic Affairs/Provost

**VPDUR:** Vice President for Development and University Relations

**VPSA:** Vice President for Student Affairs

**WASC:** Western Association of Schools and Colleges

**WP:** Writing Proficiency

**WPST:** Writing Proficiency Screening Test

## Department Elaborations



### CALIFORNIA STATE UNIVERSITY, STANISLAUS Department of Biological Science

#### ELABORATION OF UNIVERSITY-WIDE REVIEW CRITERIA FOR RPT EVALUATION

The review criteria for Retention, Promotion, and Tenure established by the university are Teaching Proficiency, Scholarship or other Creative Activities, Professional Preparation, and Participation in University Affairs. The faculty of the Department of Biological Science has defined these criteria as follows:

##### A. Teaching Proficiency

Teaching proficiency includes: (1) appropriate class preparation, (2) effective classroom instruction, (3) judicious student advising, and (4) adherence to departmental guidelines and University-wide academic standards. As an indication of teaching proficiency, quantitative results of student evaluations (IDEA or other university-approved form) must be included in the RPT file. The following are additional factors that may be considered in evaluating proficiency (the Department does not expect the candidate to present evidence of each of these):

1. Activities to strengthen professional expertise and/or teaching effectiveness (*e.g.*, peer evaluation, participation in workshops)
2. Efforts made to inspire students to pursue academic and/or endeavors above and beyond the required minimum (*e.g.*, student research)
3. Additional student input to support required student evaluations
4. Innovative or unique teaching methods

##### B. Scholarship

Scholarship or other equivalent creative activity is expected. The following are factors that may be considered in evaluating scholarship (the Department does not expect the candidate to present evidence of each of these):

1. Publication and/or presentation of research in an appropriate scientific forum
2. Research (scholarship) that involves student contributors
3. Application for grants to support scholarship or pedagogical activities

4. Active research projects that are expected to lead to publication and/or presentation of results in an appropriate scientific forum
5. Preparation of collections and other laboratory materials beyond the normal classroom preparation, when such activities are of a scholarly nature
6. Formal review of manuscripts, books, chapters, or course materials
7. Publication of book reviews, abstracts, responses or rebuttals, letters to editors, or short notes
8. Active participation in professional societies and/or organizations
9. Development of innovative techniques and/or materials that are accessible to other professionals in the biological sciences

Faculty applying for promotion to Associate Professor should have at least one peer-reviewed publication (or manuscript in press). Faculty applying for promotion to Full Professor should have at least one additional peer-reviewed publication (or manuscript in press). Any peer-reviewed publication submitted in support of a faculty member's application for promotion that includes the CSU, Stanislaus address (except book reviews, abstracts, responses or rebuttals, letters to editors, or short notes) is acceptable.

#### C. Professional Preparation

An earned doctorate (or equivalent degree) in the biological sciences is considered to be the appropriate minimum professional preparation.

#### D. Participation in University Affairs

The candidate should effectively participate in university and departmental activities. The following are factors that may be considered in evaluating faculty service (the Department does not expect the candidate to present evidence of each of these):

1. Participation in department activities, including department meetings, committees, articulation efforts, program development, and department projects
2. Cooperation and communication with the faculty in affairs that affect the department
3. Active participation on university committees
4. Positive contributions to university-community relations
5. Outreach activities involving local schools and community agencies (e.g. making presentations at high schools, community organizations, serving on community boards)

A faculty member has the right to be evaluated according to elaborations in effect when he or she was hired or to which the faculty member subsequently has agreed (Faculty Handbook: RPT Policies, Appendix C).

Approved by the faculty of the Department of Biological Sciences 22 March 2007

*Ad hoc* Department of Biological Sciences RPT Elaborations Committee:

Terry D. Jones (chair)

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