Welcome to the Department of Biochemistry and Molecular Biology at Colorado State University. The departmental policies outlined in this manual may affect you in your role as faculty, postdoctoral, staff, graduate or undergraduate student member. Additional departmental policies are outlined in the department code and the graduate student guidelines.

Please take a few moments to look over these policies and procedures. **You will be expected to know, understand and adhere to the policies presented here** throughout your association with our department. These policies and procedures are updated annually, and you should review each annual update for changes to our policies and procedures.

Please let us know if there are any topics that we might consider including in our next update.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair and Associate Chairs</td>
<td>4</td>
</tr>
<tr>
<td>Committees</td>
<td>4</td>
</tr>
<tr>
<td>Departmental Staff</td>
<td>5</td>
</tr>
<tr>
<td>Important Sources of Additional Information</td>
<td>20</td>
</tr>
<tr>
<td>Interdisciplinary Programs</td>
<td>7</td>
</tr>
<tr>
<td>Of Particular Interest to Faculty</td>
<td>18</td>
</tr>
<tr>
<td>Absence from Campus</td>
<td>18</td>
</tr>
<tr>
<td>Animal Care</td>
<td>18</td>
</tr>
<tr>
<td>ASCSU Course Survey</td>
<td>18</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>18</td>
</tr>
<tr>
<td>Faculty Meetings</td>
<td>18</td>
</tr>
<tr>
<td>Reprints</td>
<td>18</td>
</tr>
<tr>
<td>Teaching</td>
<td>18</td>
</tr>
<tr>
<td>Teaching Assistants</td>
<td>18</td>
</tr>
<tr>
<td>Tech Fees</td>
<td>18</td>
</tr>
<tr>
<td>Undergraduate Advising</td>
<td>18</td>
</tr>
<tr>
<td>Web Site</td>
<td>18</td>
</tr>
<tr>
<td>Of Particular Interest to Graduate Students</td>
<td>19</td>
</tr>
<tr>
<td>Family Medical Leave Policy for Graduate Students</td>
<td>19</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>7</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>7</td>
</tr>
<tr>
<td>Building Security/Problems</td>
<td>8</td>
</tr>
<tr>
<td>Computer Accounts</td>
<td>8</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>8</td>
</tr>
<tr>
<td>Departmental Annual Events</td>
<td>8</td>
</tr>
<tr>
<td>Department Shared Facilities</td>
<td>9</td>
</tr>
<tr>
<td>FAX Machine</td>
<td>12</td>
</tr>
<tr>
<td>Food and Beverages in Laboratories</td>
<td>12</td>
</tr>
<tr>
<td>Hazardous Waste/Radiation</td>
<td>12</td>
</tr>
<tr>
<td>Keys</td>
<td>12</td>
</tr>
<tr>
<td>Mail Service</td>
<td>13</td>
</tr>
<tr>
<td>Office Hours</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>Payroll</td>
<td>13</td>
</tr>
<tr>
<td>Phones</td>
<td>14</td>
</tr>
<tr>
<td>Photocopying</td>
<td>14</td>
</tr>
<tr>
<td>Purchases</td>
<td>14</td>
</tr>
<tr>
<td>Sexual Harassment Awareness Training</td>
<td>14</td>
</tr>
<tr>
<td>Supplies</td>
<td>15</td>
</tr>
<tr>
<td>Travel</td>
<td>15</td>
</tr>
<tr>
<td>Use of Common Rooms</td>
<td>16</td>
</tr>
<tr>
<td>Weather</td>
<td>16</td>
</tr>
<tr>
<td>Work Injuries</td>
<td>17</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>3</td>
</tr>
</tbody>
</table>
Chair and Associate Chairs

P. Shing Ho, Chair
Responsible for day-to-day operation of department programs and policies.

Olve Peersen, Associate Chair for Graduate Studies
Serves as Acting Chair during brief absences of the Chair.

Laurie Stargell, Associate Chair for Undergraduate Studies
The Associate Chair for Undergraduate Studies will convene and chair Executive Committee meetings when it is inappropriate for the Department Chair to do so. Also serves as Acting Chair in absence of both the Chair and Associate Chair for Graduate Studies.

Committees

Executive Committee
The Executive Committee is composed of the Chair, the Associate Chairs and two elected at-large members who hold the rank of Professor or Associate Professor. The Executive Committee advises the Chair regarding broad policy plans, conducts annual reviews of non-tenured faculty, initiates the review for promotion and tenure of regular faculty and recommends teaching assignments.
2009-2010 Executive Committee: Ho*, Bamburg, Curthoys, Peersen and Stargell.

Graduate Affairs Committee
The Graduate Affairs Committee (GAC) evaluates the performance of graduate students and oversees the functioning of the Student Advisory Committees. The GAC recommends policies and curriculum changes for graduate training, supervises the general program of graduate instruction and administers the comprehensive and preliminary examinations.
2009-2010 GAC: Peersen*, Nyborg, Ross, Hansen (ex-officio). Student Representative:

Graduate Advisor
The Graduate Advisor is an ex-officio member of the GAC and serves as academic advisor to plan B MS students and to first year students in the Plan A MS and Ph.D. programs. The Graduate Advisor is elected for a two-year term. Graduate Advisor: Hansen.

Graduate Recruitment Committee
The Graduate Recruitment Committee (GRC) oversees the preparation and distribution of material describing the graduate program, evaluates applicants for graduate study, organizes and conducts recruiting activities, and selects candidates for admission.
Undergraduate Affairs Committee
The Undergraduate Affairs Committee evaluates the existing undergraduate curriculum, stimulates the development of new approaches and methods for teaching, and recommends policies and actions relating to matters of instruction and curriculum.  
2009-2010 UAC:  Stargell*, Chen, Sholders (ex officio), Safadi-Chamberlain

Awards Committee
The committee nominates faculty, staff and students for various awards.  
2009-2010 Awards Committee: Nyborg*, Ho, Bridgeman.

Seminar Coordinator
Coordinates the seminar program for the department.  2009-2010 Seminar Coordinator:  Ross.

Equipment Committee
The Equipment Committee is responsible for departmental equipment and shared facilities. The Equipment Committee assembles the cost for service contracts and the instrument repair fund annually and recommends charges to grants and Department to cover these costs.  
2009-2010 Equipment Committee:  Curthoys*, Bernstein, McBryant.

Library Committee
The Library Committee is the liaison between the CSU libraries and the department and maintains the Departmental Reading Room.  
2009-2010 Library Committee:  Woody, Hansen, Nyborg.

Undergraduate Program Coordinator and Advisor to Undergraduate Biochem/Biotech Club:  Sholders

*Committee Chair

Staff

Main Office, 316 MRB

Yvonne Bridgeman, Assistant to the Chair, 491-5566,  Yvonne.Bridgeman@Colostate.edu
This position is responsible for:
- Department policies
- University policies
- Personnel appointments and records
- Appointments for department chair
- Assistant building proctor
- Back-up for travel
- Key manager
- General administrative/student issues
Marti Stokes, Undergraduate Program and REU Program, 491-5602, Marti.Stokes@Colostate.edu
This position is responsible for:
• Receptionist
• Undergraduate program
• REU program
• Undergraduate Resource Room ID card access
• Conference room and lap top & LCD projector scheduling
• Ordering office supplies
• General office procedures

Sharon Gale, Graduate Program and Seminar Program, 491-6481, Sharon.Gale@Colostate.edu
This position is responsible for:
• Graduate program
• Department seminar program
• Distributing mail
• Back-up receptionist
• Travel for seminar program and graduate recruiting
• BC 793 Seminars and Thursday Afternoon Club
• General office procedures
• Web page maintenance

Accounting/Purchasing Office, 202 MRB

Justine Barela, Accounting, 491-5040, Justine.Barela@Colostate.edu
This position is responsible for:
• Accounting for research and department funds
• Accounting and billing for department supplies and services
• Hourly payroll/track workstudy earnings
• Graduate student tuition and fees
• Cash deposits
• Authorizations for: Telecommunications, Chemistry Stockroom, PMF, LAR, Modem Access, Gas Cylinder Rental and miscellaneous project/grant needs

Nancy Reeves, Purchasing and Travel, 491-4909, Nancy.Reeves@Colostate.edu
This position is responsible for:
• Purchasing, receiving and delivery of all department and research supplies
• Travel
• Petty cash
• Paper and printer cartridge inventory and disbursements
• Surplus property
• Assistant key manager
Computer Support, 260 MRB

Shane Morales, IT Coordinator, 491-1080, Shane.Morales@colostate.edu
This position is responsible for:
• Managing local area network and subnet
• Managing department server
• Installing and configuring computer-related hardware
• Installing and configuring application and operating system software
• Trouble-shooting individual hardware and software problems

Building Proctor - Nancy Reeves, 202 MRB
This position is responsible for:
• Reporting problems with the building to Facilities Services
• Providing updates to faculty and staff concerning building-related projects

Building problems should be reported to the building proctor at 491-4909 or Nancy.Reeves@Colostate.edu
After hours, call Facilities Services Dispatch at 491-0077

Interdisciplinary Programs

Many faculty and graduate students are involved with interdisciplinary programs on campus. These programs include:
• Cell and Molecular Biology (CMB) - 491-0241
• Program in Molecular, Cellular, and Integrative Neurosciences (MCIN) - 491-0425

POLICIES AND PROCEDURES

Alcoholic Beverages
The use of alcoholic beverages in the laboratory or office is highly inappropriate. Even the occasional consumption of alcoholic beverages in such places is viewed as "drinking on the job". Therefore, the consumption of alcoholic beverages is limited to functions that are held only in the seminar room or the department conference rooms. The faculty member that sponsors such an event and provides the alcohol shall assume responsibility that all University and State regulations regarding the use of alcohol are followed. In addition, any unconsumed alcoholic beverages should be removed from the building at the conclusion of the event and not stored in the building.

Audio/Visual Equipment
The seminar room 123 is equipped with a computer and LCD projector, overhead and slide projector. The conference room 250 has an LCD, overhead and slide projector. An overhead and slide projector can be checked out from the main office.
The department has a laptop computer and an LCD projector that can be checked out from the main office for lab meeting presentations and seminar presentations. To ensure availability, you must reserve the equipment ahead of time and it must be returned before the office closes for the day.

**Building Security/Problems**
Building security is everyone's responsibility. Do not prop open locked outside doors on weekends and evenings. Anyone inside the building after hours should be in possession of a building key. If you see individuals in the building after hours who make you uncomfortable or seem suspicious, call the CSU Police immediately (491-6425 or 911 in case of emergency). Problems with the building should be reported to the building proctor (Nancy Reeves 491-4909). After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

**Computer Accounts**
The University requires all students and employees to sign up for eID (electronic identity). eID is required to register for classes and to access any University electronic services. You will receive a University account and set your email address when creating an eID. To sign up for your free eID, log onto http://eid.colostate.edu/. You will need your CSUID number. Staff can obtain your CSUID number from the Assistant to the Chair.

To access the departmental network you will need to complete an access request form and turn it in to the Department’s IT Coordinator. The form is located on the department share in the Network_Foms folder.

**Computer Usage**
Your use of computers and networks at Colorado State University is governed by the Acceptable Use Policy for Computing and Networking Resources at Colorado State University, which can be found here: http://www.acns.colostate.edu/?page=aup.

The Department has a central server and several shared computers and printers; most labs have one or more computers for the use of the lab staff. This equipment should be used for work-related purposes only; unauthorized software and hardware may be removed immediately without notice.

**Departmental Annual Events**
The **Department Retreat** is held at the Pingree Park Campus two weeks before classes start for the Fall Semester. Research talks, poster presentations and hiking are on the agenda.

The **Department Graduation/Awards Reception** held at the end of spring semester celebrates those graduating and honors the accomplishments of our faculty, staff, and students.

The **Holiday Party** is held near the end of fall semester and always provides good food and fellowship.
Department Shared Facilities
Below are listed the Department shared facilities and the responsible lab/individual

**Autoclaves (246)**
DeLuca Lab, Contact: Keith DeLuca
AMSCO Eagle Series 3021
HotPack Laboratory Steam Sterilizer

**Centrifuges (211 and 213A)**
Curthoys Lab, Contact: Lynn Taylor
2 ea. Beckman L8-70 Ultracentrifuges and rotors
2 ea. Beckman J2-21 High Speed Centrifuge and rotors
IEC PR-J Low Speed swinging bucket centrifuge and rotors

Bamburg Lab, Contact: Laurie Minamide
Tabletop TL-100 ultracentrifuge (room 213A)

**CD Spectropolarimeter (149)**
Peersen Lab, Contact: Olve Peersen
Used for investigating protein secondary structures

**Cold Rooms**
149B - Peersen Lab
240 – Chen Lab
367 - Stargell Lab
332A - Luger Lab
328 - Luger Lab

**Computer Room (216)**
Shane Morales
Three computers: one attached to a flatbed scanner, and two for general use.
Three printers: MRB216BW, a black & white laser printer
MRB216CO, a color laser printer
MRB216TR, a color inkjet, used mostly for transparencies and photos

**Drill Press (221)**
Bamburg Lab, Contact: Alisa Shaw or Laurie Minamide

**Dishwasher (246)**
DeLuca Lab, Contact: Keith DeLuca
Hotpack Large Capacity Glassware Washer, Model H-4325

**Fluorometer (149)**
Peersen Lab, Contact: Olve Peersen
High sensitivity fluorometer with excitation and emission monochromators, temperature control and titration.

**Freeze Drier (221C)**
Bamburg Lab, Contact: Laurie Minamide
Gel Camera (210)
Nyborg Lab, Contact person: Dinaida Egan
Takes digital capture of non-radioactive gels (protein & DNA)

Gel/Blot Image Analysis Facility (214)
Bamburg/Curthoys Lab
Contains Odyssey Infrared Imager for two color simultaneous detection of bands on Western blots (Scott Walmsley, Curthoys lab) and 16 bit digital camera with a zoom lens for capturing images of chemiluminescent or stained gels and blots (Laurie Minamide, Bamburg lab). The camera box also has overhead lights and backlighting (including a UV box) for camera imaging of almost anything. An off-line computer for image analysis with Total Lab and Metamorph programs is available in room 224.

I-Cycler - RT/PCR (256)
Nyborg Lab, Contact: Dinaida Egan
The I-Cycler (BIO-RAD) uses a 96-well format to kinetically measure PCR reactions in real time. Real-time PCR is used to quantify starting DNA or RNA concentrations and, therefore, is a powerful tool in many areas of research and is particularly important in gene expression studies.

Image Analysis Facility (224)
Bamburg Lab, Contact: Barbara Bernstein.
This facility has four inverted microscopes, each with cameras and computers for digital imaging. In the front room are two Nikon diaphots, one of which is equipped for phase imaging and has an incubation chamber for holding cells at 37° C. The other has multiple fluorescent filter cubes but no incubation chamber. The Nikon diaphot in the back room has an incubation chamber and is set up for phase, DIC or fluorescence imaging work. These three microscopes use Metamorph for image acquisition. The Olympus microscope has a spinning disk (CSU22) and dual view unit with a Cascade II (1Kx1K) camera on one side with 4 laser lines (445 (CFP), 473 (GFP/YFP), 561 (RFP) and 665 (Cy5)). The correction system and liquid light guide from a Xenon source. A Mosaic laser ablation (488nm)/photoactivation (Hg source) system is mounted on this microscope. It utilizes SlideBook software for image acquisition and analysis. One copy of SlideBook is on the off-line computer that also runs Total Lab and Metamorph in the front room. Training and use of the equipment in the microscopic imaging facility is via Barbara Bernstein.

Insect Cell Culture Room (259)
Contact: Heather Szerlong, Keck postdoc

Micropipette Puller (221A)
Contact: Laurie Minamide

Nanopure Water System (246)
Curthoys Lab, Contact: Lynn Taylor
Barnstead NANOpure II (Water purification system)
Odyssey Imager (214)
Curthoys Lab, Contact: Scott Walmsley
The Odyssey infrared imaging system quantifies light emitted from two different fluors. It is used for high sensitivity western blot analysis and in-cell imaging of proteins.

Poster Printer (212)
Shane Morales
The 42” poster printer in this room may be used for printing posters related to teaching and research by members of the Biochemistry Department and Biochemistry majors.

Scintillation Counter (211)
Curthoys Lab, Contact: Lynn Taylor
Beckman LS 3801 Scintillation Counter
Measures radioactivity

Sonifier-Cell Disruptor (211)
Bamburg Lab, Contact: Laurie Minamide.
She changes tips when the current microtip shows signs of corrosion.

STORM (210)
Nyborg Lab, Contact: Dinaida Egan
Digital capture of fluorescent and radioactive images.

Tissue Culture (221B)
Curthoys/Bamburg Labs
221B - used for mammalian cell growth facility

PROTEIN PURIFICATION AND CHARACTERIZATION FACILITY

Solution Characterization Facility (149)
Steve McBryant, Director
Analytical ultracentrifuges - Beckman XL-I and XL-A models
Used to investigate solution structure and oligomerization of macromolecules

Macromolecular X-ray Crystallography Facility (149A, 159 & 371B)
Mark van der Woerd, Director
Temperature controlled crystallization room, rotating anode capital-ray generator, 2 image plate detectors, and computational facility for elucidating protein and nucleic acid structure at atomic resolution.

Protein Expression and Purification Facility (365)
Teri McLain, Director
Express and purify proteins to facilitate all related projects and offer scientific consulting, technical assistance and training for people who are interested.
**FAX Machine**
The fax machine is located within the copier in room 316C and can be used for sending and receiving faxes. The phone number for the fax machine is **491-0494**. A long-distance access code or personal calling card is needed in order to send long distance faxes.

**Food and Beverages in Laboratories**
OSHA and NRC regulations prohibit the consumption of food in the laboratories. This regulation also prohibits the drinking of beverages, including soda and coffee. Food and non-alcoholic beverage can be consumed outside of laboratories. It is important that all of us adhere to this policy in order to maintain a safe working environment and to ensure the maintenance of our license to utilize chemicals and radioisotopes.

**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. Hazardous waste must be stored in a secure satellite accumulation area that is registered with EHS.

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

If you need more information, contact Environmental Health Services at **491-6745**/www.ehs.colostate.edu.

**Keys**
The Assistant to the Chair is the department key manager. You will be issued keys to your office/lab. You will be notified when your keys are ready and they can be picked up in the main office.

Lost keys must be reported to the Assistant to the Chair and a lost key report must be filed with the Key Desk at Facilities Management before replacement keys can be issued. Upon leaving the University key holders **MUST** return all keys issued in their name to the Assistant to the Chair.

Building entry doors and some interior doors are on an electronic key system. Entry doors are locked between the hours of 7:00 pm and 7:00 am. See the Assistant to the Chair for obtaining electronic clearances for your CSU ID card.
Mail Service
Faculty, research staff, graduate students and department staff have mailboxes located in the mailroom.

Department mailing address is:

Department of Biochemistry and Molecular Biology
1870 Campus Delivery
Colorado State University
Ft. Collins, CO  80523-1870

Mail is delivered/picked up at the Department at 1:15 pm daily. Department stationery is to be used for official CSU business only. Outgoing mail can be placed in the white postal service tub on the shelf above the copier in the mailroom. All off-campus mail must have a return address and an account number or stamp. Use of the university mail service for personal mail is discouraged.

UPS is the primary express delivery service for CSU but other carriers can be used if you prefer. Express delivery items are picked up at 1:15 pm daily. Express delivery items must be marked appropriately (i.e., UPS-next day service) and placed in the regular mail tub. You must take your express delivery items to Mail Service to ensure that it is sent that day.

Office Hours
The Biochemistry and Molecular Biology office hours are 8:00 am-5:00 pm. The office is closed on the 1st Wednesday of the month from 8:00-9:30am for staff meetings.

Parking
Staff may purchase an ‘A’ permit from Parking Services, and students may purchase a ‘Z’ permit. There are A and Z parking lots located a block west of the MRB building, and a new parking garage will be located across the street to the southeast. The Lake Street Parking Garage (scheduled to open March 2010) will have A, Z and visitor/meter parking spaces. Day parking passes for visitors on legitimate departmental business are available in the main office.

See Parking Services website: http://parking.colostate.edu/index.asp

Payroll
Faculty, staff and graduate students are paid monthly. See the Assistant to the Chair in the main office with any questions concerning payroll.

Student hourly, work-study, and non-student hourly employees are paid biweekly. Timesheets must be submitted to the main office no later than 4:30 pm on the pay period end date. TO AVOID DELAYS make sure that all information and signatures are properly filled in.
Phones
Long-distance calls and faxes require a 5-digit access code or a personal calling card. Long distance access codes are issued through research grants. Faculty, see the Accounting staff member to obtain codes. Staff and students need to obtain the access code from their PI.

Personal Calls - The University prefers that you use your personal calling card for all personal long distance calls. In the event of an emergency that you must use your university access code, charges for personal phone calls must be reimbursed to the department - see Accounting staff member.

Photocopying
The photocopier is in the mailroom and requires a copier code. Faculty can obtain a code from the Accounting staff member. Lab staff and students should obtain the copier code from their PI. Copier codes for instructional use can be obtained from the main office staff.

Copies for large classes should be made at one of the university copy centers. Overhead transparencies can be found on the bookshelf in the main office. Please sign out for any transparencies you take. Personal copies/transparencies can be made for 8¢/copy; 70¢/black & white transparencies; $3.80/color transparencies - pay the Undergraduate Program Assistant for copies/transparencies.

Remember to obey all copyright laws when photocopying.

Purchases
All supply purchase requests for the Department are submitted to the Purchasing/Travel staff member who will process the requests, and either place the order or route it to the University Purchasing department for additional approval.

Placing an order
1. Complete the “BioChem Order” form. This is on the Department shared drive in the Network forms folder.
2. Place completed order form in the “Order Drop Box” on the Department shared drive.
3. Orders are placed on a daily basis with standard delivery times requested (usually 1-7 days).
4. If your order requires an expedited delivery, please indicate the date requested on the BioChem order form. Also, indicate if you are willing to pay additional delivery charges.
5. A copy of the order request will be placed in your mailbox with the corrected item price, expected delivery date, delivery charge, and order confirmation number.

Sexual Harassment Awareness Training
All University employees are required to complete an online training course designed to raise awareness of and prevent sexual harassment on campus. Please complete the online course and submit the certificate of completion to the Assistant to the Chair within one month of starting employment. CSU’s sexual harassment policy and the online course are found at: http://oeod.colostate.edu/
Supplies
A stock of basic office supplies is kept in the storeroom in the main office. All other supplies needed should be bought through the appropriate research grant.

Travel
Travel expenses are reimbursed when traveling for professional reasons (attending a conference, invited speaker, etc.). A State Travel Guide is available which lists all reimbursable expenses, http://busfin.colostate.edu/trv.aspx (click on travel Quick Reference Guide to University Travel button).

Before Traveling
1. Complete the “Required Travel Information” form. This is available on the Department shared drive in the Network forms folder and should be completed 4-6 weeks before your trip.
2. Return the form to the Purchasing/Travel staff member (or Assistant to the Chair as a backup).
3. A Pre-Trip/Travel Voucher will be issued which provides the UTV# for purchasing your airline tickets. A State approved travel agency and State contracted airline should be used for all travel arrangements. There are exceptions that allow internet ticket purchases. If you purchase tickets on the internet, proof of payment (copy of the internet ticket receipt) and a copy of the itinerary are required for reimbursement.
4. A State contracted rental car agency must be used even if you are traveling out of state.
5. For domestic travel, the Pre-Trip/Travel Voucher must be signed by the Department Chair, before you are given the UTV#. International travel requires an additional signature from the Provost’s office. It is important that you allow sufficient time to obtain these signatures.
6. If a cash advance is required, allow a minimum of 1 week before departure to process the necessary forms.
7. The Department PCard cannot be used for travel expenses, except for conference registration fees that do not include lodging.

After You Return
1. Submit all receipts for reimbursement to the Purchasing/Travel staff member. A Post-Trip/Travel Voucher will be processed and submitted to the travel desk. Original itemized receipts for all individual charges over $25.00 are required. Exception: All rental vehicle and gas receipts, registration receipts and lodging receipts are required regardless of the amount.
2. The per diem reimbursement cannot exceed the allowed per diem rate. The per diem rate includes incidental expenses such as tips for maids, bellhops and personal telephone calls. These items will not be reimbursed separately.
3. Airline baggage fees may be reimbursed and a receipt is required for fees over $25.00.
4. Your signature is required on this form. Additional signatures will be required if there is a 15% variance in the expenses from the Pre-Trip/Travel Voucher. For this reason, it is important that you estimate your trip expenses very carefully.
5. Allow 2-4 weeks for the reimbursement to be processed.
Use of Common Rooms
The Department has 2 conference rooms (250, 336), a seminar room (123), and an undergraduate resource room (103)

- Conference rooms can be reserved through the main office; you are welcome to use them on the understanding that you will clean up after yourself.
- Seminar room is equipped with a computer and LCD projector, slide and overhead projector. The seminar room can be reserved through the main office
- Undergraduate resource room is partially funded by Technology Fees and use is restricted to Biochemistry undergraduate and graduate students. See the Assistant to the Chair to obtain electronic ID clearance, and IT Coordinator to obtain a computer log-in for this room.

Weather
Colorado State's severe weather policy is driven by the needs of the entire campus community rather than the particular needs of each individual. Each individual is responsible for deciding if the conditions are safe for their own travel.

Employees who are absent due to extreme weather conditions when the University remains open must take annual leave, or leave without pay (if no annual leave is available) for work time missed.

CSU operation updates during severe weather can be found at:

- Call 491-SNOW (5449)
- Radio 530 AM
- Radio 90.5 FM (KCSU)

You may also register your cell phone with the RAVE text messaging system to receive emergency notifications by logging into https://ramweb.colostate.edu with your eID.
Work Injuries
Any injury received while carrying out work duties at CSU must be reported immediately. See the Assistant to the Chair to obtain a Workers Compensation claim form. In cases of job-related injury/disease, employees are required to obtain needed medical care from any of the providers listed below:

Occupational Health Services South Clinic
Poudre Valley Hospital
4674 Snow Mesa Dr. Suite 200
Ft. Collins, CO 80528
495-8450

Occupational Health Services North Clinic
Poudre Valley Hospital
1025 Pennock Place
Ft. Collins, CO 80524
495-8450

Poudre Valley Hospital Emergency Department
1024 S. Lemay Ave.
Ft. Collins, CO 80524
495-7000

Concentra
2620 E. Prospect Rd., Suite 160
Ft. Collins, CO 80524
221-5811

General Care Medical Clinic
620 S. Lemay Ave.
Ft. Collins, CO 80524
482-6620

Workwell
1608 Topaz Drive
Loveland, CO 80537
593-0125
OF PARTICULAR INTEREST TO FACULTY

Absences from Campus: Please let the office staff know when you plan to be away from the University. This helps in scheduling meetings, responding to inquiries, obtaining signatures, etc.

Animal Care: The use of laboratory animals for research and teaching requires prior approval from the University Animal Care and Use Committee, http://web.research.colostate.edu/ricro/acuc/forms.aspx.

ASCSU Course Survey: The University requires that ASCSU Course Surveys be conducted in courses during the last week of classes. Results are sent directly to the Faculty. Faculty may choose to have their written comments typed, have a copy given to the Department Chair and/or maintained in the department file. GTAs are required to have their students complete the surveys, and all comments are typed for the department head review and department file. The results of the survey are available on-line http://ascsucs.colostate.edu/.

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

Faculty Meetings are held the 2nd Tuesday of the month. An agenda is prepared and distributed by the Chair and all faculty are expected to attend. If you cannot attend, please notify the Assistant to the Chair.

Reprints: Provide five copies of reprints to the Assistant to the Chair. The reprint will be posted on the bulletin board outside the mailroom. Copies will be circulated within the department and a copy sent to the Dean's office. At the end of the year all reprints are bound and a volume is kept in the Department office and in the Reading Room.

Teaching: Teaching assignments are made by the Department Chair with advice from the Executive Committee. Textbook orders for classes are to be placed through the Undergraduate Program Assistant.

Teaching Assistants: TA's are assigned for most undergraduate courses. TA's generally attend all classes, hold help sessions, and help grade papers and exams. TA assignments are made by the Chair with advice from the Executive Committee and Graduate Affairs Committee.

Tech Fees: In preparation for your courses, please keep in mind that a request to purchase "high-tech" equipment from the Technology Fees is presented annually. The Undergraduate Affairs Committee solicits requests annually.

Undergraduate Advising: Prior to Fall and Spring registration periods the Undergraduate Program Coordinator schedules several group advising sessions for undergraduates. All undergraduate majors are notified of the times and register on-line to attend one of the sessions. Students who are unable to attend these sessions and need advising must schedule a time to meet with their permanent advisor. Freshmen and Sophomore students must be advised before they can receive their Advising Code, which is needed to register for classes.

Web Site: The departmental web site is: www.bmb.colostate.edu. See the Assistant to the Chair to obtain access to edit faculty pages.
**OF PARTICULAR INTEREST TO GRADUATE STUDENTS**

There are three critical components to your new job as a Graduate Research Assistant, which is a twelve month appointment:

1. Achieving a B or better in all of your coursework
2. Attendance at all departmental seminars (including inside and invited speakers)
3. Active participation in laboratory rotations (including benchwork and literature review)

As an employee of the department you are expected to work a minimum of 40 hours per week throughout the year, including academic breaks (such as Fall and Spring Break, and Winter and Summer Recess, etc.). As such, when you are not in class or attending a seminar, you should be working in the lab.

Any time off must be approved by your supervisor in advance. You are permitted 2 weeks (10 working days) of vacation per year in addition to standard University holidays. Additional absences will be considered as time off without pay.

Continued employment is dependent on satisfactory evaluations annually.

**Family Medical Leave Policy for Graduate Students** Under CSU’s Family Medical (FM) Leave Policy, any graduate student who has been employed full time for at least twelve (12) months is eligible for unpaid leave (up to 12 weeks) for any one (1) or a combination of the following reasons: (a) The birth of a son or daughter, and to care for the newborn child (leave must be completed within twelve (12) months of the date of birth); (b) The placement of a son or daughter for adoption or foster care with the employee and to care for the newly placed child (leave must be completed within twelve (12) months of the date of placement); (c) To care for a spouse, son, daughter, or parent with a serious health condition; and (d) Because of a serious health condition which causes the employee to be unable to perform one or more of the essential functions of his or her position. (Refer to [http://www.facultycouncil.colostate.edu/files/manual/appendic.htm](http://www.facultycouncil.colostate.edu/files/manual/appendic.htm), Appendix 3 for further details regarding the University’s Family Medical Leave Policy.)

The Department of Biochemistry and Molecular Biology may provide for such FM leave to be paid from department funds for students who are in good standing in their graduate program and who have not yet defended their thesis or dissertation. Qualified students must be in Biochemistry and Molecular Biology or have a primary thesis mentor whose primary appointment is in Biochemistry and Molecular Biology.

Further information and an application form are located on the department share in the BMB Policies and Procedures folder within the BMB Information folder.
Important sources of additional information:

Academic Faculty/Administration Professional Staff Manual
http://www.facultycouncil.colostate.edu/files/manual/table.html

Biochemistry and Molecular Biology Department Code
http://www.bmb.colostate.edu/userforms/DepartmentCode.pdf

Office of Sponsored Programs
http://web.research.colostate.edu/osp/

Environmental Health Services
http://www.ehs.colostate.edu/

State of Colorado Employee Handbook for State Classified Employees
http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1228910669318

Biochemistry and Molecular Biology Graduate Student Guidelines
http://www.bmb.colostate.edu/graduate.cfm

Student Employee Guidelines for Undergraduates
http://ses.colostate.edu/employmentguidelines.aspx