

TENURE REVIEW POLICY BIOLOGICAL SCIENCES

THE TENURE REVIEW

All non-tenured faculty in the Department, in tenure track positions, are reviewed each year by the Department Chair. This review shall be for the purpose of informing the person of his/her progress toward attainment of tenure. The Department Chair shall consult all faculty regarding the person's fitness as well as giving careful consideration to student evaluations. A written evaluation for each non-tenured faculty member is provided to the college Dean, with a copy to the reviewee, each year until tenure (or termination) is achieved.

The Time

In his/her third and after his/her fifth full year of service, a more complete evaluation shall be held. This evaluation shall be convened by the Department Chair.

THE COMMITTEE

The committee shall consist of eight persons, five tenured faculty from the department at least one of whom must be from the same discipline as the reviewee (zoology or botany), one untenured faculty from outside the department and in an allied area, and two students, one of whom must be an undergraduate. All tenured faculty members can attend meetings. Only those elected as outlined below can vote as committee members.

The Appointment

- 1a. The five tenured faculty will be selected by the Reviewee, in consultation with the Department Chair, from a slate of six persons elected by the faculty, with each faculty member voting for six (6) individuals. The slate will consist of those individuals getting the 6 highest number of votes. Ties will be broken by the Reviewee selecting names from a hat in the presence of the Department Chair. The outside member will be selected by the Department Chair, in consultation with the Reviewee. Students will be appointed as described below.
- 1b. A slate of the undergraduate and graduate students shall serve as the pool from which the Department Chair, in consultation with the Reviewee, shall make appointments to each review committee. All undergraduate students majoring in the department who have taken five (5) or more formal courses in the department shall be included in the list of nominees. All graduate students will vote for a slate of four; all candidates must have been in the department for one year. For the graduate students, the students having the four highest vote tallies will constitute the original slate. The Department Chair will contact each student about willingness to potentially serve. If the slate size is reduced below four, the slate is brought back to four with student(s) having the next highest vote tally. Ties will be broken by selecting a name or names from a hat until a slate of four is achieved.
2. The Department Chair serves as chairman without vote and the committee interviews persons as it sees fit. In those cases where the Department Chair is reviewed, the Dean appoints a chairman from the senior tenured faculty.

The Procedure

The committee shall provide an equal opportunity for all segments of the academic community (i.e. faculty, students, and administration) to contribute information about the person being reviewed. The committee shall make public announcement of its willingness to receive written or oral statements pro and con with respect to the Reviewee's fitness for tenure. The committee will establish its own appointment calendar and deadlines. In soliciting information, the committee shall attempt to get a broad spectrum of input and guard against bias or discrimination. In order to ensure that the committee receive comments from those peers supporting the reviewee, as well as his or her detractors, it shall be mandatory that all members from the department, including

the Department Chair submit written statements to the committee. The Department Chair's written statement will be about any particular issues which the Department Chair wishes the committee to consider when making its report. This statement is not to be in the form of a recommendation to grant or deny tenure.

Student evaluations are an integral part of the review process and are to be considered. (See Student Evaluation Policy of Departmental Handbook.) Copies of other pertinent records shall be made available by the Department Chair to the committee. The committee and any attendees shall not release information given to the committee nor make public announcements, except for meeting times.

The Reviewee must make a personal appearance before the review committee and shall discuss the types of teaching methods employed, types of examinations given and the laboratory exercises used in each course taught. He/she will also be expected to present a review of research interests and accomplishments. The committee shall also give the Reviewee a chance to respond to any allegations regarding his/her conduct of academic affairs. To expedite this process, the Reviewee may submit a synopsis, not less than one week before his/her appearance before the committee, addressing the issues above.

Attendance

Meetings must have at least six (6) committee members in attendance to conduct business.

The Report

The committee shall file a written report with the Department Chair stating: (a) whether the person is progressing satisfactorily towards tenure, and (b) enumerating the reasons for the committee's recommendations. One basis for the recommendation shall be a secret ballot and the results of the final ballot shall be forwarded with a written report.

It shall then be the duty of the Department Chair to provide the Reviewee with a copy of the committee's report and, at the option of the Reviewee, to discuss said report with the Reviewee in the presence of one or more of the members of the evaluation committee.

The committee has no other rights or responsibilities than to conduct the review as outlined above and to make the report which is a recommendation to the Department Chair.

ADDITIONAL INPUT TO DEPARTMENT CHAIR

In addition, the Department Chair will receive written input from all tenured faculty in accordance with Section 4510 G-4 of the Faculty Staff Handbook.

Adopted February 13, 1992

SELECTION OF EXTERNAL REVIEWERS FOR PROMOTION/TENURE

The chair will select at least 6 external reviewers. At least two will be from peer institutions. The peer review institutions to be used are as follows: Arkansas, Kansas State, Montana, Montana State, New Mexico State, Oklahoma State, Utah State, Washington State and Wyoming.

The reviewee may provide the names of up to 2 scientists to whom he/she does not want his/her credentials sent by indicating the individuals names in a memorandum written at the beginning of the review process.

If the chair is relatively unfamiliar with the candidate's field, he will discuss reviewers with one or more appropriate full professors or write to a known name in the field and ask for advice on people to contact.

Reviewers will be informed that the individual is being reviewed for promotion and/or tenure and sent pertinent job descriptions, a current Curriculum Vitae (CV) and 3 recent papers will be provided by the reviewee. Reviewers will be asked to evaluate the individual's scholarship.

The chair will prepare the reviewer's comments so as to delete all material which could identify the reviewer and distribute the letters with this material removed to all members who will vote on tenure and/or promotion.

Revised and Approved June 5, 1997

PERFORMANCE REVIEW PROCEDURES

The Board of Regents requires that all tenured faculty, at intervals not more than five years following the awarding of tenure, undergo a performance review by faculty of his or her department or equivalent unit, the unit administrator, and other specified administrators.

PRELIMINARY REVIEW – PROCEDURES

1. Each year the Vice-President for Academic Affairs and Research notifies the Department Chair, in writing, of the names of the faculty in the department whose performance is to be reviewed during the year.
2. The Department Chair shall notify, in writing, those members who will be reviewed.
3. The Department Chair announces the review by:
 - a) memorandum to all departmental faculty members; and
 - b) notifying the appropriate college Deans of the reviews (colleges with which the reviewee interacts).
4. Each reviewee shall place on file in the department the following documents for review by the faculty:
 - a) student evaluations (departmental summaries and actual evaluations);
 - b) up-to-date Curriculum Vita (including reprints of publications, grant proposals, etc);
 - c) yearly job descriptions for past five years; and
 - d) any other documents and evidence relating directly to the reviewee's ability to carry out his/her assignment competently, as agreed to by the reviewee and the Department Chair.
5. Each faculty member is expected to review the material on file. If any faculty member questions the performance of the reviewee, this concern must be delivered to the Department Chair in writing.
6. If a majority of departmental faculty, or the Department Chair, or the college Dean, or the Academic Vice-President or President questions the faculty member's performance, the Department Chair reports that fact, in writing, to the Academic Vice-President. It is the responsibility of the Academic Vice-President to determine whether the questions raised warrant a more thorough review or not and to communicate that information to the Department Chair. If it is determined that a further review is needed, the procedures outlined below under in-depth review will be followed.
7. If the faculty member's performance is not questioned as described above, or if it has been so questioned but the Academic Vice-President determines that a more detailed review is not warranted, the performance review is concluded.
8. When the preliminary review is completed, the Department Chair will fill out the appropriate form and send it to the Academic Vice-President. A copy of the completed form is provided to the faculty member concerned.

IN-DEPTH REVIEW – PROCEDURES

If an in-depth review is required, it will be conducted as a tenure review.

IN-HOUSE PEER REVIEW OF TEACHING

All faculty reviewed for tenure (including the three-year review) or promotion in rank will have peer review of teaching. The review will consist of at least 2 senior level faculty (normally full professors) with records of teaching excellence and understanding of the area being taught, attending lectures of the reviewee. The evaluating faculty will be selected by the chair in consultation with the reviewee. The number of lectures will be sufficient to cover a specific topic. The evaluating faculty will arrange with the reviewee relative to which lectures will be attended. The evaluating faculty will then file a written assessment of the performance of the reviewee with the chair. The chair will give the reviewee a written synopsis of the input provided the evaluating faculty agree unanimously to do so.

Because tests, syllabuses and texts will be reviewed by all appropriate faculty, the peer review described here will deal solely with the delivery of lectures.

Approved by Biological Sciences Faculty – April 4, 1991.

TENURE AND PROMOTION CRITERIA

The review for tenure and promotion should consider teaching, research, service and citizenship.

Teaching

There should be clear evidence that:

- The content and organization of each course are appropriate for the course title and number.
- Each course represents a comprehensive and up-to-date distillation of the subject area.
- Each course is rigorous and challenging.
- Lectures are effectively delivered.
- Laboratories are thoughtfully designed.

Evaluation of teaching should use three strands of evidence: evidence from the course(s) itself (themselves), the reports of faculty evaluations of teaching, and student evaluations.

Course information includes the syllabus, assignments, examinations, and textbook(s). Evaluating faculty will form an impression of the breadth and depth of course content, of the standards of performance called for by assignments and examinations, and of whether the required laboratory and lecture texts are appropriate.

The second line of evidence used to assess teaching performance will be peer evaluation. The written reports of peers will be included in the tenure folder.

The third line of evidence will be student evaluations. Evaluators will use both the written comments of students and numerical summaries of evaluation scores.

Research

There should be clear evidence that the candidate has established a strong, independent research program. The requirement for independence is not intended to exclude collaborative research. There should also be clear evidence that the candidate has contributed effectively to the Department's graduate program.

The first and most important evidence is the record of publication of data and/or theory based upon work performed at UI. The Department cannot specify a particular number of publications that is required. Rather, each evaluating faculty member will consider the number of publications in conjunction with the quality of each publication and the percentage research effort indicated in the candidate's position description. The candidate is expected to familiarize all individuals who vote at the Department level with the reputations and standards of the journals in which the candidate has published, and with the candidate's specific contribution to each multi-author publication.

The second line of evidence will be the reports of the external evaluators. This evidence is to indicate whether the external academic community views the candidate's reputation as solid and the candidate's research as significant.

The third line of evidence will be the number of graduate students that the candidate has successfully directed and the number completed.

The fourth line of evidence will be the candidate's record of external funding and grant proposals.

The publication record, participation in graduate program, the external reviews, and the grant record all should point to a probable future of vigorous research activity.

Service and Citizenship

The Department expects that the candidate will have honored reasonable requests for reviews of manuscripts or grant proposals, and for service on graduate committees. Other service to professional societies (e.g., executive committee service) or to other Universities (e.g., invited participation in a seminar series or a symposium) is to be positively acknowledged. Some service on at least Department-level committees is required. More intangibly, evaluators will form an impression of whether the candidate is a good citizen within the Department.

Approved by faculty of Department of Biological Sciences on April 30, 1998.

JOB DESCRIPTION POLICY

In December of each year, each faculty member will be required to prepare an annual job description that is to be based upon the courses to be taught by the department and the breadth of faculty member's academic training. If there is to be no change in the annual job description, the faculty member will merely report this in writing to the department chair at that time.

The department chair will review each faculty member's position description and revise them as necessary to meet the department's teaching, research and service obligations. The job descriptions will then be returned to the faculty for their approval.

The job descriptions will be placed in the front office and all faculty members in the department notified that they have 5 working days for reviewing and commenting on all departmental faculty member job descriptions. All input from faculty on these job descriptions will then be made available for 5 working days.

After the prescribed comment period, the department chair will review the comments and may make revisions to the job descriptions if such appear to be warranted after discussing the matter with the affected faculty member(s). If disagreement still exists, the matter will be discussed in a faculty meeting at which the affected faculty member will be present. The chair will make all final decisions.

Approved January 12, 1999

The faculty of the Department of Biological Sciences

PRIORITIES FOR ASSIGNING RESEARCH SPACE IN GIBB HALL & LIFE SCIENCES SOUTH

Rationale: The department must offer state of the art research space to new faculty members if the department is to attract and retain the brightest and most productive scientists. Since the demand for new space can exceed the number of laboratories in Gibb Hall & Life Sciences South, there is need for a fair and equitable policy for assigning research space. To this end, no one should assume that current space assignments are permanent. The following list of priorities will be used in making any changes in research space assignments.

1. Each faculty member's research productivity over the past 5 years will be taken into consideration. Grant productivity and the number of research papers published will be factors in determining overall research productivity. Faculty members with poor research productivity will be given lower priority in space allocation than any new faculty members in the department.
2. Faculty members conducting research requiring state of the art laboratory facilities will be given higher priority in allocating than those performing research not requiring such sophisticated needs. Consideration will be given to:
 - a. Number of items of specialized research equipment housed in the common-facility equipment rooms to which an investigator needs ready access.
 - b. The frequency of use of specialized items of shared research equipment.
 - c. Requirements for laboratory safety that can only or best be met in the new wing. Under this category one would consider the amount and frequency of use of:
 1. hazardous chemicals – e.g., carcinogens, pesticides etc.
 2. radioactive materials
3. Full-time faculty members have preference for research space over those with part-time or emeritus status.

RECOMMENDED GUIDELINES ON GREENHOUSE SPACE ALLOCATION (Space Committee)

Greenhouse space will be provided on a first come, first served basis according to the following priorities. No individual should receive permanent space assignment.

1. Research needs should be given top priority:
 - a. Funded research given priority over non-funded studies;
 - b. Full-time departmental faculty given priority over graduate students and possibly individuals external to the department;
 - c. Top priority given to faculty showing a consistent publication record vs. those that are relatively nonproductive;
 - d. Ph.D. candidates with long range needs should have priority over short-term M.S. and M.N.S. candidates

2. Teaching needs have second priority:
 - a. Experimental plant material used for class or laboratory should have priority over plants maintained for demonstration purposes (permanent collection).
 - b. In view of the space limitations in the greenhouses, faculty using demonstration plants should be urged to find alternative approaches whenever possible, e.g., using slides to show plants, using expendable plant material, or borrowing plants from private sources.

BIOLOGY 405 / DIRECTED STUDIES / SPECIAL TOPICS / INTERNSHIPS

1. Biology 405 Practicum in Anatomy Laboratory Teaching
 - a. This course is for undergraduate students who are assisting in anatomy teaching labs.
 - b. May only be taken once by an individual student.
 - c. 1-2 credits
 - d. Graded P/F only
 - e. The faculty member in charge must supply the chair with a schedule of when, where, and what the student will be doing.

2. Directed Studies

Generally, Directed Studies involves one faculty member working with one student doing research.

Directed Studies 499

 - a. The work must be of direct benefit to the research effort of the faculty member and the student's degree program.
 - b. 499 – juniors and seniors only – min GPA=3.00
 - c. Submit the following in writing to the Dept. Chair for approval – a form is now available in the main office:
 1. student & faculty course responsibilities
 2. grading mechanisms – letter or P/F
 3. credits to be earned
 4. time requirements (2-3 hrs/week/credit earned)
 5. evaluation of knowledge

Directed Studies 502

 - a. The work must be of direct benefit to the research effort of the faculty member and the student's degree program.
 - b. 502 – graduate students only
 - c. Submit the following in writing to the Dept. Chair for approval – a form is now available in the main office:
 1. student & faculty course responsibilities
 2. grading mechanisms – letter or P/F
 3. credits to be earned
 4. time requirements (2-3 hrs/week/credit earned)
 5. evaluation of knowledge

3. Biology 404/504 Special Topics
 - a. Generally used for small group studying a specific topic (i.e. – Readings in Neurobiology).
 - b. 404 – undergraduate students
 - c. 504 – graduate students
 - d. Submit the following in writing to the Dept. Chair to open a Special Topics section:
 1. Title of course
 2. Instructor

3. Grading method – letter or P/F
4. Enrollment
5. Credits

4. Biology 398 Internships

- a. An internship is supervised work by a student in a professional, biological, non-university setting.
- b. 1-3 credits, 3 credit max
- c. The student is expected to prepare a final written report to be evaluated by on-campus faculty.
- d. Graded P/F
- e. A formal written plan of activities must be approved by the student's academic adviser and the dept chair before the student begins the internship.

FINAL EXAM POLICY

The Department of Biological Sciences has approved the policy of no early final exams.

STUDENT EVALUATION POLICY

Student evaluations are mandatory every semester for all courses. These evaluations serve two purposes. They are to help instructors improve instruction and to be used by administrators to aid in evaluating teaching capabilities of the faculty.

STUDENT EVALUATIONS ARE TO BE RETAINED BY INDIVIDUAL PROFESSORS FOR 5 YEARS AND SHALL BE MADE AVAILABLE FOR REVIEW COMMITTEES. SUMMARIES WILL BE MAINTAINED BY THE MAIN OFFICE FOR THE SAME LENGTH OF TIME.

SYLLABUS FORMAT

EACH COURSE IS TO HAVE A SYLLABUS AND A COPY OF EACH SYLLABUS IS TO BE DEPOSITED IN THE MAIN OFFICE AT THE BEGINNING OF EACH SEMESTER THE COURSE IS OFFERED. EACH SYLLABUS SHOULD CONTAIN AT LEAST THE FOLLOWING INFORMATION:

1. List of syllabus contents
2. Faculty office number and office hours
3. Course title and number
 - a. course descriptions
 - b. major objectives
4. Course prerequisites
5. Instructional materials and resources
 - a. text
 - b. assigned reading – location etc.
6. Methods of student evaluation
 - a. types and numbers of tests
 - b. grading policies and procedures
7. Course outline and time schedule

8. Lab reimbursement statement: Lab fees will be remitted to students who drop the course within the first two weeks of classes.
9. Laboratory
 - a. outline
 - b. expectations – e.g. equipment needed
 - c. method of student analysis
 - d. role in determining final grade
 - e. role of TA's (if applicable)

POLICY ON “SOFT MONEY” POSITION

The following policy items apply in general to all non-tenure, “soft money” positions in the department. Exceptions to points in this policy may be made in individual cases and with approval of the faculty and the Dean.

1. Position – Research Scientist with the title of Adjunct Assistant, Associate or full Professor.
2. Time frame of appointment – One year with renewals as agreed upon by both parties, and by majority vote of the departmental faculty.
3. Evaluation – The normal evaluation process used for regular faculty will be adhered to except that evaluations will not be forwarded out of the College.
4. Salary – Salaries will be paid only from grants generated by the individual concerned (except in cases covered in Section 8) and will be within guidelines established by the University; i.e., commensurate with qualifications and experience. This applied both to PI's and individuals hired on grants by PI's.
5. Promotions – The University guidelines for promotion from Assistant to Associate to full Professor will be used. Criteria will be those for Research Faculty.
6. Graduate Programs – Participation on graduate committees is expected; all faculty are encouraged to develop their own graduate programs and to become members of the graduate faculty.
7. Voting – No voting on tenure or promotion for regular faculty nor on undergraduate curricular matters.
8. Teaching – Occasional guest lectures and participation in departmental seminars are expected; there may be opportunities to teach for pay when regular faculty are absent.
9. Office/Research Space – Adequate office and research space are prerequisite to acceptance and appointment; research staff on regular appointment have first priority for space in the event of unresolvable conflicts.
10. Phones – A phone is furnished but long distance charges must be paid from monies generated by the faculty member.
11. Postage and Supplies – These will be the responsibility of the person except for departmental business.
12. Secretarial Needs – Secretarial assistance will be provided for routine business; all grants must contain funds for hiring additional secretarial help; minimal demands are to be made on regular departmental secretaries.
13. While on leave without pay; i.e. between contracts, employee benefits (health insurance) are the responsibility of the faculty member.
14. Annual Leave – Must be taken during the contract or grant period. Any annual leave remaining at the end of a contract period will be forfeited.

15. Supervision – Supervision will be the responsibility of the Department Chair or another designated faculty member.
16. Committee Functions – Will serve on committees other than standing committees.
17. Travel – No departmental travel money will used to fund individuals on soft money.
18. Grants will be administered by Principal Investigators in accordance with the procedures outlined in Section 3530 H of the Faculty Staff Handbook.

PROCEDURES FOR ADMISSION OF GRADUATE STUDENTS AND SELECTING OF TEACHING ASSISTANTS

The Department of Biological Sciences has a definite, structured procedure for admission of graduate students and selection of Teaching Assistants. This procedure is as follows:

RECRUITMENT TECHNIQUE

Recruitment of students is national in scope. Posters, advertisements in Petersen's Annual Guide to Graduate School, Home page on World Wide Web (<http://www.sci.uidaho.edu/biosci/>) and personal contact with major professors in departments of Biology at other universities are the methods presently employed to attract students to this department.

ADMISSION POLICY

1. Applications are first reviewed by the Departmental Graduate Affairs Committee composed of members appointed by the Department Chair. Applicants who meet the established criteria (GRE scores of 1200, TOEFL score of 550 for international students, GPA of 3.00, a computed Science-Math GPA of 3.3, three strong letters of reference, and a match-up of the research interest with that of one of the departmental professors) are automatically admitted and are eligible for Teaching Assistantships. Their names are given to the Department Chair with a recommendation to make a TA offer. Students not meeting these requirements are individually considered by the committee relative to admission and TA suitability. Again, the committee recommends to the Department Chair.

A graduate student admitted to the M.N.S. program wanting to switch to a M.S. or Ph.D. program, must reapply to the Graduate Admissions Committee for admittance to that program.

2. The Graduate Admissions Committee submits to the Department Chair a prioritized list of eligible students for TA offers. Time requirements for responses from students offered a TA will be imposed.

With this procedure, we attempt to attract the best qualified students possible to serve as Teaching Assistants, irrespective of race, sex or age.

In some cases, students without TA support assist the department on an Irregular Help basis.

EQUIPMENT REPAIR COSTS FOR DEPARTMENTAL COMMON EQUIPMENT

The Department of Biological Sciences will be responsible for the maintenance of the following common-use items: departmental -80° C freezers, SpeedVac system, Ultracentrifuge, ice machines, autoclaves, photocopiers, fax machine and hood certification. The current and future criteria for inclusion of equipment in this list will be that it is a resource for and is used by a majority of researchers in the Department. Indirect cost return to the department will be used to cover these costs. Other equipment maintenance costs will be the responsibility of individual users or user groups. The Molecular Core equipment is not included in this list because the cost of maintenance will be shared between our department and MMBB.

Approved by Biological Sciences Faculty October 23, 2003

DEPARTMENTAL OPERATIONS POLICIES

AFFIRMATIVE ACTION

Procedures are available in the College of Science or the Human Resource Service Office and must be followed in hiring personnel on board appointment positions. Check with the Department Chair to determine if Affirmative Action procedures apply.

BIOLOGY STORES PROCEDURES

All items ordered for or requested from Biology Stores must be charged to an internal departmental account number. Graduate students requesting items from Biology Stores for their research must have accounts set up with approvals from their major professor and the Department Chair. When requesting items for class work, indicate to the Biology Stores personnel for which class the items are to be budgeted.

COMPUTER POLICY

Computers for faculty have historically been purchased in different ways either from grant monies or by departmental funds. The proposed computer purchase policy recently distributed proposes the funding for computer purchases be split 60/40 using the price of a generic computer costing \$1750. The department would pay 60% and the faculty member making the request pay 40% on a rotation basis (i.e. x number of computers to be upgraded each year).

COPYRIGHT REGULATIONS

The departmental main office staff will not knowingly violate any copyright regulations. (Appendix A)

DEMURRAGE

All orders for gas tanks from Facility Management should be made in writing to the main office including appropriate room numbers for delivery and budget number. The empty tanks should be returned as soon as possible to Facility Management to avoid demurrage charges.

FINAL GRADE SHEETS

Final grade sheets are posted on the web by the Registrar's office. The faculty member records the grades via the web within 72 hours after the final exam is given. A copy of the final grade sheet is filed in the departmental office and remains on file for three years.

INVENTORY

All items over \$100 must be tagged by Property Control with a permanent number assigned by them. Inventoried items moved from assigned rooms, removed from the premises, sold or traded-in must be reported to Biology Stores personnel for appropriate changes on the master inventory list.

IRREGULAR HELP

Requests for Irregular Help positions are made to the Department Chair. After approval is obtained, the employee must obtain a Work Permit card and sign other forms at the Student Employment Office. Employees are responsible for recording the number of hours worked each day during each two-week pay period, obtaining supervisor's signature, and submitting time slips to the Financial Technician on the date indicated on the time slip. Supervisors of irregular help should report to the Financial Technician the start date, pay rate, number of hours to be worked per week and the budget number from which the individual will be paid.

KEYS

University keys may not be duplicated. The keys will be checked out by the Secretary with the written approval of the individual responsible for the area. **IRREGULAR HELP MUST RETURN KEYS DURING THEIR LAST WEEK OF WORK. STAFF MEMBERS MUST RETURN KEYS DURING THEIR LAST WEEK OF WORK.**

KEYS WILL BE ISSUED TO LABS USING RADIOACTIVE MATERIALS ONLY AFTER REQUESTER HAS COMPLETED THE RADIATION SAFETY ORIENTATION SEMINAR.

LEAD TIME

Lead time required for handouts, exams and manuscripts should be at least 2-3 working days.

All materials to be typed or photocopied are to be accompanied by specific written instructions. It is the responsibility of the faculty member to be sure that the TA's for his/her course observes this policy.

OFFICE HOURS

OFFICE HOURS MUST BE POSTED AND FACULTY SHOULD BE AVAILABLE DURING THOSE HOURS.

PASS-FAIL POLICY

The Department of Biological Sciences requires students to take College of Science graduation requirement courses for a letter grade only.

PHOTOCOPIERS

Instructions for photocopy work for the copier in the main office should be in writing and include name, number of copies required and the date needed. 1-2 days lead time is requested.

The photocopier in Room 253 is for faculty/graduate student research.

PURCHASING

Orders for teaching-related supplies are submitted to Biology Stores personnel.

For grant-related items, please follow these guidelines:

\$5,000 or less A Departmental Purchase Order (DPO) may be used. DPO's are requested by contacting the Financial Technician by e-mail, in person or using the DPO Request Form available in the mail room. After placing your order, give the completed DPO, showing the items ordered and amount, to the Financial Technician.

> \$5,000 You must get written, signed bids from a minimum of three vendors. See the Financial Technician for forms and/or further instructions. There is also ordering information available on the Purchasing web page at <http://www.its.uidaho.edu/purchasing/>.

UI Purchasing Card - ≤\$2,500: The department has a tax-exempt Purchasing Card (MasterCard) available for use by our employees. It is intended to be used when a DPO cannot be used. There are restrictions as to what may be purchased using the purchasing card and the Financial Technician can give you that information. Please see the Financial Technician to check out the card. When you have returned from making your purchases, the card is then returned to the Financial Technician along with the receipt(s).

The documentation received with any purchase (such as a packing slip, invoice, receipt, etc.) should be given to the Financial Technician. We cannot approve payment of the purchase without this documentation.

ITEMS PURCHASED ON GRANTS MUST BE ORDERED ALLOWING ENOUGH TIME FOR BIDDING PROCEDURES IF NECESSARY, SHIPMENT AND DELIVERY ON CAMPUS BEFORE THE END OF THE GRANTING CONTRACT.

RECORDS RETENTION

Departmental records will be retained and purged according to the following schedule:

| <u>Record</u> | <u>Retention Period</u> | <u>Purge</u> |
|--------------------------------------|-------------------------|---------------|
| Correspondence, short-term | One Year | Annually |
| Correspondence, long-term | Five Years | Annually |
| Faculty Meeting Minutes | Ten Years | Annually |
| Faculty applicant files, all | One Year | Annually |
| Faculty applicant files, finalists | Three Years | Annually |
| Faculty applicant files, protected | Three Years | Annually |
| Student files, graduated | Indefinitely | |
| Graduate Program inquiries, inactive | Six Months | Semi-annually |
| Graduate Program inquiries, denied | One Year | Annually |

| | | |
|-----------------------------------|-------------|----------|
| Final Grades | Three Years | Annually |
| Financial Records | Five Years | Annually |
| Student Evaluations | Five Years | Annually |
| Faculty personnel files, inactive | Five Years | Annually |
| Staff Personnel files, inactive | Five Years | Annually |

ROOM RESERVATIONS

Reservations for use of University classrooms are made by the Departmental Secretary to the Registrar. The date of room reservation, purpose, and person in charge are required to make the reservation. Requests with the necessary information are needed in writing 2-3 days in advance.

SCHEDULE CARDS

Schedule cards are to be made available to the Department Secretary each semester listing class hours and office hours. A schedule card listing office hours should be posted on the office door of faculty and TA's.

SICK LEAVE/ANNUAL LEAVE

A Sick/Annual Leave Report is distributed by the secretary to faculty and staff at the end of each two week pay period. The form is to indicate the number of hours Sick/Annual Leave taken during the two week pay period. The forms are signed by the faculty/staff member and returned to the secretary. The secretary reports this information to the Human Resources Office. Academic year appointment (i.e. faculty) personnel are eligible for Sick Leave only – twelve month appointments are eligible for Sick/Annual Leave. Sick/Annual Leave balances are indicated on your payroll check stubs. Effective August 19, 1991, graduate student appointments became ineligible to accrue sick and annual leave.

Requests for annual leave should be made in writing to the supervisor at least one week prior to requested leave dates.

TELEPHONES

Long distance calls should be restricted to business calls only, section 6180 of the UI Administrative Procedures Manual (<http://www.its.uidaho.edu/apm>).

TRAVEL POLICY

WHILE TRAVELING ON UI BUSINESS, A TRAVEL REQUISITION OR TRAVEL AT NO EXPENSE FORM MUST BE IN EFFECT FOR THE INSURANCE TO BE VALID.

Among the purposes for which travel funds are spent, the following represents the prioritized order (from highest to lowest): Recruitment, meetings, seminar speakers, research support.

Types of meetings are placed in priority order as follows (highest to lowest): National (and international), regional, local.

Support priority for those attending meetings is as follows (highest to lowest): Giving papers, general officer, section officer, spectator.

Guidelines for applying above priorities:

The categories are not to be regarded as exclusive. They do overlap. It is not to be understood that all funds are to be expended at higher levels before any requests are honored at lower levels. To the contrary, some research requests may well have higher priority than the lower meeting priorities.

Faculty are given higher priority than graduate students in the same category. No request for graduate student travel will be considered unless other funding sources have been explored.

“Travel” includes transportation costs (mileage or airfare, etc.) and possibly room costs, but not meals.

Requests for reimbursement are to be supported by receipts. Every reasonable attempt should be made to save money.

Special requests such as workshops, etc. will be handled by faculty action.

Before you travel... see the Financial Technician for a form that must be completed in advance of travel. Even if you are traveling at no expense to UI, we need to have a record of your travel on file for insurance purposes.

It is possible to get a travel advance on some portion of travel expenses but the regulations are constantly changing and very restrictive. Check with the Financial Technician for the current policy on advances.

When you return... see the Financial Technician for a form to complete so we can reimburse you for your actual expenses. Be sure you have original receipts to submit for reimbursement.

Gasoline receipts do not need to be submitted if you are claiming mileage. The current mileage rate will be listed on the Travel Reimbursement Form you complete.

Meal receipts do not need to be submitted if you are claiming per diem. Current UI rates will be listed on the Travel Reimbursement form you complete.

Reimbursement... you may sign up for direct deposit for your travel reimbursement. See the Financial Technician for the necessary form. This is not connected with payroll direct deposit and must be applied for separately.

If you do not want direct deposit of your travel reimbursements, you will receive a check. You will be notified when it arrives and it may be picked up in the Biological Sciences main office.

WORK STUDY

Forms for requesting Work Study personnel are sent from the Student Financial Aid Office in the spring for CWS position the next academic year. They are filled out by the person requesting work study help, signed by the Department Chair and forwarded to the College of Science. Students are referred to the Work Study positions available in the department by the College of Science Office. Work Study assignments within the department are made by the Department Chair. Payroll procedures are the same for Irregular Help.

POLICIES FOR ADMINISTERING THE BOTANY GREENHOUSE FACILITIES

The following policies for regulating the botany greenhouse facilities were adopted on June 26, 2002 by the greenhouse committee.

ADMINISTRATION RESPONSIBILITIES

Formulation of policy for the administration of the botany greenhouse facilities will be the responsibility of the greenhouse committee, initially appointed by the head of department.

The GREENHOUSE COMMITTEE will consist of the botany faculty and staff who use the greenhouse facilities. A member of the committee will be designated the GREENHOUSE COORDINATOR.

OBJECTIVE of these policies is to provide a safe, clean and functional work environment for all users of the greenhouse facility.

SPACE ALLOCATION

- A. Bench space for plants should be anticipated and a request made in writing to the committee, at least one month prior to the need. If space is not available, the request will be considered by the Committee and possible reassignments made according to the following priorities:
 - 1. Plants used in course laboratory exercises
 - 2. Plants used in faculty research
 - 3. Plants used in graduate research
 - 4. Other requests
- B. Whenever requests for space exceed the space available, the Committee chairman will assist in finding temporary space elsewhere.
- C. When it is necessary for plants with allocated space to be removed from the greenhouse for extended periods, such as for over wintering outdoors, that space may be temporarily reassigned to another person, until the plants are ready to be brought indoors again.

ROUTINE MAINTENANCE AND CARE

- A. The greenhouse coordinator shall be responsible for ensuring that the following activities are done in an appropriate time frame.
 - 1. The heating and cooling units are serviced and ready to function at the appropriate time of year.
 - 2. Shading materials are applied or removed at the appropriate time of year.
- B. Greenhouse bays:
 - 1. Cultivation of terrestrial plants should be done in pots on the benches. Ground areas beneath benches will be kept free of all plant material. Tall plants may stand on the floor in designated areas.
 - 2. Plants used in support of classes should be clearly labeled.
 - 3. Soil traps should be left in place over the drain to prevent future blockages of the drainage system.
 - 4. Growth of personal plant material in the facility is discouraged.
 - 5. No hazardous material or organisms, for example radioactive isotopes or genetically modified plants, are permitted in the greenhouse without permission of the greenhouse committee. Appropriate paperwork must be presented to the committee before this type of material can be considered for the greenhouse. Any research work permitted by the committee that involves hazardous components must be clearly labeled.
 - 6. Storage of additional equipment is not permitted in either the greenhouse bays or the headhouse, for example equipment used for collecting field samples.
 - 7. The greenhouse bays should be kept tidy and clean at all times.
- C. Headhouse (“Potting shed”)

1. No plant material will be grown in the headhouse.
2. Soil, clean pots, fertilizer and pesticide should be stored in their designated areas.
3. The work area should be left clean after filling pots with soil or other growth medium.

D. Pest Control

1. All pest control must be done in accordance with state and federal regulations.
2. Preferred pest control at this time is either through the use of systemic pesticide applied in a non-aerosol form, or the use of introduced biological agents. Pesticides applied in an aerosol form should be applied as a last resort with great care being taken to prevent drift to the other bays.
3. When pesticides are applied, signs shall be posted with the type of pesticide applied and re-entry time. Greenhouse users will be notified in advance of any bay closures to allow time for plant care.
4. All plants entering the greenhouse area should go through a quarantine period to reduce the risk of introducing undesirable pests into the bays. If plants are removed for extended periods of time they should be screened before re-entry.
5. When pots are no longer needed used soil should be discarded into the dumpster or into the labeled containers opposite the elevator ready for removal. Pots should be washed before storage in designated area.
6. Water hose nozzles should not be allowed contact with the floor area.
7. After watering, ensure the faucet is turned off and release the water pressure in the hose.
8. When bench space is no longer needed it should be disinfected before other plants are allowed to occupy the space. If the whole bay is empty, vacuum the entire area, wash down with bleach solution then turn up the heat for a couple of weeks.

E. Responsibility of the greenhouse user

1. Individual greenhouse users are responsible for maintaining their designated area in a safe, orderly manner.
2. Purchase of plants, soil, labels and other supplies are the responsibility of the faculty and staff that require them.
3. Watering and fertilizing regimes will also be the responsibility of individual greenhouse users. Plant material used in support of classes shall be cared for by members of the greenhouse committee.
4. Users of the greenhouse area should always be aware of temperature in their area and scout for insects at least once per week. Temperature and insect problems should be communicated to the greenhouse coordinator as soon as possible.