



Faculty Handbook

Fall 2004 - Version 1.2

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A. Introduction

This material was compiled to provide faculty, particularly newer faculty, some of the information they need to survive and thrive in the Department of Biological Sciences at ISU. Most of this material is taken from other sources, thus it's possible that it is not current. References to many of those sources are provided so you can track down updated versions, if they exist. If you have suggestions about other topics that it would be helpful to include in this document please send them to the Department Chair.

Our Department was reviewed by an external AAAS committee in 2001. The report from that review, which contains information about many aspects of the Department, is available in the Department office.

Department Mission Statement

The mission of the ISU Department of Biological Sciences is to provide high quality education in biological sciences, to conduct cutting-edge scholarly research, and to provide technical and educational expertise locally, nationally and internationally.

Department History

Separate departments of Zoology and Botany existed at ISU until the early 1960's, when they merged. The new Department of Biological Sciences established the first graduate program at ISU, a Master's degree in Biology. In the late 1960's, the department implemented the first Ph.D. program at ISU as well as the D.A. program. For nearly the next 20 years, the Department offered the sole Ph.D. program available at ISU. The Department moved to its current location in the Gale Life Sciences building in 1970. In 1984 the Department of Microbiology merged with the Department of Biological Sciences. The number of faculty and graduate students in the department nearly doubled between 1985 and 2003, due primarily to the teaching needs of new ISU programs in health professions (e.g., physical therapy, physician assistant, nursing, dentistry, etc.) and growth in environmental sciences programs. The Department has played a major role in ISU's expansion to other locations (e.g., Idaho Falls, Boise). We have similarly expanded our research activities in Idaho Falls by developing formal relationships with the INEEL to promote collaborations in areas such as hazardous waste management, bioremediation, environmental microbiology and biotechnology.

B. Personnel

We have a number of support personnel who keep the Department functioning. Please be kind to these folks, as they can make your life much more pleasant. Our support people include:

Noreen King - extension 4150, room 227

| | |
|---|----------------------------------|
| Graduate student information and file maintenance | |
| Motor pool requests for field trips | Anatomical donations |
| Petty cash reimbursement | Copy code #'s |
| Fax | Cadaver presentation information |

Jennilee Overocker - extension 2809, room 227

| | |
|------------------------------------|-----------------------|
| Copying requests for lectures/labs | Newsletter data entry |
| Bengal card access | Travel Reimbursements |

Pam Christensen extension 2758, room 202

| | |
|--------------------------------------|-------------------|
| Undergraduate file maintenance | Key requests |
| Web site management/on-line teaching | Payroll |
| Change of major/advisor | Room reservations |
| Copy Code #'s | AV equipment |

Shauna Chlarson - extension 4469, room 210

| | |
|-----------------------------------|-----------|
| Order research supplies | Receiving |
| Telecom/Building Maintenance | |
| Cell Phones/phone cards check-out | |

Kade Beorchia - extension 5761, room 210

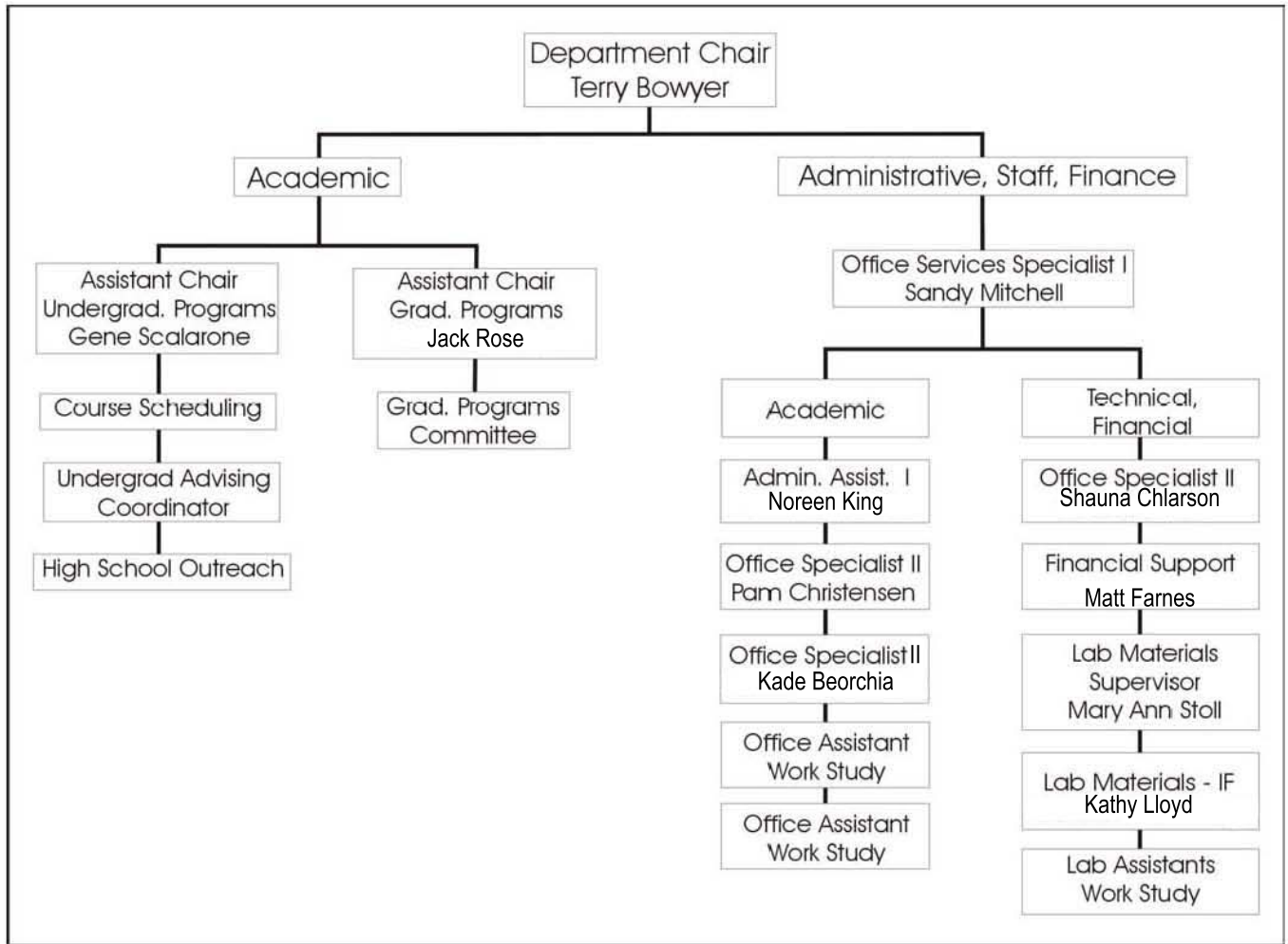
| | |
|---|--------------------------------|
| Accounting – departmental, grants, etc. | Track start-up for new faculty |
| Grad student research account maintenance | |

Mary Ann Stoll, extension 4418, room 192

| | |
|--|-------------------------|
| Ordering and prep of lab materials for teaching labs | |
| Safety Issues/Hazardous Waste | Ice Machine (3rd floor) |

Sandy Mitchell, extension 2145, room 227

| | |
|--|-----------------|
| Supervisor | |
| Contracts | Curriculum |
| Course Schedule | Grant proposals |
| Anything else associated with the Biology Office | |



Organizational chart for the Department of Biological Sciences.

C. Undergraduate Programs

The Department has 8 undergraduate degree programs.

| | Last revised | Number of Degrees Awarded in: | | | | | | Majors (F 2003) |
|------------------------|--------------|-------------------------------|------------------------|------|------|------|------|-----------------|
| | | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | |
| B.A. Biology | 2003 | | Established in 2002-03 | | | | | |
| B.A. Zoology | dropped | | 0 | 1 | 1 | 3 | 0 | |
| B.S. Biochemistry | 2003 | | 6 | 8 | 8 | 7 | 3 | |
| B.S. Biology | 2003 | | 71 | 71 | 72 | 68 | 78 | |
| B.S. Botany | 2003 | | 3 | 3 | 0 | 0 | 0 | |
| B.S. Clinical Lab Sci. | 2003 | | Established in 2002-03 | | | | 5 | |
| B.S. Ecology | 2003 | | 4 | 5 | 5 | 3 | 2 | |
| B.S. Microbiology | 2003 | | 22 | 23 | 22 | 21 | 22 | |
| B.S. Zoology | 2003 | | 29 | 38 | 18 | 37 | 32 | |
| Fall FTE's | | 860 | 844 | 810 | 789 | 837 | | |

(Numbers in the above table do not include summer graduations in 2003. Adding those graduates will have the largest impact on the CLS #'s, which will be substantially increased.)

Undergraduate students who declare a major in Biological Sciences are assigned a faculty advisor. You will receive a list of advisees each year, and you will receive from the Registrar each semester a list of your advisees who have received failing grades.

Undergraduate students are not required to meet with an advisor before registering for courses. As a result, there are students who realize after they have completed a substantial number of courses that they are not on track to graduate in four years. You should meet with any of your advisees who contact you with questions about their program, and you should be sure to turn in a schedule to the Biology office each semester so they can tell students when you have office hours.

Materials specific to each of these degree programs are available in the ISU Undergraduate Catalog (annual printed versions and on-line), and in brochures that list the requirements and recommended course sequencing for each major. These brochures are available on the Department web site.

Teaching Materials

The Department is establishing a system to track expenditures associated with each course. Material, supply, and travel costs are now covered in part with student laboratory fees, which are set at \$50 per student per laboratory. Figure that the funds available for materials, supplies, and travel for your course are roughly \$20 per student. The remainder of the laboratory fees is used for equipment and personnel.

There are established procedures for requesting teaching materials from the stockroom and greenhouse. Following these procedures will help keep our support staff cheery.

Undergraduate Research

An increasing number of our students have included a significant research component in their undergraduate programs. This is an excellent way for a student to gain experience in a specific

area, to bolster a CV, and to get an idea of whether to consider pursuing a graduate degree. The ISU Undergraduate Research Symposium is now an annual event; our Department has had excellent representation in this symposium.

Undergraduate Advising Handbook

Appendix A is an undergraduate advising handbook that contains a great deal of useful information about advising (thanks to Rod Seeley for putting this together).

D. Graduate Programs

The Department offers the following graduate degrees:

| | revised | Number of Degrees Awarded in: | | | | | Enrollment (F 2003) |
|-------------------|---------|-------------------------------|------|------|------|------|------------------------|
| | | 1999 | 2000 | 2001 | 2002 | 2003 | |
| Ph.D. Biology | | 4 | 4 | 4 | 7 | 0 | |
| D.A. Biology | | 0 | 1 | 2 | 1 | 3 | |
| M.S. Biology | | 6 | 9 | 8 | 12 | 11 | |
| M.S. Microbiology | | 1 | 4 | 2 | 1 | 1 | |
| MNS Biology | | 0 | 2 | 1 | 1 | 2 | |

(Numbers in the above table do not include summer graduations in 2003.)

All tenure track faculty in Biological Sciences are expected to participate in graduate training. This participation can include serving as an advisor for graduate students, serving on graduate committees, and providing constructive feedback to students when they present proposal or research seminars.

The graduate programs in the Department are overseen by the Graduate Committee (see section on 'Committees' for details).

Responsibilities as an Advisor

1. You should be meeting with your graduate students on a regular basis. A common format is a weekly lab meeting. You and your students can receive credit for this if they register for Graduate Problems (BIOS 648) or Thesis (BIOS 650) credits.
2. You should help your students obtain the resources necessary to complete their research. Teaching Assistantships are an important source of support for graduate students in our Department, however you should not expect all of your students to be supported as TA's, nor should you expect that a TA will be the only source of support for any of your students.
3. Committee meetings: Every graduate student should meet with their committee each semester. It is the graduate student's responsibility to schedule committee meetings, and it is the advisor's responsibility to ensure that the student does so.
4. Annual reports: Every graduate student should file an annual progress report. This report should detail the progress that the student has made towards meeting any remaining coursework requirements that were established by the student's committee, any progress that the student has made in their research program, and all significant accomplishments during the past year (i.e., manuscripts submitted, publications, presentations, etc.). The report should indicate what source(s) of funding have supported the student during the past year

(i.e., TA, grants, etc.), and all grant proposals that were submitted seeking funding for the student's research. The report should include your own (brief) evaluation of the student's progress in the degree program. Finally, the annual report should be signed by all departmental members of the student's Advisory Committee.

5. Professional development: Writing research grants and manuscripts for peer-reviewed journals are important skills that graduate students should develop. You should help your students write and submit grant proposals to obtain funding for their research, and you should help your students prepare results of their research for publication.

Program Guidelines

There are separate guidelines for the MNS, MS, PhD and DA programs. These guidelines are available on the Department web site.

Graduate Assistantships

The Department has the following Graduate Teaching Assistantships, which are awarded on a competitive basis by the Graduate Committee. (see Appendix C)

| Type | # | Stipend | Duration |
|----------------|----------|--|---|
| MS TA | 10 | \$8,116 plus \$4,108 fees \$622 health ins. | Awarded for 2 years, often extended for a third year to students making satisfactory progress. Three of these are 'microbiology' TAs. |
| PhD TA | 10 | \$10,594 plus \$4,108 fees \$622 health ins. | Awarded for 3 years, often extended for a fourth year to students making satisfactory progress. One of these is a 'microbiology' TA. |
| DA Fellowships | 8 | \$11,352 plus \$4,108 fees \$622 health ins. | Awarded for 3 years, often extended for a fourth year to students making satisfactory progress. |

Graduate Research Assistantships are typically tied to specific funding sources. The amount of those awards varies, but the University will not award a non-resident tuition waiver unless the amount of an RA is at least half of the stipend paid to a TA. Some agencies have established rates for graduate stipends that are substantially higher than the TA stipends paid by ISU.

In addition to the 'regular' TA's that the Department awards, students are hired to cover some laboratory sections on an hourly basis. Currently those students are paid \$1,008 per credit, with no fee waivers or health insurance.

Graduate Faculty

Graduate faculty status is conferred by the Graduate Council, following a recommendation by the Department. The Graduate Council will typically not award this status to anyone who does not have a terminal degree in their field and who has not demonstrated successful peer reviewed work in their field (publications). You must be a member of the Graduate Faculty to serve as an advisor. Faculty who are not members of the Graduate Faculty may be approved to serve on individual graduate student committees.

Departmental graduate program guidelines state that tenure track faculty may serve as advisor for graduate students, and that other faculty (e.g., clinical or research faculty) may be approved

by vote of the faculty to serve as advisor for graduate students. A vote to give a non-tenure track faculty member approval to serve as advisor for graduate students may be first taken when the faculty member is considered by the Department for nomination to graduate faculty status. Permission to serve as advisor may be revoked by a vote of the faculty.

Each graduate student who takes a final oral examination has a graduate faculty member from a different Department who serves as a representative of the Graduate School. If you are a member of the Graduate Faculty you can expect to be asked to fill this role occasionally. If this happens during the summer, and you are not under contract at the time, you will be paid \$50.

E. Safety

Safety Statement for Your Laboratory

We strongly recommend that you have a short statement in your lab, prominently posted, that lists any potential hazards to which you or your students may be exposed. For example, if anyone in your lab uses hazardous chemicals, state what those chemicals are, what safety precautions are being taken with respect to their use, and the appropriate first aid treatment following exposure to the chemical. Have everyone working in your lab read and sign this document so they are aware of potential hazards in your lab.

Laboratory Safety Data Sheets

When you order materials that are potentially hazardous you will receive Material Safety Data Sheets for those materials. These sheets should be easily accessible in your laboratory, or wherever the material is being used.

In addition to the MSDS forms appropriate for the specific chemicals in your lab, Mary Ann Stoll has a number of written safety procedures that may be relevant to your work.

Field Safety

The Department has several cell phones that can be checked out if you or your students are going into the field. We realize that cell phones don't work in all areas, but if you can't get a connection you can always throw it at any wild animals that attack you. If you or your students will be in the field on a regular basis, you should consider renting a phone through ISU. Monthly rental fees are low but per minute charges are high.

The University has for the past few years offered a wilderness first aid class, taught by the Wilderness Medicine Institute. The class, which runs about 2 days, is available to faculty and graduate students at no cost. This is highly recommended if you spend time more than 5 minutes from a hospital.

Safety in Classroom Laboratories

If you are using any hazardous materials or live animals in your class laboratories, you are responsible for making sure you and any Teaching Assistants in those laboratories are familiar with all appropriate safety and animal protocols.

Mary Ann Stoll (X4418) has laboratory safety protocols for classroom laboratories. **Make sure your TA's are familiar with the appropriate safety protocols.**

Rena Carlson (X3895) will set up training sessions related to animal protocols. **Live animals will not be released to TA's who have not had the necessary training.**

F. Annual Evaluations

The Department Chair is responsible for writing annual evaluations of faculty in the Department. These evaluations are used in promotion and tenure reviews at the Departmental and College level for Assistant and Associate Professors, and for post-tenure reviews for tenured faculty. Those reviews focus on three areas: Teaching, Research or creative activities, and Service. In submitting material for your annual evaluation you should address each of these areas.

Teaching takes a number of forms in our Department, including regularly scheduled classes, working with undergraduates on research projects, and mentoring graduate students. If you develop new material for a course, you should mention that. This does not include simply updating a lecture, but it might include developing new laboratory exercises or a new set of lectures that change the scope of your class.

All tenure track faculty in Biological Sciences are expected to carry out some sort of creative activity. In our Department this most commonly consists of research that results in publication in peer-reviewed journals. Creative activity may or may not involve extramural funding. The ability to obtain extramural funding is an indication that your work is well respected by your peers, and these funds are a major source of operating funds within the Department. Obtaining extramural funding from highly competitive agencies such as NSF or NIH typically depends on establishing a track record of publication in peer-reviewed journals.

Service comes in several flavors. Professional service can include reviewing manuscripts for journals, serving as an editor for a journal, reviewing grant proposals for funding agencies, serving on review panels for funding (e.g., NSF, NIH) or management (e.g., Fish & Wildlife Service) agencies. University service can include serving on regular or ad hoc college or university committees (see section I.). Departmental service includes serving on departmental committees and departmental administrative duties. Public service can include public presentations (school, local clubs, civic organizations), outreach to K-12 schools, and contributions to local community organizations.

You will receive a form each year in which to input this information. If you keep electronic copies of the form each year, you should be able to cut/paste much of the information that is asked for.

Information you will be asked to supply for your annual evaluation:

1) Administrative Responsibilities

2) Creative Activity

Publications in past two calendar years and manuscripts in press

Grants Awarded in Past 3 Years (Funding Source, Date, Title, Total Award, Award Period, Proportion Responsibility, # of years of funding)

Grants Submitted (and declined) in past 3 Years (Funding Source, Date, Title, Proportion Responsibility, # of years of funding)

3) Teaching – separately for fall and spring semesters

Undergrads

Grads (MS or PhD)

Regularly Scheduled Classes

Laboratories Taught

Laboratories Supervised

4) Non-Teaching, Non-Research Obligations (Service)

Committee Memberships

Professionally Related Public Service

Professionally Related Administrative Duties

5) Awards

6) Narrative of Annual Performance: Self-Evaluation (Please include aspirations for next contract year)

G. Promotion and Tenure

The Department and the College of Arts and Sciences have guidelines for promotion and tenure. The Departmental guidelines are included as Appendix E. College guidelines are available from the College office (these will be available on the web at some point).

Timeline for Promotion & Tenure

Tenure decisions are typically made during the fifth year of full time employment at ISU, with no more than two of those years as an Instructor. In rare cases, tenure decisions can be deferred for one year, at the request of the faculty member being considered for tenure and subject to the approval of the Dean of Arts and Sciences. Requests for promotion, tenure, and deferral must be made in the spring semester prior to the review year.

Evaluation for promotion to Associate Professor is often considered simultaneously with evaluation for tenure, but promotion and tenure decisions can be made independently. Typically evaluation for promotion to Associate Professor requires five years of fulltime employment at the rank of Assistant Professor or equivalent experience in the field.

Evaluation for promotion to Professor can take place after five years of fulltime employment at the rank of Associate Professor. There is no requirement for a faculty member to be evaluated for promotion to Professor after a fixed period of time as an Associate Professor.

Promotion & Tenure Files

When you are considered for promotion or tenure you will be asked to assemble a set of materials for the Departmental and College committees to review. You may include copies of all your lecture notes, and minutes from committee meetings you chaired, but it is unlikely that anyone will look at them. What you should include, in one file or notebook, is an expanded current CV, a teaching statement that summarizes your teaching philosophy and how you have addressed any problems related to your classes, a list of courses you have taught with a syllabus and evaluations for each course, and a list of your service contributions. You should put copies of reprints, laboratory manuals, and other lengthy documents in a separate file or notebook, which will probably not be looked at by anyone on the College P&T committee.

External References for Tenure/Promotion (from College Guidelines)

In implementing guidelines on outside review, we need to take into account the differing expectations and needs of the various disciplines and programs we have in the college. Departments should have a great deal of flexibility in adapting guidelines to their particular needs.

1. As early as possible before the tenure and/or promotion semester, the faculty member to be considered will submit a list of three-to-four people he or she would like the department Chair to contact as external reviewers.
2. The Chair, in consultation with appropriate department faculty, will also put together a list of three-to-four people who could serve as outside reviewers of the candidate for promotion and/or tenure.
3. The candidate and the Chair will discuss the two lists to make sure there is no reason why any person named on either list would be unsuitable as an outside reviewer.
4. The candidate will give the Chair a current c.v. to be sent to outside reviewers.
5. The Chair, in consultation with the tenure and/or promotion committee (or other appropriate faculty), will select a total of at least three people (selected from both lists) from whom external reviews will then be solicited.
6. Three completed external reviews will be the required minimum for each tenure and/or promotion decision.

Promotion and/or Tenure Seminars

Any faculty member who is being considered for promotion or tenure shall give a regular Departmental seminar as part of the review process. Departmental recommendations regarding promotion and tenure are typically due to the Dean of the College of Arts and Sciences in November, thus these seminars should be scheduled no later than the last week in October.

H. Departmental Committees

Many Departmental functions are assigned to committees. Committee assignments are made by the Department Chair each fall.

| | |
|------------------------------------|---|
| Chair Advisory Committee | <ul style="list-style-type: none"> ▪ Provides insightful information to Chair |
| Graduate Programs Committee | <ul style="list-style-type: none"> ▪ Reviews graduate student applications ▪ Ranks applicants for Teaching Assistantships ▪ Reviews/Approves petitions related to graduate programs ▪ Reviews graduate program guidelines <p>Chair: Assistant Chair for Graduate Programs (release time)</p> |
| Development Committee | <ul style="list-style-type: none"> ▪ Deals with publicity, fund raising |
| Recognition Committee | <ul style="list-style-type: none"> ▪ Reviews nominations for undergraduate awards, graduate Teaching Assistant awards ▪ Awards all departmental scholarships (or forwards a list of recommended recipients to the Scholarship Office) |
| Capital Outlay Committee | <ul style="list-style-type: none"> ▪ Reviews & ranks capital outlay requests. |
| Faculty Search Committees | <ul style="list-style-type: none"> ▪ Constituted as needed. ▪ Drafts job advertisement to be approved by faculty & Dean ▪ Reviews applications, creates short list for telephone interviews (3-10 candidates), arranges on-campus interviews (typically 3 candidates), polls faculty after on-campus interviews, presents recommendation to faculty with report on the results of the faculty poll <p>Chair & Membership: assigned by Dept. Chair, typically 5 members, including one doctoral student</p> |
| Tenure and/or Promotion Committees | <ul style="list-style-type: none"> ▪ Constituted as needed. ▪ Gathers and reviews information related to the performance of the candidate for tenure and/or promotion ▪ Submits a report and recommendation to the Department Chair <p>Chair & Membership: assigned by Dept. Chair with suggestions from the faculty member being evaluated, typically 3 Biology faculty, one faculty member from outside Biological Sciences, and one Biology graduate student (non-voting) who serves as a liason for student input.</p> |
| Assessment Committee | <ul style="list-style-type: none"> ▪ Deals with assessment within the Department ▪ Analyzes data and compiles annual report, submitted to Academic Affairs – Office of Institutional Research |
| Computer Lab Committee | <ul style="list-style-type: none"> ▪ Establishes policies for use of the Department computer lab |

| | |
|--------|-------------------|
| Others | Created as needed |
|--------|-------------------|

I. College & University Committees

The following recommendations are not all based on guidelines for the individual committees, but on the collective experiences of Biology faculty who have served on the committees in recent years. Names in the parentheses are individuals who have served on the committee. Membership on some committees and councils includes representatives from either the College of Arts and Sciences or the Department of Biological Sciences. The Chair will ask for volunteers to serve on these committees or councils.

| | |
|---|---|
| Faculty Senate | <ul style="list-style-type: none"> ▪ Meets about every 2 weeks (Mondays, 4 – 6 PM) ▪ Deals with a wide range of issues, from mundane to important. <p>Not recommended for faculty who are not tenured. (Rodnick, C. Anderson)</p> |
| Library Committee | <ul style="list-style-type: none"> ▪ Liaison between Library and Departments ▪ With head librarian, sets library policies, seeks funding, etc. ▪ Meets monthly, average workload <p>Appropriate for faculty at any level.</p> |
| Library – Health Professions Advisory Committee | <ul style="list-style-type: none"> ▪ Coordinate library acquisitions (and cuts) for Health ▪ Meets 1-3 times per semester ▪ 3-year term <p>Appropriate for faculty at any level (Rodnick)</p> |
| Computer Services Advisory Committee | <ul style="list-style-type: none"> ▪ Makes recommendations regarding campus-level computing issue ▪ Reviews proposals submitted to the annual CSAC Supplemental Computing Fund ▪ Meets 3-4 times per semester <p>Appropriate for faculty at any level, with some expertise & interest in computing issues (Inouye)</p> |
| Human Subjects Committee | <ul style="list-style-type: none"> ▪ Reviews research proposal to ensure they meet all guidelines for research using human subjects ▪ Meets _ <p>Appropriate for faculty at any level</p> |
| Campus Planning Council | <ul style="list-style-type: none"> ▪ Reviews proposals dealing with space, land use planning, etc. ▪ Meets _ <p>Appropriate for faculty at any level (Hill)</p> |
| Graduate Council | <ul style="list-style-type: none"> ▪ Reviews proposals affecting graduate programs, catalog ▪ Meets every 2 weeks – heavier than average workload ▪ Chaired by Graduate Dean (Paul Tate) <p>Appropriate for faculty at any level. Provides good insight into</p> |

| | |
|--------------------------------------|--|
| | processes that affect graduate programs at ISU. (Rodnick) |
| Research Coordinating Council | <ul style="list-style-type: none"> ▪ Reviews proposals affecting research ▪ Meets monthly ▪ Chaired by Chief Research Officer (Ed House) <p>Appropriate for faculty at any level. (Rodnick)</p> |
| Animal Welfare Committee | <ul style="list-style-type: none"> ▪ Oversees animals used in teaching & research ▪ Ensures ISU meets necessary accreditations ▪ Meets monthly; light workload (except for Chair) ▪ Gain good insight into regulations <p>Appropriate for faculty at any level. (C. Anderson)</p> |
| Undergraduate Research Committee | <ul style="list-style-type: none"> ▪ Meets 2-3 time per semester to review proposals ▪ Help organize annual undergraduate research symposium <p>Appropriate for faculty at any level. (C. Anderson)</p> |
| College Promotion & Tenure Committee | <ul style="list-style-type: none"> ▪ Reviews promotion & tenure files for all faculty in Arts & Sciences ▪ Meets 2-3 times per year – workload depends on the number of candidates and how straightforward their files are <p>Tenure is not a requirement. Untenured faculty have commented that they get good insights into the promotion process while serving on this committee. (Inouye)</p> |
| Curriculum Council | <ul style="list-style-type: none"> ▪ Reviews undergraduate curriculum proposals ▪ Heavy workload <p>Appropriate for faculty at any level.</p> |
| Council on Teaching and Learning | <ul style="list-style-type: none"> ▪ Meets monthly ▪ Carries out species projects on Teaching & Learning <p>Appropriate for faculty at any level (Smith)</p> |
| Cultural Affairs Council | <ul style="list-style-type: none"> ▪ |
| Faculty Professional Policies | <ul style="list-style-type: none"> ▪ |
| Academic Standards Council | <ul style="list-style-type: none"> ▪ |

J. On-Campus Funding Sources

Computer Services Advisory Committee (CSAC)

CSAC has had a modest budget to support faculty computing needs. Funds have been prioritized for faculty without computers or network connections that allow them to fulfill their responsibilities. Call for proposals is typically in the spring. Search the ISU web site for 'CSAC' for additional details and application materials.

Technology Mediated Instruction Initiative (TMII) <http://www.isu.edu/itrc/tmii/rfp.html>

The goal of the initiative is to assist in faculty and curriculum development. Specifically, the initiative seeks to explore and develop ways to effectively integrate technology into teaching and learning. By assisting faculty in creating or using technology-enhanced curricular resources, Technology Mediated Instruction Initiative projects will serve as explorations into as well as foundations for future directions in integrating technology into the learning environment at Idaho State University. Emeritus faculty members, tenure-track faculty members, or full-time persons holding faculty rank or faculty equivalency, who are under contract to teach with Idaho State University at the time of application, may request a maximum of \$5,000 to support a TMII project.

Faculty Research Committee (FRC)

The FRC funds research, release time, and dissemination. Proposals are reviewed in the fall (due 2nd Monday in November) and in the spring (due 2nd Monday in April). Maximum request is \$5,000. Matching support of any kinds will strengthen your proposal. Proposals from new faculty and faculty who have not received funding from FRC get extra consideration. Search the ISU website for 'FRC' for details and application materials.

FRC has separate funds to support publication costs that are less than \$300. Request those funds at any time from the Chief Research Officer.

University Research Committee (URC)

The URC funds Matching Monies, Major Equipment Purchases, Released Time, Honoraria, and Discretionary Research Projects (\$5,000 minimum). URC funds larger budgets than FRC. Search the ISU web site for 'URC' for additional details.

Release Time for Proposal Preparation

The Research Coordinating Council has funds to buy faculty out of teaching responsibilities so they can apply for extramural funding. Funding is typically provided to buy out of one course for one semester. Search the ISU web site for 'RCC' for additional information.

Undergraduate Research Committee (UGRC)

This committee funds research and travel (maximum of \$2,000) for undergraduates. Search the ISU web site for 'Undergraduate Research Committee' for additional information.

Graduate Research Committee (GSRSC)

The Graduate Student Research and Scholarship Committee (GSRSC) awards research and dissemination funds to graduate students. Proposals are due the second Monday in November and the third or fourth Wednesday in March. This is a good source of small amounts of money for your graduate students.

Publication Costs (Office of Research)

The Office of Research will pay up to \$300 for publication costs. To request these funds, send a written memo (not email) to Dr. House identifying the journal, the title of the article and the costs for publication. This can all be bundled up along with a requisition form showing the amount of the request and the remainder being charged to another account.

K. Indirect Costs

Many grants that are funded by sources off campus (e.g., State or Federal Agencies) allow the university to charge Indirect Costs (IC's). Those funds are meant to cover some of the costs associated with supporting research endeavors, including laboratory space, electricity, the library, the Sponsored Programs Office, and the Grants and contracts Accounting Office.

IC's may be charged at several different rates (contact the Office of Sponsored Programs for current rates):

Fall 2003 - For many federal programs, ISU has negotiated separate on-campus (48.7%) and off-campus (17.9%) rates. These rates are charged only on Salaries and Wages.

For State of Idaho agencies, municipalities, and other non-profit agencies the IC rate is typically 20% of the Total Direct Costs.

Some federal or state programs have limits on the rate at which they will pay IC's. In some cases those limits represent a proportion of the Total Direct Costs, rather than a proportion of Salaries and Wages.

Once IC's are charged to a grant, the funds are divided up in the following way:

- 45% of the IC's are retained by the Central Administration
- 4.82% of the IC's are allocated to the College through which the proposal was submitted
- 2% of the IC's are allocated to the Library
- 48.18% of the IC's are allocated to the Department through which the proposal was submitted

At the Department level, IC's are used primarily to support setup costs for new faculty and small research grants for graduate students.

At the current time, 20% of the IC funds that are allocated to the Department of Biological Sciences are passed on to the Principal Investigator. The remainder of IC funds allocated to the Department are used for various purposes, including startup packages for new faculty.

L. Animal Facility

The Animal Welfare Committee (AWC) at Idaho State University is responsible for the oversight of all animals used in teaching and research by agents of the university. The Department of Animal Welfare under the direction of the AWC works diligently to ensure excellent animal care, humane handling and treatment, and complete compliance with all federal laws, standards, and regulations.

The Department of Animal Welfare has facilities housed in the Life Sciences Building and in Leonard Hall. In 1991 the Animal Facility at ISU gained full accreditation from The Association for the Assessment and Accreditation for Lab Animal Care International (AAALAC). Accreditation represents excellence in animal care and use. The facility undergoes a rigorous

self assessment semi-annually as well as site visits every three years. This peer review process assures all institutional policies, procedures and facilities achieve and maintain high standards of animal care and use. Various remodeling projects from 1995-1997 involving both facilities have resulted in a modern facility with state of the art security features and cleaning capabilities. The long term goals include continued support of research and teaching, continued self assessment, and maintaining full accreditation.

If you are using animals in teaching laboratories the person who will be teaching the lab (either you or a TA) **must** have the appropriate training in handling animals. Live animals will not be released to anyone who has not had this training. Contact Rena Carlson (X3895) to set up training times.

For more information: Mia Nettik (X3895), and <http://www.isu.edu/departments/anmlcare/>

M. Greenhouses

There are two greenhouse (GH) facilities in the Department. The GH in the Life Sciences Building is dedicated to teaching materials, and the four bays in the Plant Sciences Building GH are primarily for research. Assignment of space in both facilities is coordinated by the Greenhouse Manager (Sunshine Denney). There are weekly charges for greenhouse bench space. Courses which will require bench or support facilities for student use should submit requests for space 2 weeks in advance of the time space is needed. Courses which require plants raised for classroom demonstration or experiment purposes need to submit plant material requests and planting schedules as discussed below.

Teaching Materials

This refers to plant materials used by introductory and advanced plant science classes - it includes material raised to be used for the purpose of classroom experiments and demonstrations as well as collection material maintained over longer periods. Plant materials for individual student projects must be acquired and maintained by the students.

Plant material to be grown in the greenhouse facility but used in the teaching labs over the short term (i.e. plants to be used for root or leaf physiology experiments or other material that will be discarded after use) must be requested so as to allow the staff ample time to locate sources, propagate and raise the material to the desired stage of maturity. A detailed schedule should be submitted to the greenhouse staff at least two months prior to the start of the semester.

Instructors wishing the PSC facility to have specific plant material included in the standing collection should submit a request for that material at least three months before it is needed.

All plant material raised for use in classrooms and in the collection will be tended and watered by the PSC staff. Plant material raised as part of student projects in the greenhouse will be tended and watered by the students involved. All rules pertaining to greenhouse use and upkeep as stated on the last page of this manual must be followed.

Instructors are responsible for reviewing this information with all students working in the greenhouse area.

If you are using live plants in teaching laboratories the person who will be teaching the lab (either you or a TA) **must** have the appropriate training in handling those organisms. Live plants will not be released to anyone who has not had this training. Contact Sunshine Denney (X4776) to schedule this training (which will not take very long at all!).

Contact: Sunshine Denney (X4776)

N. Molecular Research Core Facility (MRCF)

The Molecular Research Core Facility (MRCF), with its state-of-the-art instrumentation and services, is a center of intellectual exchange for ISU's community of molecular scientists. The MRCF is housed on the 4th floor of the Gale Life Sciences building and provides a broad array of instrumentation and research services to ISU scientists in keeping with the goals of quickly producing high quality molecular data and promoting collaboration and multidisciplinary approaches to specific research initiatives. MRCF resources are used extensively by both undergraduate and graduate students. Routine activities include automated DNA sequencing and microsatellite analysis, PCR, oligonucleotide synthesis, electrophoresis, gel documentation and analysis, photomicroscopy image analysis, and fluorometry. For a list of equipment, available analyses, and costs see the MRCF web site (<http://www.isu.edu/bios/MRCF/index.html>).

Contact: Erin O'Leary/Jepsen (X4890)

O. Center for Ecological Research and Education (CERE)

The Center for Ecological Research and Education (CERE) was established in 1989 to serve as a focus for a strong program in basic and applied ecology. CERE is administered by the Office of Research. The primary goals for CERE are to facilitate individual research in ecology, and to provide a framework for collaborative, interdisciplinary teaching and research that is focused on ecological principles and problems. Working within the constraints of a small university in a rural western state, these faculty have made significant contributions to their individual disciplines and they have been successful in preparing undergraduate and graduate students for advanced degree programs and for successful careers in a variety of fields. The CERE Analytical Laboratory, located on the 4th floor of the Gale Life Sciences Building, provides analytical capabilities for soils, water, and plant tissues. Research facilities and field sites associated with CERE include the O'Neal Ecological Reserve, the Barton Road Ecological Research Area, and the Fairview Constructed Wetland site. For a list of equipment, available analyses, and costs see the CERE web site: (<http://www.isu.edu/departments/CERE/>). Contact: Richard Inouye (X2933)

P. Barton Road Ecological Research Area

This 65 acre research site was obtained by ISU in 1996 as part of an arrangement allowing Ballard Medical Company to build a manufacturing facility in the ISU Research Park. Located about 3 miles from the Life Sciences Building, this was designated as an ecological research area in 1996 and is now the site of ongoing experiments testing the long term effects of atmospheric nitrogen deposition and the role of shrubs in a sagebrush steppe ecosystem. This site is also used as a field site for laboratory exercises. Contact: Richard Inouye (X2933)

Q. O'Neal Ecological Reserve

The O'Neal Ecological Reserve was donated to the Department of Biological Sciences by Robin O'Neal. This 100 acre site, located along the Portneuf River between McCammon and Inkom, contains riparian areas along the river and upland areas on lava benches. Riparian areas include several permanent ponds that are used as nesting sites by a variety of bird species. This site has

been used by faculty, graduate students, and classes for studies of magpie behavior, amphibians, vegetation, and insects. Contact: Richard Inouye (X2933)

R. Light and Electron Microscopy

The Department of Biological Sciences has taken a leadership role in developing a sophisticated repertoire of contemporary instrumentation designed for the imaging and micro-analysis of structure, and the localization of specific molecules with remarkable resolution. We have two state-of-the-art research light microscopes, a transmission electron microscope, and a scanning electron microscope. Contact: Curt Anderson (X5813) (chairs the subcommittee of the MRCF that oversees this area)

S. Department Computer Lab

This room (LS 205) can be reserved for classes. Please do not schedule the room when you don't need it, as increasing demand is creating more and more conflicts over access to the room. A copy of the Computer Lab Guidelines is appended to this document. (Appendix F)

T. Biology Learning Center

This room (LS 208) is used as a drop-in study and tutoring area. It is staffed by DA and PhD students 25-30 hours/week. It also houses a number of Mac computers that can be used for classes and research.

U. Office Supplies, Copying, Mail, Phones

Office Supplies

The Department purchases yellow legal pads, stationery, and some other miscellaneous office supplies.

Copying

The large Xerox machine is for Departmental use only. Appropriate uses include copying materials for teaching and administrative functions. Faculty are assigned individual key numbers for this machine. Do not give your number to students so they can make copies of course materials. An effective, and inexpensive, method for distributing class notes to students is to put them on your web site. The Instructional Technology Resource Center (ITRC) will show you how to do this.

If you are making more than 20 copies of something it is much much cheaper to use the Risograph machine in the Biology office. You can use this machine to make double sided copies.

Mail

The Department has an account number (CD006) that must be put on any outgoing mail. You also should put your name as part of the return address. The Department has mailing labels that have crummy glue on them. Mailing reprints is official university business; postage may be charged to the Department account. Research-related Fed-Ex packages should be charged to a research account. Fed-Ex does pick up packages from the Biology office.

Phones

Business related long distance phone calls can be paid for in two ways. You should receive an FAC number that can be used to make long distance calls from on campus (see the front of the ISU phone book for instructions). The Department has started purchasing phone cards because they are much cheaper. Shauna will provide you with your first phone card at no charge. If you are using the phone card for research related calls you should budget funds to purchase every other phone card with your research funds.

The front of the ISU phone directory has detailed information about the phone mail system.

V. Computer Connections

The vast majority of (perhaps all) faculty offices have internet connections, as do many faculty research labs. The Computer Systems Advisory Committee (CSAC) supplemental computing fund has in the past made it a priority to fund internet connections for faculty who did not have them. If you are not doing very intensive file transfers, a hub to provide multiple connections in a lab can be installed relatively inexpensively.

W. Vehicles

The university motor pool rents vehicles for classes and other university business, including research. Vehicle reservations can be made on line (search the ISU web for 'motor pool'). Rental costs include daily and per mile charges. The University is getting rid of the 15 passenger vans that we commonly used for class field trips. The motor pool is hoping to get some 12 passenger vans.

The Department has several vehicles that can be rented, including two pickup trucks and a sedan. The Department also has various accessory vehicles, including a pickup camper, trailers, and boats. These are stored at the airport. See Noreen about availability and rates.

X. Departmental Seminars

Department seminars are an important resource for faculty, graduate students, and undergraduates. **Do not schedule any classes or laboratories during the Thursday 4-5 PM time slot.** It is important that you and our students attend these seminars.

Seminars come in several of flavors, including:

1. Outside speakers brought in specifically to give a seminar. Speakers are usually here for a couple of days and have time to meet with faculty and graduate students. Please try to meet with these speakers, and strongly encourage your students to take advantage of the expertise that they bring to the Department.

2. Proposal seminars. Doctoral students are required to present and defend their proposed research in a public seminar. These are often scheduled during the regular Thursday 4 PM time period. MS students present their proposed research during the spring semester (Thursday noon). These presentations are an important part of the training that our graduate students receive, and the feedback that they receive from faculty and from other graduate students is critical. That feedback can focus on the specific content of the seminar, which you may or may not have

expertise to address, and also on the organization and presentation, which anyone should be able to address.

3. Defense seminars. All MS, DA, and PhD candidates are required to present and defend their thesis or dissertation in a public seminar. These may be scheduled during the regular Thursday afternoon time period, but towards the end of the semester they are often scheduled whenever the student can get his or her Advisory Committee together. Attending these seminars is an important way to keep track of what's been going in the Department. Your attendance, and participation, provide an important quality control on our graduate programs.

Speaking of flavors, the Department typically provides refreshments immediately before the Thursday afternoon seminars. Look for cookies and juice (perhaps vegetables if Ken Rodnick is helping with refreshments) in the lobby outside the Department Office at 3:45 PM.

The Department of Biological Sciences has limited funds available to pay for outside seminar speakers. Generally a maximum of \$400 will be available for each speaker supported by the department. Expenditures above this amount must be confirmed in writing before the visitor is invited. The following guidelines are meant to allow us to maximize the number and quality of speakers we invite each year. A total of \$2000 will be available from Departmental funds each year. With ingenuity and supplements from other sources, these funds should "seed" the visits of several speakers each year. An ad hoc Speakers Committee will approve the expenditure of these funds.

1. Be reasonable; there are many demands for these funds.
2. Departmental funds may be used to cover or, in some cases, supplement travel expenses (mileage, airfare) for speakers invited by the Department.
3. Departmental funds may be used to pay for a maximum of two nights in a (local, cheap) motel. We encourage speakers to stay at a faculty member's home if possible (but please don't turn in a receipt for room, laundry, or energy expenses).
4. Departmental funds may be used to pay for inexpensive meals for the speaker and one host for any given meal. Generally, however, the host will be expected to be responsible for meals.
5. Departmental funds may be used to provide an honorarium of no more than \$100 for a seminar, or \$150 for two presentations by the same speaker.

If you invite a colleague to work with you, and your colleague agrees to give a seminar while here, you are expected to cover your colleague's travel expenses with non-Departmental (e.g., grant) funds. It may be appropriate to pay an honorarium using Departmental funds.

Y. Calendar, Deadlines

| | |
|------------------|---|
| Contract Start | about one week before classes start |
| Faculty Retreat | one day, the week before fall classes start |
| Start of Classes | one week before Labor Day (see ISU web site for 5-yr calendar) |
| October 1 | Sabbatical leave applications due to Dean's Office |
| November 1 | 2 nd year faculty evaluations due |
| Mid November | Tenure/Promotion committee reports due to Chair and Candidate |
| Early December | annual evaluation material due to Department Chair |
| Early December | Tenure/Promotion recommendations due to Dean's Office |
| Early January | 1 st year faculty evaluations due to Dean's Office |
| Late January | 3 rd & 4 th year faculty evaluations due to Dean's Office |
| Mid February | tenured faculty evaluations due to Dean's Office |
| Early April | Instructor evaluations due to Dean's Office |
| May 1 | Tenure deferrals due to Dean's Office (for following year) |

Appendix A: Undergraduate Advising Handbook

Appendix B: Procedures for Accepting Graduate Students

MS, PhD Programs

- Student submits application to Department of Biological Sciences and to Office of Graduate Studies. The Departmental application asks which faculty the student is interested in working with.
- Noreen King receives applications, assembles a file for each student, and creates a list of applicants that includes potential advisors identified by the applicant. This list is typically available early in the spring semester.
- Noreen reviews each applicant's transcript to identify likely deficiencies.
- Graduate Faculty review applicant files and indicate on the outside of the file if they are willing to accept the student and serve as the student's advisor.
- The Graduate Programs Committee approves the application

DA Program

- Student submits application to Department of Biological Sciences and to Office of Graduate Studies. The Departmental application asks which faculty the student is interested in working with.
- Noreen King receives applications, assembles a file for each student, and creates a list of applicants that includes potential advisors identified by the applicant. This list is typically available early in the spring semester.
- Noreen reviews each applicant's transcript to identify likely deficiencies.
- Faculty review DA applications and indicate which, if any, students they will accept as advisees.
- Graduate Programs Committee reviews DA applications for those students who have been accepted by a potential advisor and decides to accept or reject applications.

All Programs

- Applicants must be approved by the Graduate Programs Committee before they are accepted into a graduate program.
- Graduate Programs Committee ranks students accepted into the program and makes decisions regarding TA and DA Fellowship awards.
-

Appendix C: Procedures For Awarding TA's

Students eligible for TA's

Classified graduate students who have been accepted into the MS or PhD program in the Department of Biological Sciences are eligible for regular (i.e., 2-yr MS, 3-yr PhD) TA awards.

Students who are not eligible for TA's

Conditional students, unclassified students, Hazardous Waste Management students, and Interdisciplinary Studies students are not eligible for regular TA awards. These students may be hired as TA's on a semester-by-semester basis, or hired as hourly TA's as needed.

Duration of TA awards

MS-level TA's are awarded annually for up to 4 semesters. PhD-level TA's are awarded annually for up to 6 semesters. These periods apply to students who are awarded regular TA positions by the MS/PhD Committee during the spring when TA awards are made. They do not apply to students who are awarded a 1-semester position as a TA. Continuation of all TA awards is subject to good performance; TA's who do not perform well as TA's, or who do not maintain a GPA of 3.00 or above, or who are not making satisfactory progress in their degree program may have their TA awards revoked. Both MS and PhD TA's can be extended for students who are making good progress in their degree program, but these extensions are not automatic.

Timing of TA awards

1. January: notify all faculty and graduate students that students who wish to be considered for a regular TA should notify the chair of the Graduate Programs Committee before the start of spring break.
2. Week after spring break: generate a list of all students who are eligible and who have applied for TA's. This list should include a) students who have TA's and who are requesting an extension beyond the normal award period, b) currently enrolled students who do not have a TA, and c) newly accepted students.
3. ASAP after 2: The Graduate Programs Committee should rank students on this list (separate ranks for MS and PhD candidates) and award any available TA positions on the basis of those rankings. One PhD TA and three MS TA's are currently identified as 'Microbiology' TA's – microbiology students should be ranked separately by the microbiology group. Note: there have been occasions when 'Microbiology' TA slots have been filled by non-micro students and vice versa. These substitutions are made at the discretion of the Graduate Programs Committee, with input from the microbiology group.
4. TA award letters should be mailed return receipt requested, and should indicate that students have two weeks to accept a TA.
5. TA awards that are not accepted within that time frame will be considered open and offered to the next candidate on the ranking generated by the Graduate Committee.
6. As deemed appropriate by the Graduate Programs Committee Chair, the Committee will establish new rankings that include any additional students who have joined the pool of applicants for TA positions.

Appendix D: Charge to Promotion Review Committee

Thank you for agreeing to serve on a promotion review committee in the Department of Biological Sciences. The purpose of this document is to outline procedures required to complete a promotion consideration and to provide answers to anticipated questions. If you have additional questions or if confusion arises, please contact the Department Chair.

1. The promotion Consideration Committee is responsible for its own organization. A Chairperson or Co-chairpersons are selected from the committee membership. The Chairperson can be an outside faculty member or a departmental faculty member. Untenured faculty should not serve as committee chair. The procedure for the section of committee member is attached.
2. The committee is required to write a report based on the College of Arts and Sciences Tenure and Promotion Guidelines and Department Policy (see Promotion Policy and Procedures for the Department of Biological Sciences, approved Spring 1996).
3. Sources of information for the review process include the following:
 - a. materials provided by the candidate.
 - b. the candidate's file.
 - c. recommendations from people outside of the University who have professional expertise in the candidate's discipline (see attached – Procedure for procuring information from outside people).
 - d. student evaluations (anonymous evaluations included with the candidate's file and other evaluations that the committee may choose to gather (see attached – Procedure for collecting additional information from current and past students).
 - e. annual evaluations (written by the Department Chair).
4. The committee will have information from faculty surveys. Each faculty member will be asked to indicate support (or lack of support) with a rationale included.
 - a. The surveys will be constructed by the committee, given to faculty by the Department Chair, and the faculty will return the survey forms to the Department Chair. The Department Chair will then omit faculty member's names from the forms and give the survey forms to the committee. Everyone should know that the original survey forms are kept on file. In the case of legal action, it is likely that those forms will have to be made available.
 - b. In order for faculty to write reasonable recommendations, a period of time must be made available for faculty to examine the candidate's file.
5. It is appropriate to obtain information from former and present undergraduate and graduate students, according to Departmental policy.
6. The candidate must have an opportunity to read the committee's report before it is submitted to the Dean of the College of Arts and Sciences. If the candidate chooses to do so, s/he must have an opportunity to meet with the committee.

A. Committee Structure for Promotion Consideration

A Promotion Consideration Committee is to be formed, with the charge of making a recommendation regarding the suitability of a faculty member for promotion to the rank of Associate Professor or Professor. This report is to be provided to the Department Chairperson prior to the Chairperson's recommendation to the Dean regarding promotion of a faculty member.

Committee composition: The Promotion Consideration Committee will be composed of 5 members, including 4 Departmental faculty and 1 'out-of-Department' faculty representative.

For promotion to Professor, the majority of members of the promotion committee must hold the rank of professor.

For promotion to Associate Professor, the majority of members of the promotion committee must hold the rank of Associate Professor or Professor.

Choice of individual committee members:

1. The person being evaluated recommends:
 - a. 2 non-Departmental faculty members
 - b. 4 Departmental faculty members
2. The Department Chairperson:
 - a. selects one of the recommended non-Departmental faculty members.
 - b. selects 2 Departmental faculty from those nominated by the person being evaluated.
 - c. selects 2 additional Departmental faculty members.

Once the composition of the Promotion Consideration Committee is determined, the Committee shall receive its formal charge from the Department Chairperson and select a Committee Chairperson, or Co-chairpersons, from within the committee.

The Department Chair or the person being evaluated may initiate negotiations if the committee nominees seem inappropriate.

B. Procedures for Procuring Information from Outside (non-Departmental) Reviewers

1. The person being evaluated should provide to the Promotion Review Committee names and contact information for:
 - a. 3 people who are directly affiliated with ISU but who are outside the Department of Biological Sciences, and
 - b. 6 individuals who are not directly affiliated with ISU.
2. At the discretion of the Committee, additional people may be contacted for information.
3. The following materials should be provided to each of the outside reviewers:
 - a. Letter of explanation (see below) and a brief summary of guidelines.
 - b. A current CV for the person being evaluated.
 - c. At the request of the person being evaluated or the reviewer, copies of recent publications of the person being evaluated.
4. The following text can be used as a template for the letter addressed to each of the outside reviewers:

Dr. Reviewer

Dr. _____ is being considered for tenure and for (promotion to Associate Professor)/(promotion to Professor) by our Department. Candidates are reviewed with respect to teaching, research, and public service. In such matters, our Department routinely seeks input from outside reviewers. I am writing to solicit your comments concerning Dr. _____'s research in relation to the following criteria, quoted from our College guidelines:

1. Research or work related to creative activity receives recognition both inside and outside of ISU.
2. Work demonstrates knowledge of continuing developments in the field.
3. Work is published in books or refereed journals in the field, or work of performing and literary artists is recognized as creative and/or original.
4. Papers are presented periodically at professional meetings.

The guidelines require that candidates be 'consistently strong' in the areas of teaching, research, and public service. Should you have knowledge concerning Dr. _____'s teaching effectiveness or professional public service, the committee would appreciate your comments in those areas as well.

C. Procedures for Collecting Additional Information From Current & Former Students

1. The graduate student representative on the Promotion Review Committee should select a representative subset of current and former students who have worked with the person being evaluated. The graduate student, with help from the faculty on the Committee, should also select a representative list of undergraduate students from current or former class lists.
2. Questionnaires should be designed by the Committee; examples of questionnaires used by other Promotion Review committees should be available from the Department Chair. Student responses to these questionnaires shall be anonymous, and this should be clear on the questionnaires.
3. Data from the questionnaires shall be available to the entire Committee. These data should be summarized in a reasonable manner in the report to the Department Chairperson, which should also contain a summary of narrative comments.

Appendix E: Department of Biological Sciences Criteria, Standards, and Indices for Annual Evaluations, Promotion, and Tenure

The following is an adaptation of ISU and the IDAHO STATE BOARD OF EDUCATION criteria for promotion and tenure, specifically developed for use in evaluating faculty in the Department of Biological Sciences. These unit criteria are for use in the annual evaluation of faculty as well.

PERIODIC EVALUATION OF FACULTY

- A. **Criteria.** Evaluators may consider, but shall not be limited to, whichever of the following are appropriate to the faculty member's professional obligation: mastery of subject matter; effectiveness in teaching; achievement in research, scholarly, and creative activity; effectiveness of public service; effectiveness of university service; demonstration of professional development and quality of total contribution to the university.

For purposes of evaluation at ISU, the total contribution to the university and activity in the areas outlined above will be defined by activity and excellence in the following areas: effectiveness in teaching; achievement in scholarly activity; and effectiveness of service.

B. Definitions of Criteria:

1. **EFFECTIVENESS IN TEACHING.** A central function of the university is instruction of students in formal courses and supervised study. Teaching includes those activities directly related to the formal and informal transmission of appropriate skills and knowledge to students. The nature of instruction will vary for each faculty member, depending upon workload distribution. Instruction includes actual contact in the classroom or through distance delivery methods, laboratory or field and preparatory activities, such as preparing for lectures, setting up demonstrations, and preparing for laboratory experiments, as well as tutorial sessions, evaluations, correcting papers, and determining grades. Other aspects of teaching and instruction extend to undergraduate and graduate academic advising and counseling, training graduate students and serving on their graduate committees particularly as their major advisor, curriculum development, and academic recruiting.

Excellence in teaching may be demonstrated through, but is not limited to, evidence of the various characteristics which define effective teachers. Effective teachers:

- a. are highly organized, plan carefully, use class time efficiently, have clear objectives, have high expectations for students;
- b. express positive regard for students, develop good rapport with students, show interest/enthusiasm for the subject;

- c. emphasize and encourage student participation, ask questions, frequently monitor student participation for student learning and teacher effectiveness, are sensitive to student diversity;
- d. emphasize regular feedback to students and reward student learning successes, demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level;
- e. regularly develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design;
- f. involve students, undergraduate as well as graduate, in high quality, individual investigations of ideas and problems;
- g. engage in advising and mentoring of individual students.

Effectiveness in teaching will be evaluated through information on formal and informal teaching, course and curriculum materials, recruiting and advising, training/guiding graduate students, etc., provided by:

- a. systematic student ratings (required source of data) and at least two of the following:
- b. self-evaluation which documents efforts to improve instructional performance and which analyzes the effects of those efforts;
- c. peer/head classroom observations(s);
- d. peer/head evaluation of course materials.

SPECIFIC T&P CRITERIA FOR TEACHING PERFORMANCE:

- a. **ASSISTANT PROFESSOR: Evidence of teaching ability and a commitment to a quality teaching program in the Department.**
- b. **TENURE AND PROMOTION TO ASSOCIATE PROFESSOR: The record must show that the teaching material is contemporary and relevant and that the presentations stimulate the learning process. Evidence of the expected quality of instructional performance may include (but is not limited to) course and/or curriculum development, novel approaches to instruction, versatility in instructional assignments, effective guiding and mentoring of individual students, and superior classroom teaching performance.**
- c. **PROMOTION TO PROFESSOR: Significant contributions to the instructional program are expected. These may include contributions to major improvements in course and/or curriculum offerings, upgrading of instructional facilities, ability to motivate and/or inspire students, and exemplary training and placement of graduate students. Both faculty and students must consider the teaching performance to be of high quality.**

2. **ACHIEVEMENT IN RESEARCH AND SCHOLARLY/CREATIVE ACTIVITY.** Inquiry and originality are central functions of a university and all faculty with a research component in their assignment must remain active as scholars. Consequently, faculty are expected to conduct research or engage in other scholarly or creative pursuits and, equally important, results of their work must be disseminated through appropriate media. Furthermore, it is important to emphasize the distinction between routine production and creative excellence as evaluated by an individual's peers in the Department of Biological Sciences and elsewhere.

Whatever the contribution, research and scholarly or creative activities must have the following characteristics:

- a. They must occur in a public forum.
- b. They must be evaluated by appropriate peers.
- c. They must be evaluated by peers external to this institution so as to allow an objective judgement.
- d. They must be judged to make a contribution.

Evidence of excellence in research and scholarly or creative activity may be demonstrated through, but not limited to:

- a. Books, reviews, monographs, bulletins, articles, proceedings and other scholarly works published by reputable journals, scholarly presses, and publishing houses that accept works only after rigorous review and approval by peers in the discipline.
- b. Competitive grants and contracts to finance the development of ideas, these grants and contracts being subject to rigorous peer review and approval.
- c. Presentation of research papers before learned societies that accept papers only after rigorous review and approval by peers.
- d. Presentation of research papers before scientific societies.
- e. Scholarly reviews of publications.
- f. Citations of research in scholarly publications.
- g. Reprints or quotations of publications appearing in reputable works of the discipline.
- h. Prizes and awards for excellence of scholarship.
- i. Awards of special fellowships for research activities or selection of tours of duty at special institutes for advanced study.
- j. Development of processes or instruments useful in solving problems such as computer programs and systems for the processing of data, genetic plant and animal material, etc., and where appropriate, obtaining patents and/or copyrights for said development.

SPECIFIC T&P CRITERIA FOR RESEARCH PERFORMANCE:

- a. **ASSISTANT PROFESSOR: Evidence of the ability to establish a viable research program in the area of specialization (including a peer-reviewed**

publication record), normally a sub-discipline of the biological sciences (with the option of research in science education in certain circumstances and with approval of the Department Chair).

- b. **TENURE AND PROMOTION TO ASSOCIATE PROFESSOR:** Must have established an appropriate research program which produces significant publications in refereed professional journals. Presentation of research results at professional meetings, the submission of research proposals, and the acquisition of external research funding constitute supplementary evidence that the research program is of high quality. The faculty member must show independence and leadership by the creation of research ideas that translate into projects which involve students.
 - c. **PROMOTION TO PROFESSOR:** The research program should have produced a strong and growing publication record in the refereed professional literature, and there should be a record of student involvement. The publications should be of sufficient quality and quantity to demonstrate the existence of an on-going professional, independent research program. A national or international reputation (as demonstrated by professional activities or presentations at meetings but especially by citations of publications and/or documented opinions of other scientists in the field) is expected.
3. **EFFECTIVENESS OF SERVICE.** The notion of public service is intrinsic to universities, and is a fundamental part of the university's obligation to the people of Idaho. In this tradition, faculty providing their professional expertise for the benefit of the university's external constituency, free of charge, is identified as "public service." The tradition of the university itself provides that its faculty assume a collegial obligation for the internal functioning of the institution; such service is identified as "university service."
- a. **Public Service.** Public service is the application of teaching, research, and other scholarly and creative activity to constituencies outside Idaho State University. It includes all activities which extend the faculty member's professional, academic, or leadership competence to these constituencies. It can be instructional, collaborative, or consultative in nature and is related to the faculty member's discipline or other publicly recognized expertise. Public service may be systematic activity that involves planning with clientele and delivery of information on a continuing, programmatic basis. It may also be informal, individual, professional contributions to the community or to one's discipline, or other activities which further the goals and mission of the university and its units; such service may occur on a periodic or limited-term basis. Examples include, but are not limited to:
 - 1. Providing information services to adults or youth.
 - 2. Service on or to government or public committees.
 - 3. Service on accrediting bodies.

4. Active participation in professional organizations.
5. Active participation in discipline-oriented service organizations.
6. Editing or refereeing articles or proposals for professional journals or organizations.
7. Consulting.

Methods of delivering public service may include, but are not limited to:

1. Leadership of, or presentations at, workshops, conferences, or public meetings.
 2. Training, facilitating, and consultative services.
 3. Radio and television programs, newspaper articles and columns, publications, newsletters, films, computer applications, teleconferences, and other educational media.
 4. Judging and similar educational assistance at science fairs, state fairs, and similar competitions.
- b. University Service. University service includes those activities involving faculty members in the governance, administration, and other internal affairs of the university, its colleges, schools, and institutes. It includes non-instructional work with students and their organizations. Examples of such activity include, but are not limited to:
1. Service on university, college, school, institute, or departmental committees or governing bodies.
 2. Consultative work in support of university functions, such as expert assistance for specific projects.
 3. Service as department chair or similar part-time administrator.
 4. Participation in accreditation reviews.
 5. Service in support of student organizations and activities.
 6. Academic support services such as library and museum programs.
 7. Assisting other faculty or units with curriculum planning and delivery of instruction, such as serving as guest lecturer.
- c. Evaluation of Service. Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements and performance evaluations. In formulating standards and indices for evaluation, promotion, and tenure, the Department of Biological Sciences' annual load and staffing document provides examples of appropriate service activities and measures for evaluation. Effectiveness of public service is demonstrated by such things as: professionally related and publicly recognized service to constituencies external to the university, including public and private sector groups, governmental agencies, boards, commissions, committees, public interest groups, businesses, and urban and rural residents; successful design and implementation of technology-transfer programs to external constituencies; application of directed research to the needs of constituencies;

recognition, awards, and honors from constituent groups; and reputation among peer deliverers of public service. Effectiveness of university service is demonstrated by such things as work on university committees and task forces; participation in faculty governance; colleague assistance and mentoring; administrative work, and work with students beyond formal teacher-student relationships.

SPECIFIC T&P CRITERIA FOR SERVICE PERFORMANCE:

- a. **ASSISTANT PROFESSOR: Positive contributions to one or more areas of service. These contributions should not impact or supplant contributions to the teaching and research criteria.**
- b. **TENURE AND PROMOTION TO ASSOCIATE PROFESSOR: Positive contributions to Departmental and/or University matters, effective professional contributions to the public, and/or effective service to the profession are expected.**
- d. **PROMOTION TO PROFESSOR: Evidence of leadership in the service area is mandatory. Significant contributions to the development of Departmental and/or University programs are expected as is effective application of professional expertise to professional or public processes and organizations.**
- e. **Examples of service activities appropriate for faculty in the Department of Biological Sciences include:**
 - 1. **Departmental, College, and University committees and task forces.**
 - 2. **ISU faculty senate or associated committees.**
 - 3. **Departmental or programmatic leadership.**
 - 4. **Reviewing proposals, refereeing manuscripts, and editing for professional organizations or publications.**
 - 5. **Contributions to the activities of professional organizations.**
 - 6. **K-12 and/or informal science education.**
 - 7. **Presentation of science to the public.**

MEASURES OF EFFECTIVENESS OF PERFORMANCE INCLUDE (BUT ARE NOT LIMITED TO):

- a. **Accomplishments of the effort or organization to which service was provided.**
- b. **Official recognition of quality of service (e.g., awards, letters of recognition).**
- c. **Opinions of clients served and/or colleagues involved in delivery of service.**

Appendix F: Biological Sciences Computer Labs

Overview and Guidelines

The Department of Biological Sciences has upgraded and expanded computer facilities available for instructional and research use. We have opened a new PC Lab (in Room 205) which will consist of about 20 PCs, a SmartBoard (with projection capabilities), printers and other associated peripherals. We have also upgraded the Learning Center with 10 new MACs (funded through NIH) and a SmartBoard. This facility will become the Learning Center/BRIN Bioinformatics Lab, allowing us to enhance the Learning Center function and meet our growing bioinformatics needs. These facilities are available for instruction, research, and service activities.

Individuals responsible for oversight of the computer labs are (as of Spring 2002):

1. Student employee – a student who will be responsible for routine maintenance, including the removal of unauthorized software. (Luobin)
2. Computer Committee: individuals responsible for resolving scheduling conflicts and approving any software or data that are to be loaded on computers. Fall 2003—Peter Sheridan (Chair), Ernest Keeley
3. Pete Sheridan: Bioinformatics Core Supervisor, monitor and oversee bioinformatics-related use of the machines (primarily the Mac lab).
4. Bioinformatics Graduate Assistant- NIH-BRIN funded position to work with Dr. Sheridan to enhance bioinformatics capabilities at ISU and connectivity with BSU/UI

If you have a technical problem, please contact the student employee.

If you have a policy issue, please contact a member of the Computer Committee

Scheduling

Pam Christensen schedules the computer lab. If you want to use a lab for a class, submit a request to Pam at least 3 weeks in advance (preferably at the beginning of the semester). Certain classes will be using the Windows Lab for multiple lab sections during one or more weeks each semester; this may preclude other classes from meeting in the Lab every class period. If your students need access to computers for only a portion of a class period please don't schedule the entire class or lab period. If your students need access to a few computers, for data entry or quick analyses, consider using computers in your lab or classroom instead of one of the computer labs.

Windows Lab (LS 205)

This lab, equipped with Compaq PC's (P200's with 3 GB hard drives, 124 K RAM), has a digital projector and a 'smart board' connected to an Instructor Station. Our plan is to have all the machines in this lab, with the exception of the Instructor Station, set up identically. This should simplify use and maintenance.

Priority use for this lab goes to classes that require access to multiple machines for students to learn how to use software or work independently.

The door to LS 205 has a swipe lock that will open if your Bengal Card has been entered into the lock database. Kade (with authorization of the Chair of the Computer Committee) will allow

students access to this Lab. All Biological Sciences faculty will have access to the facility. Please provide Kade with a list of individuals (with Bengal Card ID number) 2 weeks prior to your class. Requests should include the duration of use. Access to the facility will be revoked if patrons fail to follow established procedures.

Mac Lab (Learning Center)

Use of this lab for classes must be cleared with the Chair of the Computer Committee. Keep in mind that this represents an expanded use of the Learning Center; please try to minimize conflicts with use of this space as it is a resource for students who need assistance provided by the Learning Center.

Priority use for this lab goes to small classes that require Mac-specific or computationally intensive software that runs best on the higher end machines in this lab. A swipe lock (Bengal Card) will be installed on the door of this Lab. Kade (with authorization of the Chair of the Computer Committee) will allow students access to this Lab. All Biological Sciences faculty will have access to the facility. Please provide Kade with a list of individuals (with Bengal Card ID number) 2 weeks prior to your class. Requests should include the duration of use. Access to the facility will be revoked if patrons fail to follow established procedures.

Rules for Biological Sciences Computer Labs

1. No food, liquid or solid, is to be taken into the Windows Lab. No food, liquid or solid, should be consumed, chewed, sucked on, gulped, or in any way ingested while working on any computer in either Computer Lab.
2. Don't load software on any of the computers. If you have software that you want to make available on these machines contact the student employee. All requests must be approved by the Chair of the Computer Committee. Adding software to the Macs is best done before the start of the semester; contact Mark Jones at the computer center.
3. Use a zip disk for your data. Don't leave data on the hard drive. Unauthorized software & data will be erased from the hard drives on a regular basis. This warning is fair and it's all you're going to get.
4. Students in classes scheduled in a Computer Lab have priority for all equipment in that Lab. If the class instructor agrees, then other students may use computers that are not needed for the class. The class instructor may require other students to leave the Lab.
5. If a class is not scheduled in the Lab, students and faculty may use the machines for class and research related work. No game playing or web-surfing not related to your classwork or research is allowed. If you are using computer-generated sound, wear headphones. Avoid using these computers for e-mail.
6. Misuse of either facility may result in loss of user privileges.