

*DEPARTMENT
OF
MATHEMATICS*

Policies & Procedures Manual

2007 – 2008

College of Natural Sciences



**Colorado
State**
University

Knowledge to Go Places

A "Rules and Procedures" manual that deserves to be read must be brief yet convey the necessary information. I hope we have struck that balance. This is an evolving document and suggestions for its improvement are always welcome.

BREVITY is the soul of wit, and tediousness the limbs and outward flourishes.
William (Bill) Shakespeare.

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Disclaimer: All university policies and procedures are subject to change. This manual reflects the policies in effect on July 31, 2008. The university web pages are the ultimate source of information and the relevant links are identified when appropriate.

College of Natural Sciences Mathematics Department

DEPARTMENT ADMINISTRATIVE POSITIONS

Dr. Simon J. Tavener	Department Chair
Dr. Daniel Rudolph/Dr. Donald Estep	Associate Chair
Dr. Gerhard Dangelmayr	Undergraduate Director
Dr. Jeanne Dufлот	Graduate Director
Dr. Paul A. Kennedy	IMP Co-Director
Ms. Lois A. Samer	IMP Co-Director
Ms. Anita Pattison	IMP Associate Director
Ms. Hilary Spriggs	Undergraduate Facilitator

STANDING COMMITTEES

College Curriculum Committee

Dr. Jeanne Dufлот, Co-Chair

College Scholarship Committee

Dr. Kelly McArthur, Representative

College Appeal Committee Member

Dr. Kelly McArthur, Representative

Course Coordinators

M130 – Ms. Hilary Spriggs

M133 – Dr. Chris Peterson

M135 – Dr. Chris Peterson

M141 – Dr. Kelly Chappell

M155 – Dr. Jennifer Mueller

M160 – Dr. Kenneth Klopfenstein

M161 – Dr. Alexander Hulpke

M229 – Dr. Tim Penttila

M261 – Dr. Kelly McArthur

M340 – Dr. Gerhard Dangelmayr

M345 – Dr. Gerhard Dangelmayr

Executive Committee

Dr. Simon Tavener, Chair

Dr. Jeanne Dufлот

Dr. Alexander Hulpke

Dr. Chris Peterson

Dr. Daniel Rudolph

Graduate Committee

Dr. Jeanne Dufлот, Chair

Dr. Donald Estep

Dr. Iuliana Oprea

Dr. Daniel Rudolph

Bryan Elder, graduate coordinator

Troy Butler, graduate student representative

Faculty Council Representative

Dr. Kenneth Klopfenstein (Mathematics)

<http://www.facultycouncil.colostate.edu>

University Benefits Committee

Dr. Robert Liebler

<http://www.hrs.colostate.edu/benefits/bencom.html>

Hiring Committee

Dr. Simon Tavener, Chair

Dr. Edwin Chong

Dr. Jeanne Dufлот

Dr. Alexander Hulpke

Dr. Jennifer Mueller

Dr. Iuliana Oprea

Dr. Chris Peterson

Dr. Vakhtang Putkaradze

Dr. Daniel Rudolph

Faculty Council Standing Committee

On Teaching and Learning

Dr. Kenneth Klopfenstein

Technology Fee Committee Representative

Hilary Spriggs

Tenure and Promotion Committee

Executive Committee supplemented by appointed members

Undergraduate Committee

Dr. Gerhard Dangelmayr, Chair

Dr. Kenneth Klopfenstein

Dr. Jennifer Hoeting (Stats)

Dr. Robert Liebler

Dr. Chris Peterson

Dr. Justin Sawon

Ms. Hilary Spriggs

Sara Slagle, undergraduate representative

UNDERGRADUATE ACTIVITIES

Math Club

For details visit our website at: <http://www.math.colostate.edu/~clubweb/>

Dr. Justin Sawon

Math Day

The 31st Annual Colorado State Math Day will be held on **November 1, 2007**, on the Colorado State University campus.

For details contact Christie Franklin, Math Day Coordinator, at 491-6452.

Or visit our website at: <http://www.math.colostate.edu/mathday/>

Christie Franklin

Putnam Mathematical Competition

For details visit our website at: <http://www.math.colostate.edu/~sawon/MAT260/index.shtml> (scroll down to middle of page)

Dr. Justin Sawon

SEMINARS

Algebra Seminar

The CSU Mathematics Department hosts an algebra seminar each academic year. This year's topics and speakers are listed on the following website: <http://www.math.colostate.edu/~pries/seminar.html>

Dr. Rachel Pries

Applied Mathematics Seminar

Dr. Jiangguo (James) Liu

The CSU Mathematics Department hosts a number of applied mathematics seminars throughout the academic school year. This year's topics and speakers are listed on the following website: <http://www.math.colostate.edu/events/seminars.html>

Greenslopes

Kenneth Monks

This is a graduate student organization used for sharing and delivering presentations on mathematical topics. This group commonly meets every Thursday during the semester.

For details of this year's presentations refer to: <http://www.math.colostate.edu/~hampson/greenslopes/greenslopes.htm>

Magnus Lecture Series

Dr. Michael Kirby/Dr. Chris Peterson

The Arne Magnus Lecture Fund was established in 1992 as a memorial to Dr. Arne Magnus, our colleague and friend for 25 years. Annually the Mathematics Department invites an outstanding researchers and expositors to the campus to deliver a series of lectures at a range of levels for the campus, the College, and our Department.

Details can be found at: <http://www.math.colostate.edu/events/magnus.html>

Rocky Mountain Algebraic Combinatorics

Dr. Timothy Penttila – FA2007/Dr. Robert Liebler – SP2008

The Algebraic Combinatorics Seminar is a joint venture of Colorado State University, the University of Colorado at Denver and the University of Wyoming. The three University collaborations began in 1985, building on a CSU-UW seminar that dates back to the mid-70's, and it has been meeting discretely since then. The seminar meets biweekly in Fort Collins, 4-6 pm on Fridays. There are two talks given at each session.

For more details of this year's topics visit our website at: <http://www-math.cudenver.edu/~wcherowi/algcomb.html>

CONFERENCES

These are listed at: <http://www.math.colostate.edu/research/conferences.shtml>

INTERDISCIPLINARY PROGRAMS

PRIMES

Dr. Donald Estep/Dr. Jay Breidt

PRIMES (Program for Interdisciplinary Mathematics, Ecology, and Statistics) is an interdisciplinary graduate training program in quantitative ecology supported by an Integrative Graduate Education and Research Training (IGERT) grant from the National Science Foundation. PRIMES is designed to address the challenges of studying complex ecological systems. The idea underlying PRIMES is to equip graduate students from ecology, mathematics, and statistics with the skills to work at the interface of the three disciplines and to support research on ecological problems involving advanced quantitative tools.

For information about PRIMES activities and to find out how to get involved, go to: <http://www.primes.colostate.edu/index.html>

PRIMES Administrative Assistant II is Kristin Chatnani. She is located in 223C Weber.

If you have any questions regarding PRIMES, please contact her at 491-1834.

Email at: chatnani@stats.colostate.edu or at primes@math.colostate.edu PRIMES fax number is 970/491-0725.

FEScUE

Dr. Simon Tavener

FEScUE (Flexible and Extendable Scientific Undergraduate Experience) is a multi-departmental program that will engage undergraduates and faculty in mathematics, statistics and the life sciences in jointly mentored interdisciplinary research clusters and in structured multidisciplinary coursework. The key components of this initiative are based on the experience of the faculty participants in the NSF-IGERT funded graduate [PRIMES](#) program at CSU.

For information about FEScUE activities & to find out how to get involved, go to: <http://www.fescue.colostate.edu/>

STAFF

Assistant to the Chair

Christie Franklin

If you need assistance with one of the following, contact Christie at 491-6452

- Pre-tenure/post-tenure reviews
- Maintain policy and procedure manual
- Maintain committee agendas and minutes
- Coordinate annual report activity
- Supervise Actuary Examination
- Maintain faculty files, teaching records, and scholarship records
- Math Day Coordinator; maintain website
- Faculty and post doctoral searches coordination
- Assist new hires – faculty and post docs
- Responsible for Weekly Links; maintain website
- Department chair calendar
- Faculty VISA updates

Undergraduate Coordinator/Office Leader

Annette Gonzales

If you need assistance with one of the following, contact Annette at 491-6327

- Advisee Assignments/Information as well as SMART forms and Advising guides
- Semester schedule of courses and teaching preferences
- Textbook ordering
- Test copying
- Night exam and final exam room scheduling
- Class rolls
- Curriculum changes
- Enrollment numbers
- Graduation contracts
- Math majors/minors
- Override documentation
- Course Syllabi files
- Minutes for undergraduate committee meetings
- Supervise, train, hire and evaluate student employees and staff new hires
- Maintain annual/sick leave data on faculty and staff
- Worker's Compensation claim forms and maintenance of employee leave records

Graduate Coordinator

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Equipment check in/out
- Substitute teachers for faculty and GTA's
- Room arrangements for thesis defenses
- Graduate school interaction
- CS-6 & GS-25
- Graduate office desk assignments
- Graduate student alumni records
- Graduate application/forms/deadlines/contracts
- International/Visa Process
- Qualifying exam information
- Reference letters
- Minutes for the graduate committee meetings
- Maintain department home pages on the website

Front Office Administrative Assistant

Karena Alons-Topf

If you need assistance with one of the following, contact Karena at 491-1303

- Schedule use of computer lab room 205/206
- Conference/Seminar room reservations and/or catering needs
- Corporate Calendar appointments
- Maintain perpetual department calendar
- Course evaluations/filing/updating
- Phone list information update
- Weber room reservations
- Semester office hours and class schedules
- Special mailing
- Copier assistance
- Supplies requests
- Fax information
- Assist in the absence of undergraduate and/or graduate coordinators
- Coordinate department commencement
- Colorado Combined Campaign department representative

Building Proctor

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Building/office repairs
- Problems with building/facility
- Special cleaning needs
- Phone system
- Department construction liaison to facilities management
- Key Manager

After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Accounting Tech III

Sheri Hofeling

If you need assistance with one of the following, contact Sheri at 491-7047

- Financial reporting
- Long distance statements
- Salary and hourly payroll, including timesheets
- Purchasing/accounting issues
- Research grants/Start-up accounts/Dept accounts
- Travel – including in-house & pre-travel forms
- Department post-travel
- New hires, including faculty, staff, or student employees
- Arranging computer access (ISIS, ORACLE, CIS, Newton)
- ACARD
- Scholarships
- Student Hourly Employees/Payroll
- Bi-monthly time sheets

Computer Laboratory Coordinator (205 Weber)

Hilary Spriggs

If you need assistance with one of the following, contact Hilary in Weber 108 or telephone 491-5308

- Scheduling Weber 205
- Proctor information

Systems Administrator

John Dzuber (Zube)

If you need assistance with one of the following, contact Zube at: zube@math.colostate.edu

- Assistance with hardware and software purchases
- Computer set-up for new employees; network access; installing computer programs
- General computer/network troubleshooting
- Maintaining department printers and scanners

Web Master

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925
or elder@math.colostate.edu

- Maintaining and updating department websites
- Maintaining and updating faculty and graduate website
- Updating and design of current Mathematics website and links

Academic Advisors

Dr. Gerhard Dangelmayr & Dr. Kelly McArthur

The academic advisors assist with the following, call 491-1303 for an appointment:

- Advising undergraduates on course scheduling, academics and career planning
- Assisting undergraduates with concentration selection
- Transfer evaluations
- Advising faculty on academic advisement procedures

OFFICE POLICIES AND PROCEDURES

ACARD

An ACARD is a special University credit card issued to department approved individuals. All ACARDS charge to a default department account. You must notify Sheri Hofeling of the correct account that charge is to be moved to. You must also provide the order and receipts to Sheri, who will match them up with the reallocation notice for your charge (moving that charge to the account you indicate). This means you must have a start-up account (for new faculty) and/or a research grant account onto which the expense can be moved. If you are contemplating an expense that should be paid by the department, you must clear the charge with the department chairman before making the purchase.

Detail on ACARDS: <http://www.purchasing.colostate.edu/pages/acard.asp>

Helpful Tips for using your ACARD:

1. ACARD cannot be used for the purchase of alcohol of any type. There are no exceptions to this rule. The card has also been set up to be declined at liquor stores.
2. ACARD may never be used to book or pay for employee travel expenses. Charging non-employee hotel lodging (visitors, recruits, etc.) to an ACARD is discouraged. However, it is not officially disallowed provided the following criteria are met:
 - a. A fully itemized receipt is obtained for the charges.
 - b. All charges comply with University policy (i.e., no movie, gift shop, valet, phone, alcoholic beverages, personal phone calls, etc.).
 - c. The State of Colorado tax exemption is applied.
3. Official Function expenses (training, awards, recruiting, or other promotion and development). Complete the Official Function document found at: <http://www.math.colostate.edu/documents/>. Obtain approval from Sheri Hofeling and return receipts to her.
4. For Restaurant purchases you must provide the itemized receipt, not the credit card receipt. This will be turned in with the Official Function document mentioned above in #3.

Purchases on the ACARD are subject to our tax-exempt status. This applies to any sales tax within the State of Colorado. Other states may also honor our tax-exempt status either as an entity of the government (of Colorado) or as a public and/or educational entity. Merchants wishing to obtain more information may view our tax exemption certificate at the following website: <http://busfin.colostate.edu/tax.aspx> it may also influence where we conduct business. Feel free to contact the ACARD Program Administrator, John Swaro at 491-7812, if you feel our tax status is being wrongfully denied.

5. **ALWAYS GET A RECEIPT.** The receipt documents the purchase and protects both you and the University. Be sure to get a receipt from the vendor which provides accurate details of the items purchased!
For current University Policy & Procedures of this topic: <http://www.purchasing.colostate.edu/pages/actips.asp>

6. To review violations related to ACARD use, see the ACARD handbook for approvers at:
<http://www.purchasing.colostate.edu/pages/pdf/approver.pdf>
7. Business and Financial Services recently issue a statement that NO ACARD holder should ever submit copies of their card to any vendor, this includes both the front and back sides. If a vendor requests copies, and will not process an order without a copy of your ACARD, please contact Sheri Hofeling, department accounting tech III, *immediately* at 491-7047. If she is unavailable, contact Cheryl Peregoy, in the Dean's office, at 491-1300.
8. If your ACARD is lost or stolen follow the guidelines on the following website:
<http://www.purchasing.colostate.edu/pages/pdf/approver.pdf>
Lost or stolen ACARDS must be report immediately. Cardholders must contact the issuing bank, Bank One, 1-800-848-2813 to report a lost or stolen card. Your department has full liability for all purchases made before a card is reported lost or stolen. After contacting Bank One about a lost or stolen card, also notify the ACARD Program Administrator, John Swaro at 491-7812.

Purchasing vs. ACARD

Use of AFE (Authorization for Expenditure) is restricted to purchases from vendors that do not accept credit cards. If you attempt to purchase from a vendor and they do not accept your ACARD, bring a printed page of what you wish to order to Sheri Hofeling, our department accounting tech, and she will process an AFE and fax it to the vendor.

Use of the *university purchase order* (purchases > \$3000) requires a quote from the vendor. Purchases over \$5000 require quotes from three different vendors OR a sole-source justification. For information on a sole-source justification, see Sheri Hofeling. If using a quote, provide a copy of the quote(s) to Sheri.

Contracts: All contracts must be cleared with Purchasing before committing to the terms. The University has specific forms for the vendor to sign, which supersede any contract forms of the vendor.

Examples: Group rates at one of the hotels
 Reserving hotel facilities for conferences/meetings
 Consulting agreements*

*Consulting agreements must be completed two months prior to the beginning of the contracted service. Purchasing takes the hard line on payments to consultants. If the agreement is made concurrent with or after the beginning of the work performed, the agreement will NOT be approved!

Audio/Visual Equipment

The Mathematics Department provides overhead and slide projectors for use in classroom instruction and other presentations.

The following equipment is available:

- 2 carts with overhead and laptop computer (Weber 119)
- 1 cart with an overhead transparency projector
- 3 laptop computer

The process for checking equipment out:

- Contact the equipment coordinator (currently, Bryan at 491-7925) for availability and/or to reserve equipment
- If equipment coordinator is not available please check with other staff working in the front office.

Reminders:

Please take care when using these projectors

Notify the equipment coordinator (or anyone in the front office staff) when:

- You have used the second-to-last bulb so it can be replaced
- Malfunctioning of equipment of any sort occurs
- You need to reserve equipment on a scheduled basis during the Semester, e.g., bi-weekly/monthly seminars

Building Security/Problems

Building security is a collective responsibility. Do not prop open locked outside doors on weekends and late at night. Anybody inside the building after hours should be in possession of an E1 key. After hours, if there are individuals in the building who make you uncomfortable, call CSU Police immediately at 491-6425 or 911 in case of emergency.

Problems with the building should be reported to the building proctor 491-7925. After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Computer Accounts

In order to communicate quickly and effectively, CSU requires each enrolled student to sign up for eID (electronic identity). EID is also required in order to register for classes and to access the universities electronic services that are available on campus. To sign up for your free eID, log onto <https://eid.colostate.edu/> or call the eidentity office at 970-491-7276.

Copier Use

Photocopying

- The photocopier in the mailroom is free for departmental use.
- Departmental use includes copying of exams for classes, copying of notes or syllabi for classes, copying thesis or dissertations.
- State and University regulations prohibit the use of state and/or university property for personal business.
- Copyright laws apply to all materials copied.

Photocopies of course materials & handouts

Due to time and copier availability constraints, the front office staff will need a 3-5 day notice to accommodate copying jobs. At shorter notice, you may copy exams yourself, or use the university copy centers that will require at least two days for large quantities. The department office has forms to complete for orders that need to be run at CopyRite.

Alternative copying locations

If the copier breaks down and you have time-critical copying to do, please take your job to CopyRite located in the basement of the Lory Student Center. They will run departmental orders for you and charge the department.

For complete details go to: <http://www.sc.colostate.edu/services/copyrite.aspx>

Copying during evenings or weekends

The copier, located in 102 Weber, is available for use during evenings and weekends. However, it is kept locked, so if problems occur such as the toner cartridge runs out or the copier jams, you will have to wait until the next business day for the staff to get the machine up and working again.

Fax Service

The fax machine in the main office can be used for sending and receiving faxes. The phone number for the fax machine is 970-491-2161. A long-distance access code is needed in order to send long distance faxes. When sending a fax, please fill out the fax transmittal header sheet located in the front office. Staff members, including student employees, located in the front office can assist you in sending a fax.

Keys

The department Key Manager, Bryan Elder, will issue a building key, as well as keys to the mailroom, office and computer lab (201). A request form will be filled out for a new key(s) when one is not available to be transferred. The Facilities Key Desk will notify our department Key Manager when the new key(s) are ready. Employees will next be notified by the Key Manager to come sign for their key(s). Records are maintained in the department's main office of all keys issued throughout the department.

Lost keys must be reported immediately to the Key Manager. The Key Manager will notify Facilities Key Desk and prepare the required paperwork for the lost keys and replacing the lost keys.

Upon leaving the university, key holders must return all keys issued in their name to the department Key Manager. Grades and/or paychecks can be withheld until clearance for all keys is received.

Mail Services

Faculty, graduate students and graders all have personal mailboxes located in the mailroom in 102 Weber.

Mail is delivered daily to the department. Delivery is generally between 10:00am each day. Department stationery is to be used for official CSU business only. Outgoing mail should be placed in the mailbox labeled as such. Central Receiving discourages all employees from mailing personal mail through campus mail.

Federal Express mail is picked up no later than 10:00am daily. After 10:00am you must bring your Federal Express package to Mail Service to ensure that it is mailed that day.

UPS does not pick up mail from the main office. All UPS mail must be taken to Mail Service.

For current University Policy & Procedures refer to the web site at: <http://cr.colostate.edu/shiprec/index.asp>

Mathematics Office Hours

Weber 101 office hours are:

- 7:45am – 4:45pm during the academic year
- 7:30am – 4:30pm summer session

University Building Security and Unlock Policy

Hours for public access to University facilities will be established for each building considering the input of occupants. Default restricted access hours for all campus buildings will be 10:00 PM through 7:00 AM weeknights and through the weekend. Temporary or permanent alternate access hours can be set by the Colorado State University Police Department (CSUPD) and Facilities Management with input from Deans, Directors, Department Heads, Building Proctors or Facilities Management Event Support Staff.

Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access (*see Keys and Masters Keys Policy, Security – 6*). They are expected to carry their keys with them for use while on campus. Building occupants that do have keys with them or have not been issued keys are expected to work out a plan with the Building Proctor for access to the building during business hours.

People, who are locked out of their offices, labs or other, during business hours, must contact their department office, proctor, department head or dean for access. Facilities Management and police personnel will refer such requests to these sources for resolution. On-call or other available staff should handle lock out when possible in Residence Life facilities.

ANYONE wishing to enter a building, classroom, or office during restricted access hours MUST have their own keys. Units and areas that operate within these closure hours must staff the area or MAKE ARRANGEMENTS for access with appropriate personnel in advance. CSUPD (491-6425) will unlock doors after business hours when proctors are unavailable and the following conditions exist:

- a. A life threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- b. Other emergency (i.e. locked out with keys inside building). Proper identification and proctor or responsible person authorization must be provided by the requesting party.

These measures will ensure the ONLY authorized, currently employed or approved persons are allowed access to any building or facility. This policy will enhance the accountability of individuals who hold keys to the University and the overall security of the campus.

CONTACT: University Police Department (CSUPD) 491-6425

Payroll

- Faculty and graduate fellows are paid monthly. See the department accounting techs with any questions about your paycheck.
- Timesheets from *staff* members should be signed by your supervisor, and turned into Christie Franklin the last working day of each month. Questions regarding annual and sick leave should be directed to Annette Gonzales.
- Timesheets for student hourly and non-student hourly employees must be submitted to the department accounting office, room 110, no later than 4:00pm on the Monday following the pay period end date. Please make sure that all information and *signatures* are properly filled in.

Phones

All faculty offices and graduate offices have telephones. Long-distance calls and faxes require 5-digit access codes, which are issued to faculty and staff members.

Personal Calls – The University prefers that you use your personal calling card for all personal long distance calls. In the event that you must use your university access code, charges for personal phone calls must be reimbursed to the department. To reimburse the department for personal calls, review the monthly phone call statement that you receive and submit your payment for your personal calls to Sheri Hofeling, room 110, in the accounting department.

System Codes for Dialing from campus phones:

Campus (including Foothills and VTH)	Last 5 digits of phone number
Repair service & CSU information	Operator – dial 0
Local calls – considered off campus	8+Phone Number
Long Distance	
*With Authorization code	8+Number+Authorization code
*Collect calls	8+0+Number, wait for carrier instructions
*Operator assisted	8+0
*Calling Card	8+follow carrier's instructions
International Long Distance	
*With Authorization code	8+011+Country Code+City Code+Authorization Code
*Operator assisted, collect	8+01+Country Code+City Code+Number, wait for carrier
*Calling card	8+follow carrier's instructions
Emergency	911
Information	
*970 area code, with authorization code	8+411+Authorization code
*Other area codes, with authorization code	8+area code+555-1212+authorization code
*970 area code, with other types of billing	8+0, follow carrier's instructions
*Other area codes, with calling card	8+0+area code+555-1212. wait for a tone, input calling card number

International Directory Assistance	8+00, must bill to calling card
International Rate Information	8+800+874-4000

Additional handy phone features:

***Three way Conference**

This allows you to establish a 3-way Conference call without the assistance of an attendant

What to do:

1. Place the original call on hold by pressing the switchhook once momentarily
2. Dial the third party's telephone number
3. Press the switchhook or once momentarily

What you hear:

Special dial tone
 Ring back tone
 All three parties are connected and can talk

***Ring Again**

If you encounter a busy extension number within the system, you can be notified through the ring again feature when the busy number becomes idle. Your phone rings in a distinctive style, and the call is placed automatically when you lift the receiver.

To Activate

What to do:

1. Lift the handset from the cradle
2. Dial the extension number
3. Press the switchhook once momentarily
4. Dial the ring again, access code *81
5. Replace the handset in the cradle
6. When the line is available you will hear
7. Lift the handset from the cradle

What you hear:

Dial tone
 Busy tone
 Special dial tone

DISTINCTIVE RINGING
 Ring back tone

To Deactivate

What to do:

1. Lift the handset from the cradle
2. Dial the ring again access code *81
3. Replace the handset in the cradle

What you hear:

Dial tone
 Confirmation tone

Note: You may continue to place or receive other calls while waiting for the ring again recall.
 Note: You can only activate one ring again at a time.

Gift/Donation Processing Policy – College of Natural Sciences

For details, go to: <https://advancing.colostate.edu/CNS/MAIN>

Steps to Properly Document Checks:

Any checks (and supporting documentation) received by a department, program, or staff/faculty member should *promptly* be delivered to the Development Office, located in the College of Natural Sciences' Office of the Dean.

If you are aware that XYZ Company is sending a donation, please instruct them to make the check payable to the **Colorado State University Foundation (CSUF)**. They can reference CNS or the specific fund name in the memo field.

Development staff will deliver the check to the Colorado State University Foundation for processing.

For Advancement/gift purposes, Colorado State University (CSU) follows guidelines outlined by the Council for Advancement and Support of Education (CASE) and the Council for Aid to Education, which closely mirror those of the Internal Revenue Service (IRS).

Faculty members are asked to include members of the Development staff in donor discussions from the initiation of a gift transaction. It is important for the Development Office to receive the following information:

- Copies of any correspondence (including written proposals) related to a solicitation.
- Verbal or written verification that both the appropriate Department Chair and Dean are aware of and authorize the proposed gift.

Steps to Properly Document Gifts-In-Kind:

The College of Natural Sciences receives many practical gifts-in-kind. These gifts include non-cash assets, such as a gift of securities, real estate, or personal property. It is important to document gifts-in-kind in order to/for:

1. properly recognize the donor;
2. consistency and fairness in gift records;
3. preservation of institutional memory;
4. stewardship;
5. compliance with requirements of IRS and other regulatory agencies.

A gift-in-kind transmittal form is required for all gifts-in-kind and must be signed as approved by the responsible dean, vice president, or their designee with budget authority. It must be accompanied by all related correspondence/ paperwork which:

- 1) Identifies donor intent; and
- 2) Assists the college/division in writing a better acknowledgment letter. The form contains the following information:

1. Donor(s): Entity (ies) who should receive legal credit for the gift.

It is important the Development Office knows if the gift credit should be split between husband and wife. If no information accompanies the gift, the gift will be credited to both.

2. Name and title of the individual to whom the receipt should be directed.

The individual within a company whose name should appear on the receipt which will be sent to the legal donor (the organization). Gifts are receipted to the company generating the gift and to the contact person, whose address must be the same as the donor's address.

3. Gift Description.

Detailed description of the gift including as much detail as possible such as serial number, model number, make, date produced, current condition (e.g., Bromberg Seismometer, 1945, Model 713).

4. Gift Valuation.

Items such as equipment and software will be valued at the amount the institution would pay if it purchased the item outright from the vendor with educational discount.

- Gifts of personal property qualifying as a charitable deduction for a donor will be recorded on CSU's ADVANCE system at full fair market value, regardless of the value the donor may be able to take as a charitable deduction. The donor is responsible for substantiating the value of the property for tax deduction purposes according to IRS requirements.
- Gifts in kind from a donor who does not provide an appraisal for items valued at more than \$5,000 will be valued for recognition purposes based upon a retail price for an equivalent item. This pricing can be obtained from the donor if they are the company providing the item, or from a reliable internet pricing source. The gift receipt acknowledges 'receipt' of the item only, provides a description of the item and, does not, and cannot imply tax deductibility of the contribution.
- Gifts with fair market values of more than \$5,000 will be counted at the value placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions.
- Gifts of \$5,000 or less may be reported at the value declared by the donor or determined by a qualified expert on the faculty or staff of the institution. When faculty or staff determines the value of such a gift, that information is not shared with the donor.

Gift-in-kind transmittal forms may be received by contacting the Office of Development at 970-491-0997 or simone.clasen@colostate.edu.

Supplies

A stock of supplies is stored in the main office (Weber 101) supply room. Supplies are maintained by the office staff. Basic classroom supplies are provided by the Mathematics Department. Ask for assistance in obtaining supplies that are located in Weber 101. Submit out of the ordinary supply requests to Karena Alons-Topf at the Front Desk.

Travel

Before traveling

- Complete an in-house travel authorization, including signature from traveler AND department chairman. Forms available outside 110 Weber or online at <http://www.math.colostate.edu/documents/>
- Include the account# and justification for the trip.
- Call one of the state-approved travel agencies and make your flight reservation. Have the itinerary faxed/mailed to Sheri Hofeling (fax# 491-2161, email hofeling@math.colostate.edu). For a list of approved CSU travel agents/car rental agencies on line go to: <http://www.busfin.colostate.edu/trv.aspx> Return the completed travel authorization form to the department Accounting Tech in 110 Weber
- A Pre-Trip travel voucher will be created. The accounting department will call the numbers into the travel agency, thus confirming your flight.
- The current travel software used by the University requires a physical signature on the travel form, so please sign your travel voucher when the accounting tech notifies you that it is ready.
- PLEASE use travel card for travel expenses with the exception of itinerary expenses. DO NOT use your ACARD for travel expenses.
- If you are a graduate student, obtain necessary permission for funding. It is best to have this documentation in email form.

Reminder

In order for a traveler to have insurance coverage from CSU while he or she is traveling:

- Before you travel, you must fill out an "In House Travel Form," so that a Pre-Travel Voucher can be created
- Before you travel, you must sign the "In House Travel Form" and the "Pre-Travel Voucher."

These in house travel forms are available outside the accounting office in 110 Weber or online at:

<http://www.math.colostate.edu/documents/>

Airline Travel Reservations

State Approved Agencies include:

New Horizon Travel

300 E. Boardwalk
Fort Collins, CO 80525
970/223-7400
800/568-1851
Web site: <http://travelnewhorizons.com/>
Email address: dalec@travelnewhorizons.com

Frosch

3538 JFK Pkwy Ste 2
Fort Collins, CO 80525
970/223-0442
800/255-0808
Web site: <http://www.tvlcon.com/>
Email address: fortcollins@froschtravel.com

Airline Reservations On-line with New Horizon

New Horizon Travel have a reservation page where faculty members can log on the website and set up their itinerary without having a third party calling New Horizon or emailing New Horizon to set up their itinerary for them. However, under the comment section of the reservation page, the faculty members must ask New Horizon to email Sheri Hofeling the itinerary so that Sheri can produce the TV number, the Account number and the subcode for their ticket. Sheri's email address is hofeling@math.colostate.edu.

After You Return

- Take all receipts to Sheri Hofeling and a in-house post travel form. She will create the Post-Trip travel voucher with actual expenses.
- When she notifies you the voucher is completed, you once again must go sign the Post-Trip voucher. These in house travel forms are available outside the accounting office in 110 Weber or online at: <http://www.math.colostate.edu/documents/>
- After signatures are in place, she will send the paperwork to Accounts Payable for processing.

Insurance Coverage while traveling from CSU

- BEFORE you travel, you must fill out an "In House Travel Form," so that a Pre-Travel Voucher can be created for you.
- BEFORE you travel, you must SIGN the "In House Travel Form," and the "Pre-Travel Voucher."

Travel Reimbursements to Visitors

- Visitors must provide the department accounting department with their Social Security Number, mailing address, phone #, and email address.
- Non-US citizens must also provide a copy of their passport, visa and I-94.
- The University Tax Accounting Office requires non-U.S. visitors to complete an additional form, on line at: <https://wsprod.colostate.edu/cwis12/international/personalinfo.cfm>
- While on campus, all non-U.S. visitors *must* also make an appointment with the university tax accountant (Karen Holm, 491-2911) to review documents and determine any tax treaties in place between the U.S. and their home country.
- All visitors must mail final receipts to Sheri Hofeling, department accounting tech, after their trip. No reimbursements can be made until after the trip is complete. A self-addressed envelope will be provided.

Travel Policy and Procedures can be found at:

- The CSU travel department or on line at: <http://www.busfin.colostate.edu/trv.aspx>
- Colorado STMP (Statewide Travel Management Program): http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/

Review of Steps for Travel

1. Select flights or method of travel. If you plan to drive, you must show that the cost of mileage would be less than the cost of airfare, i.e. airfare quotes.
2. Contact either New Horizons Travel <http://www.travelnewhorizons.com/> or call 970-223-7400 or Frosch Travel <http://www.froschtravel.com/> or call 970-223-0442 with your flight information. Please make the travel agent aware that these flights will be paid via TV number. Your travel agent will email Sheri Hofeling the itinerary for payment. Please give your travel agent Sheri's email address: hofeling@math.colostate.edu

In addition, the New Horizon website can be found at <http://www.travelnewhorizons.com/>. This site provides a reservation page where travelers members can establish their own itinerary. However, in order to purchase the ticket the traveler must use the comment section of the reservation page to request New Horizon email the itinerary to Sheri Hofeling at: hofeling@math.colostate.edu so that she can produce the TV number, the account number and the subcode for their ticket.

BEWARE~~ If you choose not to purchase your airfare through one of the above travel agencies, CSU MAY NOT REIMBURSE YOUR AIRFARE. If you want to purchase tickets via another vendor, PLEASE, contact Sheri Hofeling FIRST.

BEFORE Sheri can arrange payment, the Math Department Pre-Travel Form must be received. This form can be found at <http://www.math.colostate.edu/documents/> as well outside of Weber 110.

3. Please bring your signed Math Department Pre-Travel Form to Sheri Hofeling in Weber 110. If you are requesting departmental funding, please bring a copy of your letter or email authorizing funding.
4. You will receive email confirmation of your flights from your travel agent.
5. Sheri will notify you that your CSU Pre-Travel Document is ready for you to sign; this form **MUST** be signed **BEFORE** you make your trip.

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Upon return, please bring all of your original receipts along with the Math Department Post-Travel Form to the Accounting Techs in Weber 110. This form can be found at <http://www.math.colostate.edu/documents/> as well outside of Weber 110.

6. The department accounting tech will notify you when your CSU Post-Travel Document is ready for signature.
7. If your travel was domestic the form must be signed by the Department Chair, and then sent to the CSU Travel Office for processing. If you travel was international, the form must be signed by the Department Chair and Dean of Natural Science~ then sent to the CSU Travel Office for processing. From the time you sign your completed CSU Post-Travel Document it may still take 2~4 Weeks for Processing.

For more information on Travel policies, or to view a handy pocket guide to us while traveling, please visit <http://busfin.colostate.edu/trv.aspx>

Transportation Services

The University has a motor pool of state vehicles that University employees are eligible to "rent" for business travel. Please see staff in Department Accounting office with travel dates & who will be traveling. She will prepare the payment form (IMO) for you to take to Transportation Services at the time you pick up the keys to the vehicle.
For current University Policy & Procedures refer to the web site at: <http://www.facilities.colostate.edu/index.asp?url=vehicles/home>

Room Reservations

The following Common Rooms, located in the Weber Building, are under departmental control. Reserve by contacting Karena Alons-Topf:

009 Weber – Math Class Room	117 Weber – Math Conference Room
105 Weber – Math Conference Room	130 Weber – Math Conference Room
014 Weber – Math Conference Room	205 Weber – Math Computer Room

All other room reservations and/or catering on campus can be made through the main office.

*Notice: Reserve 202 Weber through ACNS; call 491-6699.

Reserve conference rooms in Lory Student Center by contacting Event Planning; call 491-0229.

Request catering needs through Dining Services; call 491-5332.

Work Injuries

Any injury received while carrying out work duties at CSU should be reported immediately. See Annette Gonzales to Obtain a Workers Compensation claim forms, which does require the signature of the Department Chair.

For current University Policy & Procedures refer to the web site at: <http://portal.research.colostate.edu/LAR/policies/ohpari.htm>

Other Types of Leaves

For all other types of leave granted by the university, including annual leave, sick leave, sabbatical leave, leave for military service, bereavement, and jury duty go to: <http://www.facultycouncil.colostate.edu/files/manual/sectionf.htm>

INSTRUCTIONAL POLICIES AND PROCEDURES

University General Catalog can be viewed at: <http://www.catalog.colostate.edu/index.asp>

Advising

For Academic Advising see: <http://www.casa.colostate.edu/feeds/wyntk/resourceDetail.cfm?ID=72>

For Faculty Advising manual: http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/

Academic Integrity

Academic integrity is conceptualized as doing and taking credit for one's own work. Academic dishonesty undermines the educational experience at Colorado State University; thus instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty.

For current University Policy & Procedures refer to the web site at:

<http://writing.colostate.edu/guides/teaching/plagiarism/integrity.cfm>

Or visit Conflict Resolution and Student Conduct Services at:

<http://www.conflictresolution.colostate.edu/services/academic-integrity.asp>

Appeals

Policy and procedures: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm#1.6> or

<http://www.conflictresolution.colostate.edu/resources/students.asp>

ASCSU Course Survey must be given in your courses during the last week of classes before the final exam week.

Results of those evaluations are sent to individual instructors and also compiled every semester in a publication on line.

For current University Policy & Procedures refer to the web site at: <http://www.ascsu.colostate.edu/CourseSurveys.asp>

Students can take the ASCSU Course Survey online: http://www.colostate.edu/webct/PDFs/faculty/ASCSU_survey.pdf

Attendance Regulations

- At the discretion of the instructor, any full-time student, faculty member or senior citizen may attend any class without formal registration provided adequate classroom space is available.
- Students should attend all classes for which they are registered; absence or lateness does not excuse students from required course work.
- Instructors and departments are responsible for establishing class attendance policies.

For current University Policy & Procedures refer to the web site at: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm#1.12.4>

Auditing a Course

- A student wanting to attend a class without earning credits may register as an auditor. Auditing a course requires prior approval of the instructor of the course. (See also "Class Attendance Regulations" below).
- If an instructor determines that an auditor's attendance or participation is unsatisfactory, the course will not be recorded on the student's academic record.
- Changes to or from audit status must be made during the registration or schedule change period.
- Although tuition and fees are assessed for audited credits, audits do not count for full-time status for loan deferments, financial aid, etc.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#audit>

Challenging a Course

The opportunity to challenge the content of a course on the basis of an examination is permitted at the discretion of individual departments. The fee for taking the test is \$20 per credit hour and is non-refundable. For an application contact the University testing center at 491-6498 or stop by their office at C-81 Clark Building for more information. Students are asked to contact Dr. Gerhard Dangelmayr if they are interested in challenging a mathematics course at:

dangelmayr@math.colostate.edu.

For current University Policy & Procedures refer to the web site at:

<http://www.colostate.edu/Depts/Registrar/transfer.htm#challenge>

Change of grade

When it has been determined that a grade change is necessary, complete the university form available in Weber 101. After this form has been completed, turn in to Annette, Undergraduate Coordinator, for processing.

For current University Policy & Procedures refer to the web site at: http://www.catalog.colostate.edu/index.asp?url=catalog_06-07/advising_and_registration

Common Finals

All courses with a common final have room assignments made through Classroom Scheduling a semester in advance. Contact Annette, Undergraduate Coordinator, for room assignments.

Computer Accounts

To obtain computer accounts for your class, please send Zube an email containing the class number, number of sections, and whether you require a class directory for software.

For further details concerning class accounts and Weber 205/206, contact Zube at: zube@math.colostate.edu

Drop Dates

Drop Dates, "W" drop dates, and "Repeat/Delete" Option are published each semester in the course schedule.

The majority of our Mathematics courses are "Initial Add/Drop Courses", this means:

- Course add period ends Sunday, August 26, 2004/Monday January 22, 2008 (Special A & B)
- Course free drop period ends Wednesday, September 5, 2007/Wednesday, January 31, 2008 (Special A)
- Course withdrawal period ends Monday, October 15, 2007/Monday, March 19, 2008

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#adddrop>

Evening Exams

Some courses have evening exams. It is university policy that evening exams be scheduled on Tuesday or Thursday 5:00 pm – 8:00 pm or on Saturday between 8:00 am and noon.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/finalexams.htm>

Final Examination

The final in-class examination period is intended for the end-of-semester examination. No in-class examination constituting more than 10% of the final course grade may be given in undergraduate courses during the week preceding the final examination period of the semester; labs, performance and other alternative classes, such as in the Individualized Mathematics Program, are excluded.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/finalexams.htm>

Grade Books

The department requests that grade books and/or computer excel spreadsheets, be turned in to the front office along with your grade rolls each semester for archiving and reference purposes.

Grades

The Official University Policy states that students will be notified via Student FYI that grade information will be available on RAMWEB by the third business day following the end of the final examination period, and that grade posting strips will not be used as in the past. As guidance to individual faculty, we caution against the use of alternate posting schemes. Grades are considered personally identifiable information and cannot be compromised or disclosed without the student's consent. Direct email to students is not secure for discussing or disclosing personally identifiable information. Rather, we encourage you to refer students to RAMWEB for secure access to their grades and other personal information. Alternately, you can post your grades in WEBCT, even if you are not currently using WEBCT for your course. Please see the instructions under "Faculty Resources" at: <http://webct.colostate.edu/webct/public/home.pl> if you wish to use this system.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#grades>

Homework

Homework should be collected in the front office on an emergency basis only. Please provide a labeled envelope indicating the class number, your name, your grader's name, and a time at which the envelope should be placed in your mailbox or the grader's mailbox.

Honors Program

To view policy and procedures for all the university honors program: <http://www.honors.colostate.edu/>

Incompletes

Course instructors assign incomplete grades subject to approval of department chair. Fill out university incomplete form available in Weber 101. Submit completed form for processing to Annette, Undergraduate Coordinator, along with all supporting documentation.

For current University Policy & Procedures refer to the web site at:

http://www.casa.colostate.edu/Student_Achievement/Academic_Success/incomplete.cfm

<http://facultycouncil.colostate.edu/files/manual/section1.htm#1.6>

Students taking a course to fulfill an incomplete must advise the course instructor of their status at the beginning of the semester. Their names will not appear on the class roll. The course instructor will be required to sign a change of grade form, available in Weber 101, at the end of the semester. Expectations of attendance, etc. are by agreement between the student and instructor.

For current University Policy & Procedures refer to the web site at:

http://www.casa.colostate.edu/Student_Achievement/Academic_Success/incomplete.cfm

Nondiscrimination Policy

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.

For current University Policy & Procedures refer to the web site at: http://www.catalog.colostate.edu/index.asp?url=catalog_04-06/policies

Office Hours

All course instructors must hold office hours during which time they are available to students with questions and concerns.

To view instructor calendars of available office hours, see faculty online calendars on the department home page, go to:

<http://www.math.colostate.edu/people/faculty.shtml>, next click on office number to view calendar.

Office Hours and Class Schedules

At the beginning of each semester Dr. Tavener requests that all faculty and GTA's complete their Office Hours and Class Schedule for easy access on line. The steps needed to complete this process will be noted via email. Access is made on line by simply clicking on the individual's room number.

RDS (Resources for Disabled Students)

Alternative testing is arranged with RDS and the instructor. Students will have instructors complete the instruction sheets required by the testing center. Tests for disabled students are left at the Weber 101 front desk to be picked up for Alternative Testing. When the tests are returned by RDS, they are put into the mailbox of the instructor. If you have questions or concerns, call RDS at 491-6385.

For current University Policy & Procedures refer to the web site at: <http://rds.colostate.edu/>

Repeat/Delete Policy

For current university policy regarding repeating or deleting a course see website below. Forms are also available at this site. For current University Policy & Procedures refer to the web site at:

<http://www.colostate.edu/Depts/Registrar/records.htm#repeatdelete>

CSU has instituted a policy regarding a grading option (a one time per course) that may be used by the undergraduate students who repeat a course. The policy includes these guidelines:

- A student may choose to repeat a course and the grade received in the repeated course will be used to calculate their GPA, regardless of which grade is higher.
- The student must request the option from the registrar's office.
- The option may be used for a maximum of 9 credit hours.
- Both the original grade and the new grade will appear on the student's transcript.

More details on this policy can be found in the catalog under the "Grading and Scholastic Standards".

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#repeatdelete>

Rolls

All course instructors will receive a class roll from central administration in your mailbox. If you would like an electronic (excel spreadsheet) version, these may be requested from the front office staff. Remember that class rolls are subject to change during the first two weeks of the semester.

Overrides

Only Gerhard Dangelmayr, Hilary Spriggs, and the front office staff have the authority to perform overrides.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#repeatdelete>

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members or its community.

For current University Policy & Procedures refer to the web sites at:

<http://oeod.colostate.edu/index.asp?url=SH%20Policy2006>

http://www.catalog.colostate.edu/index.asp?url=catalog_04-06/policies

Students' Rights and Responsibilities

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution.

For current University Policy & Procedure refer to the web sites at:

<http://sfs.colostate.edu/H22000.cfm>

Syllabus

All course instructors must distribute a syllabus for your course listing all tests (if applicable), a brief outline of the material to be covered, the basis on which grades will be determined and your office hours. Please provide Annette, in the front office a copy.

Weber 205

Hilary Spriggs is in charge of maintaining Weber 205's daily schedule. Please email her with your requests at Spriggs@math.colostate.edu

For instructors needing to obtain a computer account, contact our systems administrator via email at zube@math.colostate.edu

Web Pages

Please send Bryan Elder an email containing the URL of your class web page.

ANNUAL EVENTS

In the fall and spring semesters, GTA training is scheduled for Monday and Friday afternoons the week before classes begin. All GTA's are strongly encouraged to attend.

The **Fall Picnic** is organized by the department in mid September. This event welcomes newcomers, including families of faculty, graduate students and staff, to the mathematics department.

The **Faculty Retreat** was held after the spring semester at Tamasag. Watch email for details.

The **Fall Department Meeting** will be on August 15th from 1:00-2:00 pm in Hammond Auditorium in the Engineering Building.

Sponsored by faculty members, **RamWelcome**, held during the month of August, welcomes newcomers to campus and introduces perspective students majoring in mathematics to the department

Math Day is a department annual event, traditionally held on the first Thursday in November on Colorado State University campus in the Lory Student Center.

Arne Magnus lectures are an annual event held each spring semester. Watch for email details.

Colorado Combined Campaign is an annual campus fund raiser held through out October and November sponsored by the United Way. Watch your mailboxes for details.

OF PARTICULAR INTEREST TO FACULTY

Advising: It is your responsibility to be available to your advisees, especially during the pre-registration season. You are expected to post office hours and to be available during those times for walk-in traffic. If you are unable to meet this commitment, please post a notice to inform students. Advisors are also encouraged to answer advisee email communications in a timely fashion.

Current University Policy and Procedures refer to the web site at:

http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/Chapter1/general%20advising%20tips.cfm#advisor

or check out the faculty advising manual at:

http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/Chapter1/definition.cfm

Faculty Meetings are held on a weekly bases. When possible, an agenda is prepared and distributed by the Chair at least one week in advance. Meetings are held in Weber 117.

Grants & Contracts: University regulations require that a SP-1 form signed by the Chair accompany all proposals submitted through the Office of Sponsored Programs. It is the Chair's requirement that the following be filed in the department office:

1. Copies of SP-1;
2. Cover Sheet and Project Summary pages from the application;
3. Budget and budget justification pages from the proposal.

Proposals that include CSU cost sharing must be entered into negotiations with the Chair and other administrators at least one week before the proposal is due.

Hiring Policies and Procedures

To view current department and university hiring policies and procedures, go to:

http://www.provost.colostate.edu/index.asp?url=faculty_affairs

Sabbatical Leave

To view current Sabbatical Leave policies and procedures for the College of Natural Sciences, go to:

<http://www.natsci.colostate.edu/faculty/sabbatical.cfm>

To view current university policies and procedures regarding Sabbatical Leave, go to:

http://www.provost.colostate.edu/index.asp?url=faculty_affairs

Promotion and Tenure Procedures

To view current department and university Promotion and Tenure policies and procedures, go to:

http://www.provost.colostate.edu/index.asp?url=faculty_affairs

Textbook Orders

All textbook orders are to be placed through Annette Gonzales, undergraduate coordinator, *watch for email deadlines*. She will also order the complimentary copies for the courses that have GTA's. Course coordinators are responsible for selecting and ordering the textbook for their particular course

OF SPECIAL INTEREST TO GRADUATE STUDENTS

Whom to Ask For Help

All concerns regarding teaching or class work should be directed first to the course coordinator, then to the graduate chair, Jeanne Duflot, and finally to the undergraduate director, Gerhard Dangelmayr and/or department chair, Simon Tavener. Undergraduate complaints that you feel unable to address yourself, should be directed first to the course coordinator, and then to Gerhard Dangelmayr, undergraduate director.

Requirements

Below are mandatory requirements that are to be met by all Teaching Assistants:

- Attend departmental meetings, e.g., course coordinator meetings, graduate teaching assistant meetings, GTA workshops (the week before classes begin in the Fall or Spring). The GTA Workshop is offered by Instructional Services and the Graduate School offers the Graduate Student Orientation.
- When scheduled attend your Course Coordinator Meetings.
- Conduct teaching evaluations in your sections at the end of the term. Complete instructions and sheets/pencils will be provided as the time nears.
- Do not hold meetings with two or more students at your desk. Rooms are provided for instruction review-request that students meet you there or go there with the students.

Research Support

Unfortunately, the Department is unable to provide grants for research expenditures of graduate students. Funding for your work (including summer salary support) is a joint responsibility between you and your advisor. Many graduate students write grant proposals to fund their work, and you should discuss with your advisor how to secure research support.