

University of Oregon  
**DEPARTMENT OF BIOLOGY**  
77 Klamath Hall • 346-4502

**RESOURCE GUIDE**  
for Biology Faculty & Staff  
**2018-2019**

**Office Hours**

8:00-12:00 and 1:00-5:00, Monday through Friday

**Staff**

Gabrielle Andrew	Grad Program Asst	x6-4531	77 KLA	gandrew@uoregon.edu
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Ingrid Newman	Curriculum/Advising	x6-6052	65 KLA	ingridk@uoregon.edu
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Annie Rogers	Dept Support	x6-4527	77 KLA	arogers2@uoregon.edu
Kendra Skurdal	Admin Assistant	x6-4252	125 HUE	kskurdal@uoregon.edu
Fei Tsai	IT Coordinator	x6-6054	18 KLA	ctsai@uoregon.edu
TBA	Grad Program Manager	x6-4503	77 KLA	TBA



**Absence from Campus**

The College of Arts and Sciences details “who to tell” when you will be absent from campus on working days and can be viewed at:

<https://casweb.uoregon.edu/faculty-sick-leave-short-term-absence>

**Academic Advising**

The Department of Biology has its own Undergraduate Advising Center for undergraduate majors. The center is located in 65 Klamath Hall (x6-4525) and is open from 10:00-3:00, Monday through Friday. Students can meet with trained peer advisers or one of the faculty advisers (Pat Lombardi or Jana Prikryl) for help in planning a program of study. The center also provides various resources including job and internship files, a file of special study opportunities, and graduate bulletins from other schools.

**Benefits**

UO employees receive benefits through the Public Employees’ Benefit Board (PEBB). An overview is available on the web (<http://hr.uoregon.edu/benefits/>). All new employees should attend a benefits orientation session at the UO Office of Human Resources. Registration is required. Shelley Elliott (Biology business manager) can provide details.

**Bus**

The University provides free LTD bus ridership to employees at half time or greater. Just show your UO Photo ID to the driver when boarding. Complete bus information is available at <http://www.ltd.org/>.

**Class Fees**

Class fees require special approval and are normally arranged well in advance of scheduling courses. For assistance, contact Ingrid Newman, Curriculum Assistant.

**Classroom Assignments**

The Registrar's Office assigns classroom space. They do their best to make room assignments that use the available space as efficiently as possible. Ingrid Newman (curriculum assistant) is the department's liaison with the Registrar's Office. Please contact her if you have special classroom needs, questions or concerns.

**Classroom Laptop Reservations**

If you need laptops for student use in a course, discussion sections, or lab sections, please see Misty McLean-Schurbon to make the reservation. Honors Biology course computers may be reserved through Fei Tsai.

**Classroom Reservations**

If you need a room for a review session or a special meeting, contact Annie Rogers.

**Computer Labs**

Computers and printers are available to all students, faculty, GEs, and staff in several public computing labs around the UO. The nearest location is the Science Library which has 60 computers available for general use. Information about specific computing lab locations, resources available, and hours of operation can be found at <https://it.uoregon.edu/labs-map>

Biology IT Coordinator, Fei Tsai (346-6054) can assist with computer questions and help with biology course web pages.

**Confidentiality of Student Records**

See [http://registrar.uoregon.edu/records\\_privacy](http://registrar.uoregon.edu/records_privacy) for information about the UO Student Records Policy.

**Copying**

Instructors are welcome to use the copier(s) in the Biology Office for Department of Biology instructional copying jobs. Please do not make copies at Kinko's or somewhere else off-campus. Prior approval from the University of Oregon Printing Department must be obtained to receive reimbursement for off-campus copying service and such approval will only be given under limited circumstances.

**Course Evaluations**

All fall, winter, and spring courses with enrollment of 10 or more students must be evaluated. Summer evaluations are recommended, but not required. All faculty and GEs have access to the online course evaluation summaries for their course(s) after the term is over and grades are processed. In addition to student evaluations, the faculty member in charge of the course is asked to provide a written evaluation of each GE. For questions about the course evaluation process, please see Annie Rogers.

**Course Packets**

Copyright clearance is the first step in creating a course packet. The Copyright Clearance Office (x6-5370, located next to Campus Copy in the EMU) has a helpful little booklet with procedures. Packets are sold at The Duck Store along with all other course books. If you would like extra copies of your packet to put on reserve in the library, be sure to indicate this when you place your order. The cost of the extra copies will be included in the cost of the copies that are sold. The Department of Biology does not normally purchase extra copies of course packets. See Annie Rogers for printing order forms.

**Course Web Sites**

Please see our IT Coordinator, Fei Tsai, if you need assistance in building a biology course web site.

**Curriculum**

The College of Arts and Sciences follows a quarterly curriculum review cycle. If you wish to create new permanent courses, you will want to work with the department's curriculum director, Cristin Hulslander. See the CAS web site <https://casweb.uoregon.edu/course-change-proposals> for the quarterly deadlines.

**Disability Services**

The Accessible Education Center is an excellent source of information and assistance. See <http://aec.uoregon.edu/> . The following sample serves as a guideline syllabus statement. Some faculty members choose to modify the statement to include additional resources for all students, and others prefer a more traditional approach (e.g. if you have a disability please notify me....).

“The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 360 Oregon Hall at 541-346-1155 or [uoac@uoregon.edu](mailto:uoac@uoregon.edu) .”

**Diversity**

The University of Oregon and the Department of Biology are committed to a discrimination-free environment. See the UO policy statement on Equal Opportunity at <http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/equal-opportunity-statement-publication>

**E-mail**

The Department of Biology maintains an e-mail distribution list for all faculty and staff: [biofaculty@lists.uoregon.edu](mailto:biofaculty@lists.uoregon.edu). Anyone subscribed to this list may send a message to this list.

**E-mail Identifiers**

Faculty sometimes integrate e-mail communication into their course work. If e-mail addresses will be shared among class members, care should be taken to protect the privacy of those students who need it.

**Field Trips**

When planning a course field trip, please work with Annie Rogers to arrange vehicle rentals and other details.

**Final Examinations and Dead Week**

Dead Week is the week preceding final examinations. See <https://registrar.uoregon.edu/calendars/final-exam-schedule#dead-week> for rules governing Dead Week and for the university's final examinations policy. The rotating examination schedule is accessible via Duck Web each term.

**Grading**

The course syllabus should be used as a contract and clearly identify what will and will not be accepted as legitimate reasons for accepting late assignments. You may state that no make-ups will be allowed without a documented medical excuse.

There are four options for final grades:

- 1) A letter grade.
- 2) Some courses may allow a pass/no pass grade of either P or NP. In order to receive a P, a student must receive a grade of C- or better.
- 3) An “I” (Incomplete). This is an option if the instructor feels the student deserves an extension to complete a minor yet essential requirement. It is not the right of a student to receive one. An “I” should never be given as a form of withdrawal. Effective winter term 2005, undergraduate students have one calendar year to make up an incomplete mark assigned by a UO faculty member. Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of “F” or “N”.
- 4) A “Y” (No Basis For Grade). This is intended to be used only if the instructor has truly never seen or heard from the student--an error in registration. Students who take only one quiz and are never seen again should be given an “F.”

For all BI 503 Thesis and BI 603 Dissertation credits, faculty should simply input an "I". Upon graduation, all "I" grades in BI 503 and BI 603 will be converted to a "Pass" grade.

Final grades do not need to be posted, as every student can access their grades on Duck Web.

### **Graduate Student Picture Gallery**

Photos of Biology graduate students are posted on the web picture gallery. It is located at: <http://blogs.uoregon.edu/biodata/graduate-students/> The site is password protected; please ask in the Biology office if you don't already have that information.

### **Graduate Employees**

Most Biology GEs (if you are assigned one) are employed at .45 FTE. This equates to 197 hours per term. Biology's Graduate Program Manager can help you figure out workload issues, if necessary. The department provides GEs with a "General Duties and Responsibilities Statement" which defines their work assignments.

### **Handing Back Papers and Exams**

Confidentiality: It is the instructor's responsibility to return papers and other assignments in a way that protects the identity of the student.

Class papers and examinations: Each faculty member is responsible for keeping and handing back their own papers and examinations during terms they are on the regular payroll and "in residence." If requested to do so, the department office staff will keep and hand back papers and examinations during terms that faculty are not "in residence."

Retention period: The official university retention policy is: (a) 1 term after completion for uncontested grade results, (b) until resolved for contested grade results. For complete information, see: <http://library.uoregon.edu/records/schedule/sections.html> and scroll down to the Student Records section.

Disposal: To protect the student's right of confidentiality, the Biology office has a secure bin for recycling confidential material. A shredder is also available, but its use is not recommended.

### **Hazard Communication Program**

Oregon's Worker's Compensation Department adopted the Hazard Communication Rules in June 1984 in response to the adoption of rules by the Occupational Health and Safety Administration (OSHA). Information on the Hazard Communication Program is available on the UO Environmental Health and Safety website at <http://ehs.uoregon.edu/>. Please know the location for Material Safety Data Sheets that are appropriate for your area.

### **ID Cards**

Photo ID cards are obtained from the UO Card Office located on the ground level of the EMU, x6-3113. It is an all-purpose card, including a library card.

### **Individualized Study**

There are a number of courses designed for Reading, Research, Thesis, etc. for students who want more in-depth or individualized instruction. It is each faculty member's choice whether to agree to these requests, depending on time constraints and substantive interests; faculty do not need to meet with these students on a weekly basis. Registration for these sections requires an individualized study form, available in the Biology Office or an email from the faculty member authorizing enrollment.

### **IT Support**

- For general IT support, please contact Fei Tsai, the Department of Biology IT Coordinator at [ctsai@uoregon.edu](mailto:ctsai@uoregon.edu) or the CAS IT support team at [casit@uoregon.edu](mailto:casit@uoregon.edu)
- All reservations for laptops for student use in your class/lab/discussion should be sent to Misty McLean-Schurbon ([mistym@uoregon.edu](mailto:mistym@uoregon.edu))
- Honors Biology course laptop reservations should be sent to Fei Tsai at [ctsai@uoregon.edu](mailto:ctsai@uoregon.edu)

**Keys**

Office and building keys and access are issued through the Key Office, a division of Campus Operations. A key authorization card must be obtained from Annie Rogers in the Biology Office first, then taken to the Key Office which is located in the UO Card Office, currently on the ground level of the Erb Memorial Union (EMU). There is a deposit required for each key.

**Lunch Hour**

The Biology office staff are normally off duty during the lunch hour, so the office doors are shut between 12:00 noon and 1:00 p.m.

**Mail**

All Biology faculty members affiliated with a research institute have a mailbox located in their institute. Biology faculty members without a research institute affiliation have a mailbox in the Biology office. The U.S. mail carrier generally arrives in the department office around the middle of the day, Monday through Friday. Campus mail is picked up and delivered twice daily.

**Office Hours for Faculty**

Office hours are posted outside the Biology Office each term. Please let Annie Rogers know your scheduled hours. If you must miss your office hours, please remember to notify the office so that the staff will know what to tell students.

**Parking**

Parking permit applications and materials are available to all employees in mid-September on-line at the Department of Parking and Transportation website (<https://parking.uoregon.edu/>). Permits are “hunting permits” only; after 8:00 a.m. nearby parking spaces are hard to find. “Reserved” parking permits are available at a significantly higher cost. The free bus pass or bicycles are good options.

**Paychecks**

Payday is the last working day of the month. Employees who have selected direct deposit may elect to receive a statement in the campus mail on payday or choose the paperless option and view their earning statement on Duck Web; those who have elected to pick up their check can do so at the Payroll Office located in the Thompson University Center (TUC). If you have a problem with your pay, check with Shelley Elliott (business manager).

**Purchasing**

Instructional purchasing requests for teaching supplies or needs should be sent to Sara Corrente at [saram@uoregon.edu](mailto:saram@uoregon.edu).

**Recreation Facilities**

Faculty and their families can purchase user passes to physical education facilities from the Physical Education and Recreation (PER) office. For more information, please contact PER at 346-1041.

**Registration**

Students register for classes online using Duck Web. The “initial registration period” is generally the last three weeks of the prior term.

**Research Clearance**

University policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from the Office for Protection of Human Subjects or the Office of Veterinary Services and Animal Care.

**Reserved Books at the Library (videos too)**

Faculty may submit Reserve Request Lists using an Electronic Reserve Request Form (see library web site) or in the traditional paper format at any library reserve desk. Materials from one branch or area of the library may usually be placed on reserve at any branch (such as the Science Library or the Knight Library). Lists are processed in the order they are received.

The Knight Library has a video viewing room, so it is possible to put videos on reserve.

### **Sales of Books or Papers in Class**

The Duck Store normally handles book and packet sales. If there is a special situation that requires making sales to students, please obtain approval in advance.

### **Scantron Forms**

Scantron forms are available from Annie Rogers.

### **Sexual Harassment**

Employees found to have engaged in sexual harassment are subject to disciplinary sanctions. The Human Resources office is a good source for assistance with these concerns.

### **Sick**

If you are ill and need to cancel your class, you must have someone post a message on the door of your classroom. The office staff will do this for you if necessary. In any case, please let the office staff know of your absence so that they can respond to questions from students.

You will receive an e-mail each month asking how much sick leave you have used that month. Please respond.

### **Social Security Numbers**

Care should be taken to protect the privacy of student records. Social security numbers are not to be used in any form for posting grades. As an alternative, students may be assigned a code or number known only to the student and the instructor for the purpose of posting grades.

### **Student Conduct and Academic Dishonesty**

Assistance is available from the Office of the Dean of Students. You may reach them at 346-1141 or view the UO Academic Misconduct Code and procedures directly at:

<http://dos.uoregon.edu/conduct>

### **Syllabi**

Each term, please submit an electronic copy of your course syllabus to both Fei Tsai ([ctsai@uoregon.edu](mailto:ctsai@uoregon.edu)) and Annie Rogers ([arogers2@uoregon.edu](mailto:arogers2@uoregon.edu)) for posting on the department's web site and to have on file for student and faculty reference.

A course syllabus should include a statement encouraging students who may need accommodation for a disability to meet with you. See "Disability Services," above. It is also a good idea to include a statement regarding academic honesty, explaining that all acts of alleged academic dishonesty will be reported to the university's student conduct officials.

### **Teaching Help**

The Teaching Effectiveness Program is an excellent resource for help with assessing and improving undergraduate instruction. It is a division of the Teaching and Learning Center and can be reached at [tep@uoregon](mailto:tep@uoregon) or 346-2177. See <https://tep.uoregon.edu/>

### **Teaching Supplies**

The Department of Biology maintains an inventory of instructional supplies and equipment in 125 Huestis Hall to support the department's teaching functions. Please contact lab preps Misty McLean-Schurbon (6-4535), Emily Gustin (6-9066), or Katie Perez (6-4651) for assistance.

A fairly extensive video library is available at the Science Library. All lab rooms are equipped with LCD projectors, computers and DVD players.

### **Telephones**

All telephone extensions are on the university's calleXpress voice-mail system. See <http://telecom.uoregon.edu/voicemail/faq.html> for full instructions.

The office staff will encourage callers to leave messages in individual voice mailboxes.

### **Textbooks**

Textbooks orders should be processed through Annie Rogers, who will then coordinate the orders with the Duck Store.

**Videos**

The Science Library has a fairly extensive video collection available to instructors.

**Willamette Hall, Room 100**

If you are teaching in 100 Willamette, you can check out lectern and AV keys from Media Services in the Knight Library. The lectern key is for the cabinet that holds a VCR and amp; the AV booth holds 2 film projectors, 2 slide projectors, and a computer projector.

Media Services can provide training in the set-up and use of this equipment.