Department of Biological Sciences

Graduate Student Handbook

Fall 2022 Orientation
August 23, 2022 at 10 am

Updated 8/22/2022
The Department of Biological Sciences is composed of three divisions and houses two institutes.

Biological Sciences is located in three buildings:
- Life Sciences Complex (LIFE), Buildings A & B
- Environmental Education, Science, and Technology Building (EESAT or ENV)
- Science Research Building (SRB)
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# Checklist for Entering/New Graduate Students

<table>
<thead>
<tr>
<th>√</th>
<th>To Do:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>International</strong> TA applicants: Complete <strong>Speak Test</strong> for English proficiency.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete <strong>Onboarding</strong> per instructions from Student Employment at the Career Center. <a href="mailto:Student.Employment@unt.edu">Student Employment@unt.edu</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete <strong>I-9 Verification</strong> (only original documents accepted) once Onboarding is complete per instructions from Student Employment. Questions? Contact <a href="mailto:Student.Employment@unt.edu">Student.Employment@unt.edu</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If new to UNT or have a break in service: Complete <strong>Background Check</strong> through Accurate Background, Inc. email sent to your my.UNT.edu email address.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit completed <strong>Employee Information Update Form</strong> located on <a href="http://biology.unt.edu">biology.unt.edu</a> website to <a href="mailto:Biology.Chair@unt.edu">Biology.Chair@unt.edu</a> or in LIFE A210.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrollment in <strong>Direct Deposit</strong> is strongly recommended. <a href="https://hr.untsystem.edu/payroll">https://hr.untsystem.edu/payroll</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAs/GSAs: Locate <strong>mailboxes</strong> (LIFE A: 2nd floor, east hallway)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connect to <strong>network printers/copiers</strong> by searching \cas-print in your start menu.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain <strong>Student ID Card</strong> from ID Systems in the Eagle Student Services Center, 1st floor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase <strong>Parking Permit</strong> online at <a href="https://transportation.unt.edu">https://transportation.unt.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Meal Plan</strong>: Visit <a href="https://dining.unt.edu">https://dining.unt.edu</a> for meal plan options and Campus Dining Guide. Email <a href="mailto:dining@unt.edu">dining@unt.edu</a> with questions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Autoclave training</strong> must be completed before attempting use of autoclaves in LIFE A. Contact Syeda Alam at <a href="mailto:Syeda.Alam@unt.edu">Syeda.Alam@unt.edu</a> for training schedule.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If applicable, enroll in <strong>TexFlex Health Assistance</strong> within 30 days of employment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All email correspondence will be sent to your my.UNT.edu email address.</td>
<td></td>
</tr>
</tbody>
</table>
Helpful Information

Names & Numbers:
E-mail addresses are Firstname.Lastname@unt.edu, unless otherwise indicated.

Life Sciences Complex (LIFE), Buildings A & B

Administrative Staff - Located in LIFE, building A, 1st and 2nd Floors; & LIFE, building B, 1st floor

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Responsibilities</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jyoti Shah</td>
<td>Chair, Biological Sciences</td>
<td>A210</td>
<td>940-565-3590</td>
</tr>
<tr>
<td>Shirley (Shirl) Richardson</td>
<td>Employment letters, Assistant to Chair, Conference room, and room reservations</td>
<td>A210</td>
<td>940-565-3590</td>
</tr>
<tr>
<td>Taylor Knight</td>
<td>Travel, Website</td>
<td>A210</td>
<td>940-565-3593</td>
</tr>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td>A210A</td>
<td>940-369-7388</td>
</tr>
<tr>
<td>Kim Piccolo</td>
<td>Assistant Director/Instructional Lab Manager-TA/GSA hiring and payroll</td>
<td>A205B</td>
<td>940-565-3600</td>
</tr>
<tr>
<td>Sarah Houdek</td>
<td>Assistant to Instructional Lab Manager, Employment Waivers</td>
<td>A205A</td>
<td>940-565-3586</td>
</tr>
<tr>
<td>Shelby Garry</td>
<td>Stockroom, Biology copier, IDTs, purchasing</td>
<td>A115</td>
<td>940-565-3451</td>
</tr>
<tr>
<td>Kandice Green</td>
<td>Stockroom Inventory Specialist, Biology copier, IDTs, Purchasing</td>
<td>A114</td>
<td>940-565-3585</td>
</tr>
<tr>
<td>Carol Gagnon</td>
<td>Accounting, Budgets, Purchasing</td>
<td>B125</td>
<td>940-369-5363</td>
</tr>
<tr>
<td>Novita Rahman</td>
<td>Research Analyst (RA hiring/payroll)</td>
<td>B113</td>
<td>940-565-8679</td>
</tr>
<tr>
<td>Luis Revilla Mata</td>
<td>Student and Program Coordinator – Graduates, Scholarships, Milestone paperwork, TA Applications</td>
<td>A128</td>
<td>940-565-3627</td>
</tr>
</tbody>
</table>

Specialized Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Responsibilities</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan O'Shaughnessy</td>
<td>Instrument Shop Supervisor – Keys, building rep, fleet vehicles, instrument repair</td>
<td>A122</td>
<td>940-565-3584</td>
</tr>
<tr>
<td>Andrea Bernardino-Schaefer</td>
<td>Microscopy Facilities &amp; Forensic Lab Supervisor</td>
<td>A222</td>
<td>940-369-8721</td>
</tr>
</tbody>
</table>

Instructional Lab Supervisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Lab Description</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syeda Alam</td>
<td>Microbiology labs (various), Autoclave training</td>
<td>A227</td>
<td>940-565-2627</td>
</tr>
<tr>
<td>Arland Alberts</td>
<td>Genetics, Molecular, Parasitology, Immunology &amp; SEA-GENES labs</td>
<td>A349D</td>
<td>940-369-8683</td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Environmental Science &amp; Ecology labs (various)</td>
<td>ENV 332</td>
<td>940-891-6891</td>
</tr>
<tr>
<td>Geoffrey “Lance” Brooks</td>
<td>Cell &amp; Biochemistry labs</td>
<td>A349F</td>
<td>940-369-5963</td>
</tr>
<tr>
<td>Anthony Curran, Jr.</td>
<td>Anatomy &amp; Physiology, Animal Physiology, Anthropology labs</td>
<td>A323</td>
<td>940-369-7697</td>
</tr>
<tr>
<td>Claudia Gonzalez</td>
<td>Biology for Non-majors, Plant Physiology, Bacterial Diversity &amp; Physiology Labs</td>
<td>A109</td>
<td>940-565-3611</td>
</tr>
<tr>
<td>Ipsita Lahiri</td>
<td>Freshman majors’ labs</td>
<td>A126E</td>
<td>940-565-4472</td>
</tr>
</tbody>
</table>

Updated 8/22/2022
Laboratory Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Location &amp; Dept</th>
<th>Office &amp; Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey Earman</td>
<td>Lower Division labs in LIFE A</td>
<td>A130 &amp; A131 940-565-3581</td>
</tr>
<tr>
<td>Wendy Pace (part-time)</td>
<td>Genetics, Parasitology, Immunology, Molecular</td>
<td>A362 (None)</td>
</tr>
<tr>
<td>Matt Mears</td>
<td>Microbiology</td>
<td>A234 (None)</td>
</tr>
</tbody>
</table>

Where to find:

Life Sciences Complex (LIFE), Building A

Resources and locations:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Chair – email</td>
<td><a href="mailto:Biology.Chair@unt.edu">Biology.Chair@unt.edu</a></td>
<td>LIFE A210</td>
</tr>
<tr>
<td>Stockroom – email</td>
<td><a href="mailto:BIOLStockRoom@unt.edu">BIOLStockRoom@unt.edu</a></td>
<td>LIFE A114</td>
</tr>
<tr>
<td>Instrument Repair Shop</td>
<td></td>
<td>LIFE A122</td>
</tr>
<tr>
<td>Copier</td>
<td></td>
<td>LIFE A127</td>
</tr>
<tr>
<td>Faculty/Staff mailboxes</td>
<td></td>
<td>LIFE A127</td>
</tr>
<tr>
<td>TA/GSA mailboxes</td>
<td></td>
<td>2nd floor, east hallway</td>
</tr>
<tr>
<td>Building A - Women’s Restrooms</td>
<td></td>
<td>1st &amp; 2nd floors</td>
</tr>
<tr>
<td>Building A - Men’s Restrooms</td>
<td></td>
<td>1st &amp; 3rd floors</td>
</tr>
<tr>
<td>Biology - website URL</td>
<td><a href="http://Biology.unt.edu">Biology.unt.edu</a></td>
<td></td>
</tr>
<tr>
<td>Biology Advising Office – email &amp; room #</td>
<td><a href="mailto:Biology@unt.edu">Biology@unt.edu</a></td>
<td>LIFE A128</td>
</tr>
<tr>
<td>Employee Self-Service and Faculty Center</td>
<td>Employee Portal - <a href="http://my.unt.edu">my.unt.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Resources

Graduate Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Contact Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dane Crossley, Ph. D.</td>
<td>Biology</td>
<td><a href="mailto:Dane.Crossley@unt.edu">Dane.Crossley@unt.edu</a></td>
<td>940-369-7327</td>
</tr>
<tr>
<td>Brian Ayre, Ph. D.</td>
<td>Biochemistry &amp; Molecular Biology</td>
<td><a href="mailto:Brian.Ayre@unt.edu">Brian.Ayre@unt.edu</a></td>
<td>940-565-2975</td>
</tr>
<tr>
<td>Ed Mager, Ph. D.</td>
<td>Environmental Science</td>
<td><a href="mailto:Edward.Mager@unt.edu">Edward.Mager@unt.edu</a></td>
<td>940-369-8392</td>
</tr>
</tbody>
</table>

Graduate Advisor

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td><a href="mailto:Mark.Burleson@unt.edu">Mark.Burleson@unt.edu</a></td>
<td>LIFE A210A</td>
</tr>
</tbody>
</table>

Graduate Secretary

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Contact Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luis Revilla Mata</td>
<td>Biochemistry and Molecular Biology, Biology</td>
<td><a href="mailto:Luis.RevillaMata@unt.edu">Luis.RevillaMata@unt.edu</a></td>
<td>940-565-3627</td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>Environmental Science</td>
<td><a href="mailto:Denice.Gallagher@unt.edu">Denice.Gallagher@unt.edu</a></td>
<td>940-565-2977</td>
</tr>
</tbody>
</table>

Toulouse Graduate School

Website: [https://tgs.unt.edu](https://tgs.unt.edu)
Email: [GraduateSchool@unt.edu](mailto:GraduateSchool@unt.edu)
Phone: 940-565-2383

Updated 8/22/2022
Institutes

Advanced Environmental Research Institute (AERI)
Director: Dr. Amie Lund
940-565-2694

The institute features a thriving interdisciplinary research team exploring fascinating questions about our environment while developing effective solutions to complex problems confronting public and private organizations. The research team conducts ongoing research in a wide array of areas related to local, regional, national and international environmentally influenced problems.

BioDiscovery Institute (BDI)
Director: Dr. Kent Chapman
940-565-2969

The institute delivers research solutions to underpin the utilization of biosystems, for production of food/feed, polymers, construction materials, bioactive molecules and biofuels. The institute operates through a pipeline linking sustainable plant production platforms, metabolic engineering and the development of new materials. The institute touts a multidisciplinary team of researchers committed to collaborating on large research projects with an emphasis on application of findings and solutions to meet market issues and need.
## Life Sciences Complex (LIFE), Buildings A & B, and Science Research Building (SRB)

### BioDiscovery Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Frantz</td>
<td>Sr. Research Analyst</td>
<td>LIFE B126</td>
<td>940-565-2301</td>
</tr>
<tr>
<td>Crystal Garrett-McEwen</td>
<td>Laboratory Facility Manager</td>
<td>LIFE B128</td>
<td>940-565-2389</td>
</tr>
<tr>
<td>Katy Tunks</td>
<td>Administrative Coordinator</td>
<td>LIFE B123</td>
<td>940-565-3585</td>
</tr>
<tr>
<td>Taegun Kwon</td>
<td>Genomic Center Manager</td>
<td>LIFE A415</td>
<td>940-565-2901</td>
</tr>
<tr>
<td>Gail Shadle</td>
<td>Greenhouse Manager</td>
<td>LIFE B311</td>
<td>940-565-4598</td>
</tr>
<tr>
<td>Christophe Cocuron</td>
<td>BioAnalytical Facility Manager</td>
<td>SRB 128</td>
<td>940-565-5233</td>
</tr>
</tbody>
</table>

## Environmental Education, Science, and Technology Building (EESAT or ENV)

### Resources and locations

<table>
<thead>
<tr>
<th>Resources</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Sciences Main office</td>
<td>ENV 215</td>
</tr>
<tr>
<td>Copier, mailboxes</td>
<td>ENV 215</td>
</tr>
</tbody>
</table>

### Environmental Building Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amie Lund</td>
<td>AERI &amp; IAS</td>
<td>Director of Advanced Environmental Research Institute (AERI) and Institute of Applied Sciences (IAS)</td>
<td>ENV 215E</td>
<td>940-369-5207</td>
</tr>
<tr>
<td>Danette Robinson</td>
<td>IAS</td>
<td>Sr. Admin Coordinator-payroll, scholarships, ePARs, budgets, social media, website</td>
<td>ENV 215C</td>
<td>940-365-2983</td>
</tr>
<tr>
<td>Becky Petrusky</td>
<td>IAS</td>
<td>Admin Specialist-purchasing, keys, vehicles</td>
<td>ENV 215B</td>
<td>940-565-2983</td>
</tr>
<tr>
<td>Shantelle McDonald</td>
<td>AERI</td>
<td>Program Project Specialist</td>
<td>ENV 320K</td>
<td></td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>IAS</td>
<td>Office Support Associate-Grad Student Admin, IAS copier, shipping/receiving</td>
<td>ENV 215A</td>
<td>940-565-2977</td>
</tr>
<tr>
<td>Kelly Bassinger</td>
<td>AERI</td>
<td>Sr. Proposal Manager</td>
<td>ENV 320A</td>
<td>940-369-5776</td>
</tr>
<tr>
<td>Vacant</td>
<td>IAS</td>
<td>Office Support Assoc-travel, purchasing, front office reception, shipping/receiving</td>
<td>ENV 215</td>
<td>940-565-2694</td>
</tr>
<tr>
<td>Kelby Skidmore</td>
<td>IAS</td>
<td>Scientific Instrument Technician (building maintenance, inventory, surplus)</td>
<td>ENV 215D</td>
<td></td>
</tr>
<tr>
<td>Charles Terry</td>
<td>IAS (EEI)</td>
<td>Office Support Associate</td>
<td>ENV 215M</td>
<td>940-369-7563</td>
</tr>
<tr>
<td>Christina Latimer</td>
<td>IAS (EEI)</td>
<td>Program Project Coordinator</td>
<td>ENV 191</td>
<td>940-369-5037</td>
</tr>
<tr>
<td>Laura Taylor</td>
<td>IAS</td>
<td>Lab Manager (Lichtenberg Lab)</td>
<td>ENV 362</td>
<td></td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Biology</td>
<td>Instructional Lab Supervisor, Environmental Science labs</td>
<td>ENV 332</td>
<td>940-891-6891</td>
</tr>
</tbody>
</table>

## Elm Fork Education Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Wheeler</td>
<td>Sr Program Project Coordinator</td>
<td>ENV 164</td>
<td>940-565-4912</td>
</tr>
<tr>
<td>Marti Lathrop</td>
<td>Program Project Coordinator</td>
<td>ENV 162</td>
<td>940-369-8936</td>
</tr>
</tbody>
</table>

## Lewisville Lake Environmental Learning Area (LLELA)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Freiheit</td>
<td>Research Scientist I</td>
<td>Lewisville</td>
<td>214-264-8047</td>
</tr>
</tbody>
</table>

Updated 8/22/2022
Appoint entropy to GaSFLiG:

- The Graduate Student-Faculty Liaison Group (GaSFLiG) comprises six faculty members appointed by the Department Chair for three-year, renewable terms.
- Faculty serving on this group commit to being informed on sensitivity/allyship issues.
- Initial appointments will be: 2 members for 1 year, 2 members for 2 years, and 2 members for 3 years.

Purpose of the GaSFLiG:

- Early Intervention
- To provide an informal Departmental structure by which individual graduate students or faculty (hereafter “Advisee”) in Biological Sciences can discuss personnel issues involving the student-mentor relationship that are negatively affecting their professional well-being and progress.
- By providing a “sounding board” and making Advisees aware of possible options and available UNT resources, individuals can be helped to gain perspective, explore and develop alternatives, and identify potential pathways back to productive professional relationships within the Department.

Gathering and Information and Its Communication

- Discussions between a GaSFLiG member and Advisees are held on a one-on-one basis (with exceptions noted below)
- Graduate students or faculty should directly contact the faculty member of the GaSFLiG that they feel is most appropriate to address their concern(s)
- Conversations between GaSFLiG members and Advisees are held in confidence, and their content will not be revealed outside of the GaSFLiG unless requested by the Department Chair or the Advisee.
- Succinct contemporaneous notes will be taken by all GaSFLiG members of all meetings with advisees. Such notes are to be retained for a three-year period according to UNT’s Records Retention Schedule.
- GaSFLiG members may at their discretion request that an additional GaSFLiG member be present during meetings with individual Advisees.
- GaSFLiG members, at their discretion, may consult other members of the GaSFLiG for advice.
- The GaSFLiG or its individual members do not communicate directly with faculty mentors or graduate students regarding complaints or concerns that have been aired by an Advisee.
- The GaSFLiG will, at the request of an Advisee faculty member or the Department Chair, discuss their conversations and recommendations with the Department Chair.
- In the event that a graduate student complaint arises that involves a member of the GaSFLiG, that member will not be informed of GaSFLiG communications to the extent possible to retain confidentiality for the Advisee.
- While it is the intent of the GaSFLiG to provide confidentiality, its members are required to report incidents of sexual harassment, assault, stalking or dating violence according to UNT policy 16.005 and Texas State Senate Bill 212 (2019).

What the GaSFLiG Does NOT Provide:

- The GaSFLiG does not provide mediation, arbitration, intervention or psychological counselling to Advisees. These functions are already provided by professionals in these subjects at UNT.

GaSFLiG faculty

Ana Alonso       Warren Burggren       Ed Dzialowski
David Hoeinghaus   Amie Lund       Pudur Jagadeeswaran
Employment – TAs, GSAs, RAs

Offer Letter
All new and continuing TA/GSA/RA hires will receive an email (to your my.unt.edu email) from donotreply@eforms.untsystem.edu with instructions for accessing and electronically signing their offer letters. Please save a copy of your offer letter for your records. If you do not receive the email, please check your Junk or Spam email folders.

Background Check
Academic Resources will conduct a background check via Accurate Background, Inc. for all hires who have not previously been employed with UNT in a role that required a background check through Accurate. You will receive an email (to your my.unt.edu email) from Accurate Background, Inc. Note that TA/GSA/RA hires may not begin working until the background check has cleared.

Onboarding
New hires and former hires with a break in service will be contacted by UNT System email to complete Onboarding. A base DEPTID corresponding to the hiring unit will be required to complete the Onboarding process. The base DEPTIDs are:

<table>
<thead>
<tr>
<th>TA / GSA / RA</th>
<th>Biological Sciences</th>
<th>DEPTID</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>AERI</td>
<td>DEPTID - 121101</td>
</tr>
<tr>
<td>RA</td>
<td>BDI</td>
<td>DEPTID - 190402</td>
</tr>
</tbody>
</table>

If you are unsure which DEPTID to use, please ask whomever is putting you on payroll which number is appropriate.

I-9 Verification
Upon completion of Onboarding, students are to schedule an appointment with Student.Employment@unt.edu for I-9 Verification to work in the United States. Review required documents at https://cdn.uconnectlabs.com/wpcontent/uploads/sites/68/2020/09/Common-Acceptable-I-9-Documents.pdf. Note that only original documentation is accepted.

I-9 verification must be completed within three working days of the start date. If I-9 verification is not completed within that window, work may not be performed.

Payroll
Once the I-9 verification is complete and the Accurate background check has cleared, hires will be added to Payroll via an Electronic Payroll Action Request (EPAR). Once the EPAR is approved, other units on campus will have the ability to identify the new hire in the system.

обытие Failure to complete any step stated above = YOU WILL NOT BE HIRED OR RECEIVE A PAYCHECK

Payroll Details
Pay levels for new TAs/GSAs/RAs are based on a 20-hour work week:

• Level 1 - $1937.73/month, <18 sh of graduate work
• Level 2 - $2046.59/month, 18 sh or more of graduate work <ABD
• Level 3 - $2264.31/month, ABD

Fall and Spring Payroll Distribution
FY23 pay dates can be viewed on the UNT System Payroll webpage https://finance.untsystem.edu/payroll. For reference, pay will be distributed as indicated below.

• Fall – October, November, December, January, and February (half paycheck) *
• Spring – February (half paycheck) *, March, April, May, and June

*If employed during Fall and Spring terms, two half payments will be distributed, rather than one full payment.

Getting your first paycheck
Pay periods differ from the academic calendar:

• The Fall term pay period extends September 1st – January 15th; the first payday for the Fall term on October 3rd.
• The Spring term pay period extends January 16th – May 31st; the first payday for the Spring term on February 1st.

Payment is made on the first working day of the month for the previous month’s work. If a state holiday falls on that day, pay will be made the next working day.

Direct Deposit is strongly recommended. Please go to https://hr.untsystem.edu/payroll for more information.

Assistantship Insurance Options
Please go to the Toulouse Graduate School website for more information: https://tgs.unt.edu/insurance.

Updated 8/22/2022
Greetings Graduate Students,

The Center for Learning Experimentation, Application, and Research (CLEAR) is very excited to announce **FALL 2022** enrollment is now open for the **Graduate Student Teaching Excellence Program (GSTEP)** for **Scientific Teaching** online workshop!

**GSTEP for Scientific Teaching is an online workshop especially designed for Graduate Students in the College of Science (Biology, Chemistry, Physics, and Mathematics)** who are currently in teaching positions or plan to be future educators. This online workshop is for graduate students who wish to learn about researched and effective teaching practices for both instructors and students. This workshop will focus on topics related to scientific teaching (active learning, assessment, and diversity) and student learning. The format is online and allows the participants to work in flexible hours. However, the modules build on the previous ones, so it is important for the participants to keep on track and complete the activities on time.

The workshop will NOT require any face-to-face events or video recording. GSTEP for Scientific Teaching is offered as a zero-credit-option, meaning that students register (at no cost) and receive official documentation of completion on their transcripts after fulfilling the workshop’s requirements. The participants are expected to complete several assignments and discussions every week. There are six modules in this workshop, two practicums, and 3 observations. (See syllabus)

We are interested in researching the impact of this workshop on our students’ community, including effect of the workshop on the instructor’s teaching skills, and the effect of the workshop on the undergraduate students’ retention in sciences. **Would you like to support this research, and help us advance our understanding on Scientific Teaching?** You will receive more information about how to participate in the enrollment survey.

**GSTEP for Scientific Teaching starts on September 12, 2022.** If you are interested in enrolling in the workshop, please complete this brief survey before September 5, 2022: GSTEP-ST Enrollment Survey - Fall 2022 The survey will take 5-10 minutes to complete. The information collected in this survey will enable us to better understand the students we serve and to manually enroll you in the course. If you have any questions about GSTEP-ST, please contact Claudia Gonzalez at claudia.gonzalez@unt.edu

Best regards,

Claudia Gonzalez
Graduate Student Teaching Excellence Program (GSTEP) for Scientific Teaching
Student Investigator, Mentor, and Instructional Lab Supervisor
Department of Biological Sciences
University of North Texas
claudia.gonzalez@unt.edu

Updated 8/22/2022
Scholarships

**Tuition Benefit Program (TBP) / Beth Baird Scholarship**

Teaching Assistants are eligible for a tuition scholarship that covers tuition and mandatory fees. Information regarding the TBP may be found at [https://tgs.unt.edu/new-current-students/tuition-benefit-program](https://tgs.unt.edu/new-current-students/tuition-benefit-program) on the Toulouse Graduate School website. For questions about either scholarship, contact the Graduate Secretary at Biology@unt.edu.

**Health Assistance Scholarship***

Teaching Assistants are eligible for a health assistance scholarship. For questions about the scholarship, contact the Graduate Secretary at Biology@unt.edu.

*Note: Enrollment in ERS Flexible Spending Account (TexFlex) must occur within the first 30 days of employment or by a date identified by ERS/TexFlex.

**Employment (Tuition) Waiver Request**

If you are being charged non-resident tuition as a TA, TF, GSA, or RA, you are eligible for in-state tuition rates while working at least half-time (20 hours per week).

**Toulouse Graduate School** will process your Employment Waiver if you are a recipient of TBP. TBP recipients who have signed and submitted a TBP Agreement to their hiring department do not need to submit an Employment Waiver Request.

**For those without TBP:**

To obtain your Employment Waiver:

1. Visit [https://tgs.unt.edu/employment-waiver-request](https://tgs.unt.edu/employment-waiver-request) on the Toulouse Graduate School website. There you will find more information on and instructions for Employment Waivers.
2. The Employment Waiver Request is submitted through an online Dynamic eForm link on the Toulouse website. Please follow all instructions when completing the eForm.
3. Use the following information for the required Department Admin fields on the dynamic eForm:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Admin Name</th>
<th>Department Admin Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERI</td>
<td>Danette Robinson</td>
<td><a href="mailto:Shelby.Kinsall@unt.edu">Shelby.Kinsall@unt.edu</a></td>
</tr>
<tr>
<td>BDI</td>
<td>Crystal Garrett-McEwen</td>
<td><a href="mailto:Crystal.Garrett@unt.edu">Crystal.Garrett@unt.edu</a></td>
</tr>
<tr>
<td>BIOL</td>
<td>Sarah Houdek</td>
<td><a href="mailto:Sarah.Houdek@unt.edu">Sarah.Houdek@unt.edu</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE: This process must be repeated each semester**
GRADUATE ASSISTANTSHIP EMPLOYMENT CONDITIONS

Eligibility for employment as a salaried Graduate Assistant in the Department of Biological Sciences:
- Graduate student in “good standing” with the University, College and Department
- Research-based degree program (i.e., Ph.D. or MS-thesis) with approved major advisor
- GPA of 3.0 or higher
- Full-time, continuous enrollment (9 graduate credit hours in Fall and Spring) per Toulouse Graduate School.
- International and/or non-native English speakers are required to pass the Speak Test to be considered for a Teaching Assistantship. This test is a state requirement, administered through the Intensive English Language Institute prior to the start of classes.
- Meet eligibility requirements for employment in the U.S.

Definitions
Graduate Assistantship = salaried employment as a TA, GSA or RA
- TA = Teaching Assistant / Teaching Assistantship
- GSA = Graduate Services Assistant
- RA = Research Assistant / Research Assistantship

Expectations
1. TA/GSAs new to the graduate program in the Department of Biological Sciences are expected to attend all required orientations, including reviewing Teaching Excellence Resources.
2. International and/or non-native English speakers are required to pass the Speak Test that is administered through the Intensive English Language Institute in order to be eligible for a Teaching Assistantship. This is a state requirement. Enrollment in IELI classes/workshops may be required.
3. Attendance is mandatory for all lab meetings scheduled by the supervisor.
4. TAs are required to hold up to three office hours per week, or as directed by the supervisor.
   a. TAs are expected to be present and available during scheduled office hours.
   b. Contact information and office hours are to be provided to each of the following no later than the first week of classes: supervisor(s), department staff, students via syllabus and Blackboard/CANVAS.
5. As applicable, TA/GSAs new to a course/assignment are expected to assist a veteran in a lab earlier in the week/day to better anticipate problems, questions and concerns.
6. TA/GSAs are expected to be punctual, present and prepared for each assignment.
7. TA/GSAs are to prepare all presentation materials and assessments, including quizzes, pre-labs, exams, handouts, etc. as directed by the supervisor. All copying may be completed in LIFE A127 or EESAT 215. Contact Stockroom personnel or student workers in Advising Office for training on the machine in LIFE A127. Note: To allow for high volume traffic and technical difficulties, copies are to be made no less than 48 hours in advance.
8. TA/GSAs are expected to maintain the laboratory by arriving early to ensure materials are present, instructing students to clean workstations, and remediating workstations at the end of the lab period. Additional preparatory duties may be required per the supervisor. Report any maintenance issues (clogged sinks, dripping faucets, non-functioning microscopes) to the supervisor and/or Instrument Repair Shop in LIFE A122.
9. TA/GSAs are expected to be familiar with and enforce all policies associated with assigned duties.
10. TA/GSAs are expected to follow instructions, protocols and safety measures as directed by the supervisor.
11. TA/GSAs are expected to follow the published schedule of topics. Changing dates/topics/etc. is not acceptable.
12. In the event a TA/GSA is unable to be present for an assignment (lab/course), the TA/GSA is responsible for finding a replacement as soon as possible, notifying the supervisor of the substitution, and reciprocating either in kind or monetarily at a rate of $25.00/hour/lab. Failure to reciprocate may result in docking of TA/GSA pay. Canceling lab is not an option.

13. TA/GSAs are expected to notify the direct supervisor of any and all situations that affect or may potentially affect the assignment (tardiness, emergencies, student issues, etc.) promptly (in a time frame identified by the supervisor).

Appointment Term Details
Start date: One week prior to start of classes; specific date at the discretion of Supervisor
End date: End of University final exam week; specific date at the discretion of Department
The appointment is for 20.0 hours per week, or 0.50 Full-Time Equivalency (FTE) employment. As with any professional appointment, the amount of work may vary from week to week. Specific duties will be assigned by the supervisor.

Graduate Assistant pay is based on a monthly rate consistent with progression through the degree as stated below:
- Level I: First year MS or PhD student with fewer than 18 credits completed $1937.73
- Level II: MS or Ph.D. students with at least 18 credits completed toward a degree $2046.59
- Level III: Doctoral candidates – completion of written and oral examinations, and research proposal (ABD); documentation completed and on file with Toulouse Graduate School and Student & Program Coordinator / Graduate Secretary $2264.31

The dollar amounts shown are predicated on having sufficient positions and/or sufficient funds in local fee accounts. Adjustments may be necessary even after this agreement is signed.

Pay Periods
Monthly pay occurs on the first business day of each month. Pay during the Fall and Spring semesters is distributed in 4.5 monthly payments as shown below:
- Fall: October, November, December & January = full paychecks; February = half paycheck
- Spring: February = half paycheck; March, April, May & June = full paychecks

Assistantships are limited during the summer. Students are encouraged to seek alternate employment. Note: Direct deposit is a strongly encouraged by the University of North Texas. Even if direct deposit is elected, initial paychecks may be mailed to the home address on file. Address updates may be made at my.unt.edu.

Funding Limits
Funding for assistantships is limited to six long semesters for M.S. students and twelve long semesters for Ph.D. students. The graduate compensation plan is set by the Office of the Provost and Toulouse Graduate School and is subject to change. https://vpaa.unt.edu/graduate-student-recruitment-retention-plan

Assignments
TA/GSAs will be assigned to courses compatible with their training and experience as allowable. However, department needs supersede individual needs and on-the-job training may be required. Note: Additional responsibilities may be required as indicated by your supervisor. These responsibilities are non-negotiable. While the department appreciates that students have other obligations, for employment purposes, only class conflicts may be considered for alternate assignment requests. If a resolution cannot be reached, the assistantship may be revoked.

Conditions for renewal of employment
- TA/GSAs hired for the Fall semester will normally be rehired for the following Spring semester under the following provisions, unless the initial term of assistantship was for a single semester only, with no guarantee of continuation:
- Department need and budget permits rehiring
- Supervisor recommends renewal
- A cumulative GPA of 3.0 or higher was maintained. **Note: A grade of D or F in a major or minor field is grounds for automatic termination of the assistantship, even if the cumulative GPA remains 3.0 or higher.** A student who has lost an assistantship for academic reasons may reapply upon raising the GPA to 3.0. Such application will be considered with all new applications and is no guarantee of reinstatement.
- The student must maintain satisfactory progress toward the degree (refer to the Graduate Catalog)
- Student evaluation scores are above 2.5* and all assignments were conducted in a satisfactory manner
- There have been no violations of the terms of this contract.
- Employment waivers: Non-resident students are eligible for resident tuition via an employment waiver if employed in a 0.50 FTE (20 hrs/wk) academic position and are compliant with Section 54.063 of the Texas Education Code. **Students who are not TBP recipients must request an employment waiver each semester.**

**Probation / Termination**

TA/GSAs who fail to meet the terms of employment described in this document and in the Offer Letter may be placed on probation. The supervisor will meet with the TA/GSA to discuss the terms of probation and will notify the major advisor. The department will prepare a probation letter that will be provided to the TA/GSA and the major advisor copied, as well as filed in the TA/GSA file. The TA/GSA will have one semester to remediate the issues that led to the probationary status. The TA/GSA will be reevaluated at the close of the probationary semester. If improvement is insufficient to reinstate good standing, that will be grounds for termination or dismissal of the TA/GSA.

A TA/GSA may be terminated at any time during the term of employment for insubordination, incompetence, moral turpitude, neglect of responsibilities, or failure to properly perform assigned duties.

**NOTE:** Teaching assignments and/or pay could change during the first twelve class days until enrollment stabilizes and departmental budgets are finalized.

*SPOT evaluation scores below 2.5 will be reviewed; continuation of the TA will be made on an individual basis. Lack of improvement over a successive term may be means for revoking the TA.
Lab Safety:

Brief Introduction to Laboratory Safety and Risk Management Services

Introduction:
This is a brief introduction to laboratory safety and services provided by UNT’s Risk Management Services. It is not intended to be comprehensive, but provides a resource for where you can get more information.

Responsibilities:
Everyone is responsible for a safe environment: Senior colleagues should pay attention to the training and safety needs of junior colleagues and junior colleagues need to acknowledge they need safety training to avoid hazards.

Supervisors are responsible for instructing personnel under their direction in proper operational procedures and seeing that facilities and equipment under their jurisdiction are maintained in safe operating condition.

Supervisors should provide oversight in training new assigned personnel and annual training for all employees. Training should include safety procedures, operation of equipment, and use and maintenance of safety equipment. A record of training should be maintained for each individual. All new personnel must be made aware of immediate safety work considerations during their first day of employment.

Introduction to Risk Management Services (RMS, https://riskmanagement.unt.edu/):

Risk Management Services (RMS) supports academic pursuits at UNT by working to create a safe environment. This includes everything from emergency preparedness for inclement weather and threat of violence, to food safety while tailgating, but this document focuses on RMS role in ensuring safety in teaching and (predominantly) research laboratories. Everyone at UNT should be familiar with the information and services provided through the RMS homepage (https://riskmanagement.unt.edu/). Note that some links may require a UNT login or VPN server.

Here are brief descriptions of the information and resources available under the pulldown menus on the RMS homepage that are most pertinent to new personnel in research laboratories:

  Emergency preparedness (including emergency floor plans and evacuation routes) and continuity of operations under emergency conditions; fire and general life safety; health, safety, insurance, and registration for international travel.

  Radiation and laser safety; Waste management, including hazardous waste pickup request (https://live.origamirisk.com/Origami/AuditResponses/edit/23187?_collectionLinkItemID=64); and the UNT BioSafety Program including the Biosafety Manual and registrations forms for IBC (Institutional BioSafety Committee) approval.

- **Training** (https://riskmanagement.unt.edu/rm-training)
  Arguably the most important RMS link for new personnel, RMS provides links for required training, some of which must be updated regularly. Each module has a short quiz to ensure effective training, and the outcomes of these quizzes are recorded and maintained by RMS as individual training records. Not every training module is required—consult with your lab supervisor to determine which are appropriate to your
laboratory environment. These RMS training modules are a good place for any new personnel to start their laboratory training. The complete list of modules (as of 08/01/2020) is below, and those highlighted in bold are most appropriate to all personnel in biology and chemistry labs. Training is conducted through UNT Bridge (Faculty/Staff) or Canvas (students) systems.

<table>
<thead>
<tr>
<th>Animal Biosafety</th>
<th>Chemical Lab Safety</th>
<th>Hydrofluoric Acid Safety</th>
<th>Radiation Safety Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biosafety BSL-1 and BSL-2</td>
<td>Electrical Safety, Basic</td>
<td>NIH Guidelines Training for PIs</td>
<td></td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>Gas Cylinder Handling Safety</td>
<td>Laser Safety Training</td>
<td></td>
</tr>
<tr>
<td>Chemical Fume Hood Safety</td>
<td>Hazard Communication and the Globally Harmonized System</td>
<td>Perchloric Acid Safety</td>
<td></td>
</tr>
</tbody>
</table>

- Also on the RMS homepage is a link for reporting incidents or concerns, and a link to UNT’s online Material Safety Data Sheets (MSDS): [https://riskmanagement.unt.edu/msds-online](https://riskmanagement.unt.edu/msds-online).

**Personal Protective Equipment (PPE):**

All laboratory personnel are responsible for safe clothing: Overly loose-fitting clothes, shorts or skirts must not be worn while working with hazardous materials; open toed-sandals and shoes, or footwear that does not cover the whole foot should not be worn in laboratories; loose jewelry should be avoided; long hair should be adequately restrained. In addition, protective clothing and equipment will be provided by the laboratory supervisor and must be used wherever it is necessary to protect workers from chemical or physical hazards. At a minimum, personal protective equipment (PPE) must:

A. Provide protection against the hazard(s) for which they were designed.
B. Be reasonably comfortable when worn under the designated conditions.
C. Fit snugly, comfortably, and not interfere with the movements of the worker.
D. Be made of durable materials.
E. Be capable of being cleaned and disinfected.

The most common PPE in biology and chemistry laboratories are lab coats, hand protection, and eye and face protection. Generally, the recommended gloves for chemicals are vinyl, latex, or neoprene. Consult the manufacturer’s specifications as each glove is not satisfactory for all chemicals. Protection in the form of goggles, face shields, or shields/screens is required where hazards are present due to flying particles, hazardous substances, splashing risk, or injurious light rays. Note that contact lenses can trap splashes and fumes and are discouraged in the laboratory.

*Note that PPE, including lab coats and gloves, must not be worn outside the laboratory because (1) there is a risk of contaminating public areas with what you were working with; 2) there is a risk of introducing contamination from public areas into your work; 3) perception by public—people wearing gloves and coats in public areas make non-laboratory personnel understandably anxious: “Gross! That person just pressed all the elevator buttons with laboratory gloves! What contamination is he/she spreading all over campus?”*
General Safety Considerations in the Laboratory (very far from complete!):

These are covered in the RMS training modules, but since laboratory personnel encounter these hazards frequently, brief discussions are included here.

EXPERIMENTAL ORGANISMS AND GROWTH FACILITIES: Research in the Dept. of Biological Sciences includes a diversity of experimental organisms with specific growth facility needs. All experimental organisms and growth facilities need some level of containment and maintenance. The National Institute of Health (NIH) and the Centers for Disease Control (CDC) established biosafety levels (BSL) for biocontainment precautions ranging from the lowest biosafety level 1 (BSL-1) to the highest at level 4 (BSL-4). UNT is currently authorized for only BSL-1 and BSL-2. Agents that are infectious only to plants are frequently designated BSL-1P, BSL-2P, etc. The Biosafety level of each research and teaching laboratory should be labeled at the door and only trained and authorized individuals should have access. Consult the NIH guidelines and your supervisor for training requirements and standard operating procedures for your laboratory before entering the laboratory and initiating research.

BIOHAZARDS: Most/all biological research material must be made non-viable before disposal. This is preferably done by autoclaving or bleach treatment. Consult your supervisor and the RMS website and training for “General Biosafety BSL-1 and BSL-2” to ensure that material is properly treated and disposed. Note that there are relatively new guidelines for material that “looks like medical waste”. This material is collected in red autoclave bags (provided by RMS), collected by RMS, and sent for incineration by a third party.

SHARPS: Razor and scalpel blades, syringes, etc., must be discarded in properly labeled “sharps containers” which are available in the Biology Stockroom. Contact RMS for removal from the lab.

GLASSWARE: Broken glassware or any other material likely to cause injury is NOT to be disposed of with regular trash. Use a cardboard box, lined with a double layer of plastic, and leave flaps open until filled. Then tape flaps closed and mark box “Broken Glass”. Glass vessels, 1 L or larger, used in high vacuum systems, are to be enclosed with screening, or safety glass shields, or wrapped with tape. Suction flasks will collapse violently under vacuum if cracked or otherwise weakened. Tamping flasks, when suction is on, is an unsafe practice.

CHEMICAL STORAGE: Store chemicals in accordance with compatibility. Incompatible chemicals can generate violent reactions. Flammable liquids >1.0 liter should not be used on the benchtop, and should only be removed from a flammable cabinet to transfer liquid to a smaller container in a fume hood. Acids and bases, and oxidizing agents, should be stored separately. Consult with your supervisor and RMS training modules.

CHEMICAL INVENTORY: A chemical inventory should be performed annually and update when material is disposed or procured; keep records tracking the most toxic and dangerous chemicals, including procurement, expected usage, consumption, disposal, and related dates (Biology and Chemistry Stockrooms participate in this).

CHEMICAL WASTE DISPOSAL: It is the responsibility of the waste originators to contact RMS through the RMS webpage Hazardous Waste Pickup Request Form with the information required for our removal of their wastes.

FUME HOODS: Laboratory-type fume hoods are used to prevent harmful exposure to hazardous substances. Items that need continuous venting can be stored in the hood, but items that do not need venting contribute to clutter and disrupt air flow and should not be in the hood. Dirty glassware, equipment, water baths, stirrers, ring stands, etc., should be removed from the hood when not in actual use.

CHEMICAL LABELLING: Original manufacturer’s labeling includes essential hazard warnings and must not be tampered with. Secondary containers of hazardous chemicals, solutions derived from hazardous chemicals or
mixtures of chemicals must also be labeled. “Hazardous” chemical can be defined in many ways: check the MSDS for details on the specific chemical. The National Fire Protection Associations (NFPA) “Hazard Identification System” is a precise way of labeling materials as to their hazardous properties. The NFPA label system identifies the hazards of a material in terms of three principal categories, namely, "health," "flammability," and "reactivity" (instability); this indicates the order of severity numerically by five divisions ranging from 4, indicating a severe hazard, to 0, indicating no special hazard. Any substance with a hazard rating of 3 or more in any category must be labeled.

Let’s use ethanol as an example: The original 4 L bottle with complete label is stored in the flammable cabinet. Up to ~ 1 L can be stored on your bench (smaller volumes are safer), including dilutions and mixtures, must be labeled because the flash point is 13-14°C (<100°F, NFPA “3” for flammability). NFPA labels for common chemicals can be found online at websites such as https://www.mysafetylabels.com/ (you can usually “copy image” and then tape a printout to your bottle.)
MATERIAL SAFETY DATA SHEET: The MSDS contains safety information and RMS maintains a MSDS database for hazardous chemicals (https://riskmanagement.unt.edu/msds-online). An MSDS contains information such as:

- Names of hazardous chemicals: e.g. Acetone, alcohol
- Physical and chemical properties: e.g. Flammable & highly volatile
- Physical hazards of the products: e.g. Burns
- Hazardous ingredients: e.g. Acetone 80%, Alcohol 20%
- Health hazards of the products: e.g. Headaches, eye irritation
- Reactivity of the chemical: e.g. Water reactive
- The main way the chemical enters the body: e.g. Inhalation
- The legal limit allowed in the air: e.g. 750 ppm
- Carcinogenic of the chemical: e.g. Not carcinogenic
- Precautions for safe use of the hazardous chemical: e.g. Use with adequate ventilation
- Exposure control method, including personal protective equipment (PPE): e.g. Wear respirator, goggles, gloves, etc...
- Emergency and first aid procedures: e.g. Eyes flush with water at least 15 min

MSDS sheets contain information such as:

- Names of hazardous chemicals: e.g. Acetone, alcohol
- Physical and chemical properties: e.g. Flammable & highly volatile
- Physical hazards of the products: e.g. Burns
- Hazardous ingredients: e.g. Acetone 80%, Alcohol 20%
- Health hazards of the products: e.g. Headaches, eye irritation
- Reactivity of the chemical: e.g. Water reactive
- The main way the chemical enters the body: e.g. Inhalation
- The legal limit allowed in the air: e.g. 750 ppm
- Carcinogenic of the chemical: e.g. Not carcinogenic
- Precautions for safe use of the hazardous chemical: e.g. Use with adequate ventilation
- Exposure control method, including personal protective equipment (PPE): e.g. Wear respirator, goggles, gloves, etc...
- Emergency and first aid procedures: e.g. Eyes flush with water at least 15 min
Emergency Procedures

Eagle Alert and @UNTEagleAlert

UNT conducts a routine test of its Eagle Alert system four times each year. This is a good time to check your contact information.

Eagle Alert allows UNT administrators to quickly contact campus community members about emergency situations affecting the safety and well-being of people on and around the UNT campus.

The system sends a message (recorded voice and text) to the user’s phone and an email to all active students, faculty and staff. In addition to receiving text and voice messages by phone, the system includes a feature that overrides most computers operated by UNT in offices, classrooms and public spaces on campus. During the test or in the event of an emergency, computer screens, presentation screens and digital signs will display a full-screen test alert. Users have the option to click out of the screen after the alert has displayed.

The system must have the user’s updated information and permission to send text messages for Eagle Alert. Only phone numbers in the U.S. 50 states are supported.

Students and faculty should update their phone numbers in my.unt.edu.

1. Log in
2. Click on the “Profile” tile
3. Click on either “Contact Detail” or “Eagle Alert” — the information is the same in both places
4. Update your contact information and/or your preference for receiving Eagle Alert via text message

Staff should update their phone numbers in my.untsystem.edu.

1. Log in
2. Click on the “Personal Details” tile and then “Contact Details”
3. Update your contact information and/or your preference for receiving Eagle Alert via text message

@UNTEagleAlert is UNT's official campus emergency Twitter account. By following @UNTEagleAlert, you will receive emergency messages and updates in real time to keep you informed.

More information can be found at https://www.unt.edu/eaglealert.

Emergency Situations

• If the Fire Alarm sounds and evacuation is required, exit the building.
• If the Tornado sirens sound, proceed to the first floor of the Life Sciences Complex, Building A.

Inclement Weather

The Department of Biological Sciences, including all divisions and Institutes, will be closed when the university is closed. It is imperative that you are aware of university closures by watching the local news, listening to local radio stations, viewing the UNT website, and signing up for Eagle Alert notifications.

Updated 8/22/2022
Active Shooter
UNT Police Department

While the likelihood of any single individual experiencing an active shooter situation is relatively low, history clearly indicates these types of scenarios can play out in any environment. To better prepare and protect the UNT community, the following information is provided to help UNT prepare for such a situation. The University of North Texas Police Department along with the Emergency Management and Safety Services team hosted “Responding to an Active Shooter” training conducted at the University Union Lyceum on September 24, 2019. This training was led by Sgt. Kevin Crawford and can be found at https://police.unt.edu/active_shooter.

**How to Respond When an Active Shooter is in Your Vicinity**

1. Evacuate
   - Have an escape route and plan in mind
   - Leave your belongings behind
   - Keep your hands visible

2. Hide Out
   - Hide in an area out of the active shooter’s view
   - Block entry to your hiding place and lock the doors

3. Take Action
   - As a last resort and only when your life is in imminent danger
   - Attempt to incapacitate the active shooter
   - Act with physical aggression and throw items at the active shooter

**How to Respond When Law Enforcement Arrives on the Scene**

1. How you should react when law enforcement arrives:
   - Remain calm, and follow officers’ instructions
   - Immediately raise hands and spread fingers
   - Keep hands visible at all times
   - Avoid making quick movements toward officers such as attempting to hold onto them for safety

2. Information you should provide to law enforcement or 911 operator:
   - Location of the active shooter
   - Number of shooters, if more than one
   - Physical description of shooter/s
   - Number and type of weapons held by the shooter’s
   - Number of potential victims at the location

**Recognizing Signs of Potential Workplace Violence**

An active shooter may be a current or former employee. Alert your Human Resources Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

Updated 8/22/2022
Places to Eat

University of North Texas Dining Services

Looking for a quick bite or a leisurely meal with friends? UNT Dining Services has campus restaurants to satisfy every taste, with convenient locations near your class or office. Our campus dining halls feature a variety of freshly prepared meals, snacks and beverages. Our retail locations offer a great variety of popular choices from chicken sandwiches to sushi. Whether you are looking to relax in one of our dining halls, or just stopping by for a quick snack, we look forward to serving you your next meal. All of our dining halls accept cash, checks, and meal plans. Meals purchased at Bruce, Kerr, and Champs dining halls may be paid by credit card. All UNT retail locations accept cash, credit cards, Flex Dollars, and Green backs (DCB). For more information and meal plan options, go to https://dining.unt.edu/.

For Dining Hall and Retail Restaurants Hours of Operation go to https://dining.unt.edu/hours.

Faculty/Staff Meal Plans

One of the many perks of being a UNT employee is access to Faculty/Staff Meal Plan Memberships. Let Dining Services do the grocery shopping, cooking and clean up so you can spend more time focused on making the university a great place to learn, live and work. Hold on to your parking spot and enjoy wholesome, all-you-care-to-eat breakfast, lunch and dinner meals for less than the price of a fast-food combo.

All students, faculty, staff, and guests are welcome in our dining halls, even without a membership. Simply pay door price ($6.20 and up) using cash, credit, debit, or Apple Pay.

For more information, give us a call at 940-565-2462, email us at dining@unt.edu, or visit our office in the Welcome Center room #237. We look forward to serving you!

Why Get a Meal Plan?

- A great way to budget! Eat well and save money at the same time.
- Get great deals on food daily, not just at the monthly Faculty/Staff Appreciation Lunches.
- Treat students, faculty, friends, and family by bringing them to one of our nationally-recognized dining halls as your guest.
- Choose from a variety of diverse options.
- Never lose your parking spot again! Our dining halls and retail locations are located conveniently across campus.
Parking
All employees may now purchase their parking permits online. Please go to https://transportation.unt.edu/ to purchase your permit.

For questions or concerns please contact your campus parking office:
- UNT Denton: Phone: 940-565-3020; email: transportation.services@unt.edu

Transportation Services: UNT e-ride information https://transportation.unt.edu/campus-transit.

Free Park and Ride:
UNT offers a FREE Park and Ride in cooperation with the Denton County Transportation Authority (DCTA). The free Park & Ride for commuters is offered to all faculty, staff and students. Park at MedPark Station, 3220 MedPark Drive in Denton, TX 76208. Ride the Colorado Express to the UNT Union. Find the route times for the Colorado Express (CE 171) on the DCTA website. Check schedule for times, as it may take 20 minutes or more to get to campus.

Parking & Transportation Services Contact Information:

<table>
<thead>
<tr>
<th>Lobby hours of operation</th>
<th>8:00 am – 5:00 pm Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>940-565-3020</td>
</tr>
<tr>
<td>Office Location</td>
<td>620 Central Avenue</td>
</tr>
<tr>
<td></td>
<td>Offices located in the bottom level of the Highland Street Parking Garage, park on the side of the building by the entrance.</td>
</tr>
<tr>
<td></td>
<td>Entrance to our lobby is across from the Business Leadership Building (BLB) on Ave A.</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>The University of North Texas Transportation Services</td>
</tr>
<tr>
<td></td>
<td>1155 Union Circle #310948</td>
</tr>
<tr>
<td></td>
<td>Denton, TX 76203-5017</td>
</tr>
<tr>
<td>DCTA Customer Service</td>
<td>940-243-0077</td>
</tr>
</tbody>
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