

# Department of Geosciences Onboarding Guide



**College of Sciences and Mathematics**

**July 2022**

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## INTRODUCTION

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Welcome to the College of Sciences and Mathematics at Auburn University! The purpose of this guide is to help answer most of the questions you may have as you get settled in your new position. It is also a useful everyday guide on how things work and who to contact in order to get things done around here.

## NEW HIRES – GETTING STARTED

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One of the first people you should be in contact with is [Ashleigh Rudd](#), our office supervisor. She can answer some of your questions and point you in the right direction. All new hires must now go through the [Auburn University Onboarding Center](#) to complete HR paperwork and get their Banner ID and ID card. If you ever have HR questions, [Stephanie Woodley](#) and [Katherine Calloway](#) from the Human Resources department in the College of Sciences and Mathematics (COSAM HR) are great resources.

### **Banner ID**

The most important thing you need to have before you can really get started is a Banner ID number. This is the 9-digit number that will be printed on your university ID card.

### **User ID**

Your user ID is the first part of your Auburn email address, which typically follows this format: (first initial)(middle initial)(last initial)(4-digit number)@auburn.edu. However, there are also older User IDs which follow a different format: (first five letters of last name)(first initial)(middle initial)@auburn.edu.

### **Where do I park on my first day?**

Until you are officially in the system (i.e., you have a Banner ID number), you won't be able to register your vehicle for a parking pass. Before coming to the department, you should head over to [Parking Services](#), park in one of their guest parking spots, and go inside to get a temporary parking pass. Parking Services is located at [330 Lem Morrison Drive, Auburn, AL 36849](#). Their office is on the second level of the parking garage.

### **Useful campus maps:**

- [Building Map](#)
- [Parking Map](#)

**Get to know the Geosciences main office staff! They can help you with all of the following:**

**Ashleigh Rudd - Office Supervisor**

- HR liaison and overall payroll functions
- Key and card access requests
- Facilities work orders
- Room reservations
- Submission of Purchase Orders & Requisitions
- Office supply orders
- Name plates for offices
- Leave requests
- Travel/vendor vouchers (Geology & Geography)
- New hire paperwork
- Purchasing agent & p-card reconciliation
- Events/Interviews scheduling
- Student registrations/drop-add

**Amy Goode - Accountant**

- Assistance with pre-award and post-award research administration
- Questions regarding spending and travel policies
- Grant accounts, expense accounts, and startup accounts
- Labor distribution changes for funding of teaching assistants (TA) or research assistants (RA)
- Student stipends/fellowships/travel awards
- Quarterly E-certs reviews, salary wage transfers
- Approval of P-card charges, financial documents
- Account monitoring and management

**Kiley Coan – Administration Support**

- Travel vouchers (Geography)
- Department social media work
- Department annual newsletter - eGeotiger
- Archives of student grades
- Archives of student assessment reports
- Facilities work orders
- Office reception (Geography)

**Anthony Hall – Lab Manager/Course Scheduler**

- Course building and adjustments
- Classroom acquisitions
- Helping the Chair with faculty and graduate student office assignments

- Property maintenance and management
- Lab safety
- Phone requests
- Space survey and management
- Building and space issues
- Classroom and teaching labs management
- Web maintenance and development
- Facilities and labs work orders
- Departmental Classroom IT support

**Katie Brown – NRT Administrator**

- Coordinating NRT recruiting, training, and meeting

## **REQUIRED TRAINING FOR NEW GRADUATE STUDENTS**

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New graduate students should complete the following training as soon as possible:

- **GTA Orientation** (Through Biggio Center). This orientation session is required for any graduate student who will be teaching in the classroom or lab.
- **Sexual Harrassment Prevention Training**. This training is required by The Graduate School and Auburn University for all new graduate students.
- **Lab Safety Training** (through [Risk Management and Safety](#)). This mandatory training needs to be completed annually.
- **Managing Regulated Waste Training** (through RMS). This mandatory training needs to be completed annually.
- **Responsible Conduct of Research** (RCR) Training (through the CITI program). This training is required of any graduate student working on a federally-funded project, but Auburn University strongly encourages that all researchers complete this training. All incoming graduate students, postdocs and faculty will have RCR training as a part of their AU orientation. [Online RCR training](#) is also available through Vice President for Research webpage.
- Since every laboratory is different, be sure to ask your advisor whether there are additional trainings required for your research. More details can be found in the LAB SAFETY section.

## **KEY AND CARD ACCESS REQUEST POLICIES AND PROCEDURES**

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The basic process for getting a key to your office/lab or card swipe access to a room/building involves first filling out a request form, which can be downloaded from the [Facilities Access Control](#) website. Then take the form to Ashleigh Rudd.

Once the form is submitted to Access Control, it can take anywhere from a few days to a week, depending on how busy they are, to get your key(s). You should receive an email when your key is ready to be picked up from the Access Control office, which is located on the bottom floor of the [Stadium Parking Deck](#) (corner of Heisman and Duncan Drives, near the Roosevelt Concourse). Note that there are no email notifications sent when your card swipe access is activated, so the best way to find out is to try swiping your card to see if it opens the door.

Download and fill out the [Key Request Form](#) or [Key Card Access Request Form](#) ahead of time to speed things up.

### **Some policies regarding key/card access:**

#### **Undergraduates**

Undergraduates may not obtain keys or key card access to any rooms or buildings.

#### **Graduate Students**

Before a graduate student may obtain card swipe access to the Geosciences Building and a key to their lab, they must have completed the mandatory annual “Lab Safety” and “Managing Regulated Waste” training offered by AU Risk Management & Safety (RMS). They must also have completed lab safety training specific to the research group that they have joined. All of this should be documented on the [Safety Training Documentation Form](#) – bring the completed form with you when you go to the Geosciences main office to request your key/card access.

#### **Tenure-Track Faculty**

Tenure-track faculty should obtain a sub-master key that opens their office and all the labs, as well as any individual operational keys that they need to access other lab spaces. Sub-master keys currently do not exist for the Extension Hall building, so only operational keys may be requested.

#### **Leaving the Department or University**

When you leave the department or university, you must return all of your keys to Access Control.

## **GETTING ACCESS TO USE INSTRUMENTAL FACILITIES**

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You must complete [Lab Safety Training](#) through RMS before using any AU analytical facilities

#### **EMPA (Electron Microprobe Analysis) Facility**

Set up an appointment with Dr. [Bill Hames](#) (EMPA Facility Director) to get trained on using the Electron Microprobe facility. EMPA permits the analysis of any element from beryllium (Be) to uranium (U), with detection limit as low as 50-100 ppm for some elements.

### [X-Ray \(XRD/XRF\) Facility](#)

You must have completed the Radiation Safety Training offered by Risk Management & Safety (RMS) before you can request access. To request access, you must first be trained to use the instruments housed in the X-Ray Facility. To schedule Radiation Safety Training, contact the X-Ray Facility Director, Dr. [Zeki Billor](#). XRD can be used to determine the internal structure and mineral contents of natural and industrial materials. XRF provides fast, nondestructive elemental analysis with detection limit near tens of ppm for most elements.

### [ICP-MS Facility](#)

Set up an appointment with Dr. [Zeki Billor](#) (ICP-MS Facility Director) to get trained on using the ICP-MS. ICP-MS can measure trace elements at very low detection limits (to ppt levels) as well as major elements (at ppm levels).

### [Auburn Noble Isotope Mass Analysis Laboratory \(ANIMAL\)](#)

Set up an appointment with Dr. [Bill Hames](#) (ANIMAL Facility Director) to get trained on using the Noble Isotope Mass Analysis facility. ANIMAL is dedicated to providing high-quality  $^{40}\text{Ar}/^{39}\text{Ar}$  age determinations for deciphering Earth's history

### [GC-MS Facility](#)

Set up an appointment with Dr. [Ann Ojeda](#) (Contaminants Lab Director) to get trained on using the GC-MS facility. The Contaminants Lab hosts analytical instruments to characterize and quantify organic matter in water systems and equipment for extracting and analyzing organic matter from rocks and sediments.

### [Stable Isotopes Facility](#)

Set up an appointment with Dr. [Ann Ojeda](#) (Contaminants Lab Director) to get trained on using the IRMS facility. The lab provides high precision stable isotope (C, O, H) analysis for water and solid samples.

### [Trace Metal Radiogenic Isotope Facility](#)

Set up an appointment with Dr. [Haibo Zou](#) (TIMS Lab Director) to get trained on using the TIMS facility. The instruments provide highly accurate and precise analysis of Nd, Sr, Pb, U, Th and other isotopes in rocks, minerals, and other materials.

## **CONTACTING COSAM IT FOR TECHNOLOGY SUPPORT**

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[COSAM IT](#) can help you with technology support requests or questions. If you need help setting up a computer or printer, or if you have any questions related to networks, servers, computers, printers, classroom A/V systems, etc., or if you need help removing a hard drive from a computer that you are sending to Surplus – contact COSAM IT.

The easiest way to contact COSAM IT is to submit an email to [COSAM Helpdesk](#).

If you need to talk to someone at COSAM IT in person, make an appointment before visiting their office. They are located in the [Leach Science Center](#) basement, Room 0173. Access to the basement is locked, as it is a secure research space, so when you arrive, use the telephone next to the vending machines by the first-floor elevator to call them at (334) 844-5712. Someone will meet you on the first floor.

## SETTING UP A PHONE LINE

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To request a new phone line or to change an existing phone line, contact [Anthony Hall](#).

## ROOM RESERVATIONS

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To request a room in Geosciences and all other on-campus, send an email or reach out to [Ashleigh Rudd](#) and include the requested time, location, and reason for the event.

## TRAVEL & MEAL REIMBURSEMENT PROCEDURES

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For questions about travel and meal reimbursements, contact [Ashleigh Rudd](#). She can also provide you with the “Business/Guest Meal Reimbursement” form and “Request for Authority to Travel” form. *Before* you head off on a business trip (conference, invited talk, etc.), make sure to fill out a Request for Authority to Travel form, listing estimated or actual expenses, then make a copy and turn in the original to Ashleigh. Students – have your research advisor sign your forms. When you return, bring your copy of the form and your itemized receipts to Ashleigh.

**AU Travel Policies** ([PDF](#)) – This document contains the university’s travel policies.

## PURCHASING CARD

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For questions about obtaining a Purchasing Card and its use and policy, contact [Ashleigh Rudd](#). All applicants will be required to complete a [Purchasing Card Cardholder Application Form](#) - BO 99-10, an on-line training session, and a written Purchasing Card test before obtaining the card. All purchases made on the card should be for official University business.

**Purchasing Card Policy** ([PDF](#)) – This document contains the university’s P-card policies

## WORK ORDERS

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If you need to request a work order for something to be fixed in your lab or office, contact:

**Lab:** [Anthony Hall](#)

**Office and building:** [Ashleigh Rudd](#) or [Kiley Coan](#)

\*Note that any of these people can submit a work order request for you, regardless of whether it's lab or office or building related.

**Examples of lab-related work order requests:** fume hood problems, broken sink/faucet, HVAC problems, water leaks/flooding, door lock problems, eye wash problems, installation of new electrical outlets, power shutdown, electrical problems, light bulb replacement, investigation of weird smells, etc.

**Examples of office- and building-related work order requests:** mounting of white boards and other heavy things on walls, issues with the washrooms, cleaning services, light bulb replacement, abnormal office temperature, problems with the ice makers, water leaks, etc.

## AUBURN WORK MANAGEMENT HELP LINE

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There's an important number that everyone should know – the AU Work Management Help Line: **844-HELP** (or **844-4357**)

Calls to this number are answered by Facilities Management staff from 6:00 am – 5:00 pm on weekdays. For after-work hours (5:00 pm – 6:00 am) and weekends and holidays, calls are forwarded to an answering service, but if it is an emergency, someone will be on it immediately. For example, if you're working in the lab in the evening or on the weekend, and you notice water dripping or pouring down from the ceiling, call this number. They will get someone out to you as soon as they can.

\*If there's a life-threatening emergency, always call **911**.

## LAB SAFETY

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Every year, sometime in the beginning of the Fall semester, the Geosciences department offers a mandatory lab safety training session led by Risk Management & Safety (RMS). All faculty, students, postdoctoral fellows, and staff are required to attend. Throughout the year, lab safety training can also be done [online through BioRAFT](#), the new Research Management system, which will record that you completed the training.

Remember that before new graduate teaching assistants (GTAs) can teach in the lab, they must have completed the mandatory “Lab Safety” and “Managing Regulated Waste” training. Graduate students must also have completed these, in addition to any other relevant safety training (e.g. Biosafety Training, Fire Extinguisher Training) before they can obtain keys to their research labs. BioRAFT offers a variety of safety courses – faculty with research labs should make sure that all students working in the lab have been trained in all relevant areas of safety. This should be documented on each student’s [Safety Training Documentation Form](#).

Every lab should have a safety officer (and ideally a backup safety officer) who is responsible for regularly checking to make sure the lab is safety compliant. Particular attention should be paid to proper chemical storage and waste management.

Food and drinks should not be consumed in the labs. Food and drink containers also should not be disposed of in lab trash cans. Please use the trash cans in the hallway for food and drink items.

**Useful links:**

[Risk Management & Safety – Training page BioRAFT](#)

## **CHEMATIX CHEMICAL INVENTORY MANAGEMENT SYSTEM**

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[Chematix](#) is the Chemical Inventory Management System (CIMS) that Auburn University uses for its research and teaching labs. It is used for managing chemical inventories, as well as hazardous waste removal. It can also be used to search the Campus Surplus Chemical Library for chemicals that are available at no charge.

Log in to Chematix [here](#), using your AU username and password. You should have access to your chemical inventory once Risk Management & Safety (RMS) or your research advisor has assigned you to the appropriate lab(s) in Chematix. If you have any questions about Chematix or need to request access to a chemical inventory, email [cheminv@auburn.edu](mailto:cheminv@auburn.edu).

**Useful links:**

[RMS Chemical Inventory page](#)

[Chematix User Manual](#)

[Chemical Inventory FAQ](#)

## **CHEMICAL WASTE MANAGEMENT AND DISPOSAL**

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Waste produced in a lab must remain in that lab until it is picked up by Risk Management & Safety. That means if your lab produces hazardous waste, you must create a waste satellite accumulation area in that room.

**Please follow these rules:**

- Waste containers should be in a designated waste accumulation area marked with the [“Hazardous Waste Satellite Accumulation Area”](#) sign.
- Waste containers must be labeled with a waste tag stating “Hazardous Waste”.
- The hazard categories (e.g., flammable, corrosive, toxic, oxidizer, etc.) must be indicated on the waste label.
- Don’t use abbreviations or formulas when listing contents on the waste label. Write out the entire chemical name.
- Don’t overfill waste containers (leave at least 1-2 inches of headspace).
- Waste containers should be stored in secondary containers.
- Use proper containers for waste. Squirt bottles and flasks are not appropriate containers for waste.
- When not in use, waste containers should always be capped. Caps should be secure (i.e. threaded).
- Waste containers and secondary containers should be clean, not covered in spilled chemical residues.
- Don’t store chemicals and empty bottles in the waste accumulation area.
- Old vacuum pump oil should be labelled “used oil”, not “oil waste”.

**Note that there are only two people picking up hazardous waste from labs all over campus, so please be patient when awaiting waste pickup.** They will come pick up your waste as their schedule allows it. Usually they wait until there is enough waste accumulated in our building to make a trip out here. The only way they know there’s waste to be picked up is if you submit the pickup requests through [Chematix](#). So, don’t wait for the waste to accumulate in your lab before submitting the pickup requests. When you have a waste container that is full or no longer needed, go ahead and submit a pickup request.

**Hazardous Materials Technicians:**

- [Billy Cannon](#)
- [Austin White](#)

**Hazardous Materials Specialist:** [Tom Hodges](#)

**Useful links:**

- [RMS Waste Management page](#)
- [Managing Hazardous Waste Presentation](#) (Overview of Waste Management Practices)
- [How to Submit Waste Cards in Chematix](#)
- [List of Non-Hazardous Chemicals](#)

## **HOW TO DISPOSE OF UNWANTED LAB AND OFFICE ITEMS**

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Please do not leave lab or office items that you no longer want in the hallways of the building unless you have already submitted a Surplus pickup request for them. Also, do not leave unwanted items

on the loading dock. **Items you place in the hallways will not magically disappear**, even if you tape a “Surplus” note on them. There is no “Surplus fairy” – items tend to just sit there for long periods of time.

To submit a request for Surplus to pick up items, send an email to [Anthony Hall](#) with a list of the items (Brand, Model Number, Description, AU Property ID#, etc.) and their location (Building, Room Number).

Please follow the instructions for disposing of these items:

### **Lab Equipment**

Send an email to [Anthony Hall](#) with a list of the items (Brand, Model Number, Description, AU Property ID#, etc.) and their location (Building, Room Number). Once the request is submitted, Surplus will pick up the items on their own schedule.

### **Office and Lab Furniture**

Send a Surplus request email [Anthony Hall](#) to with a detailed description of the items and their location.

### **Cardboard Boxes**

Break down the boxes and toss them in the cardboard recycling dumpster behind the Geosciences Building. Do not leave them lying around in the hallways.

### **Refrigerators**

1. Clean (decontaminate) the inside of the fridge so there are no chemical residues.
2. Fill out the lab equipment [decontamination form](#).
3. Tape the lab equipment [decontamination tag](#) (must be printed out in color – green) to the fridge.
4. Ask [Anthony Hall](#) to submit a work order request for Facilities to remove the refrigerant from the fridge.
5. Once the refrigerant has been removed (Facilities will tape a form on the fridge indicating this), ask [Anthony Hall](#) to submit a request to Surplus to come pick up the fridge.

### **Computers**

1. Wipe and/or remove the hard drive. Contact COSAM IT if you need assistance.
2. Fill out the [Electronic Data Disposal Verification Form](#) and tape it to the computer.
3. Send an email to [Joyce](#) with a detailed description of the computer (Brand, Model Number, AU Property ID#, etc.) and its location (Building, Room number).

### **Computer Accessories (Monitors, mice, keyboards, printers, etc.)**

Send a Surplus request email to [Anthony Hall](#) with a detailed description of the items and their location.

### **Printer Toner Cartridges**

There’s no recycling bin for printer toner cartridges. Ask the main office staff for assistance to recycle printer cartridges.

### **Batteries**

There's a bucket for old batteries in the Geosciences main office mail-box room.

### **Books, Journals, Catalogs**

Toss hardcover books in the trash. Softcover books, journals, and catalogs can go in the mixed paper recycling bins, or in the free books shelves in the BEMC lounge.

### **Empty Glass Chemical Bottles**

Cross out the label. Write "empty" on it if keeping for chemical waste. If not, place the bottles in a glass disposal box, or pack them into a cardboard box labeled "broken glass." Toss **securely taped** (use packing tape) boxes into the trash dumpster behind the chemistry building.

### **Chemicals**

Use Chematix to create waste tags, and submit a waste pickup request to Risk Management and Safety (RMS).

### **Gas Lecture Bottles**

These cannot be returned to the supplier, so they must be disposed of through RMS. Use Chematix to create "Gas Cylinders" waste tags, and submit waste pickup request to Risk Management and Safety (RMS).

### **Sharps (Needles, syringes, razor blades)**

Dispose of all sharps in an approved sharps container. Sharps that have been exposed to biological agents must be autoclaved before they can be picked up by RMS. Use Chematix to create "Bio Hazardous Material" waste tags (select "Sharps"), and submit waste pickup request to Risk Management and Safety (RMS).

### **Mercury Thermometers**

Mercury thermometers are considered Universal Waste and should be disposed of according to the [Universal Waste Management guide](#). Securely package the thermometers, and then fill out and attach these [Universal Waste Labels](#) to the package. Contact RMS for help with the removal of this waste. If the thermometers are broken, they are now considered hazardous waste. Clean up any mercury spilled with a mercury spill kit, and double ziploc bag the broken glass. Use Chematix to create a "Contaminated Materials" waste tag for the bag of contaminated broken glass, and submit a waste pickup request to Risk Management and Safety (RMS).

### **Fluorescent light bulbs**

These contain mercury. They are considered Universal Waste and should be disposed of according to the [Universal Waste Management guide](#). Securely package the fluorescent bulbs, and then fill out and attach these [Universal Waste Labels](#) to the package. Contact RMS for help with the removal of this waste. If the bulbs are broken, they are now considered hazardous waste. Double Ziploc bag the broken glass, and use Chematix to create a "Contaminated Materials" waste tag. Then submit a waste pickup request to Risk Management and Safety (RMS).

## SCIENTIFIC SUPPLY STORE

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The [Scientific Supply Store](#) is located in the Sciences Center Laboratory building, Room 211. The supply store stocks many commonly used chemicals and lab supplies.

\*Note that chemical orders may be delivered to BEMC or the Scientific Supply Store for pickup.

**Supply Store Manager:** [Deborah Carpenter](#)

**Supply Store Inventory Clerk/Ordering:** [Joe McDonald](#)

## BOX – ONLINE STORAGE & FILE SHARING

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Auburn University currently uses the online content management and file sharing service [Box](#). All students and university employees have access to an AU Box account. Note that Box requires Duo 2-factor authentication. Click [here](#) to set up a Duo account. To set up and access your Box account, go to: <https://auburn.box.com/>. You can also set up [Box Drive](#) on your desktop computer and download the Box app ([Android](#) | [iOS](#)) on your mobile device.

## COSAM COMMUNICATIONS & MARKETING

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[Maria Gebhardt](#) is the Director of COSAM's [Office of Communications & Marketing](#).

The Communications & Marketing office can take headshot photos, help with your website, provide event photography and videography, help with recruiting and marketing materials design, and more. Through their website, you can share your good news and let them know about your latest paper being published. Their website also has links to download Auburn University logos and other brand elements, as well as AU and COSAM desktop backgrounds and PowerPoint templates.

If you have a communications or marketing request, submit a ticket online [here](#).

### Useful links:

- [Share Your Good News](#)
- [Share Your Latest Published Paper](#)
- [AU Logos & Brand Elements](#)
- [COSAM Logos](#)
- [AU/COSAM Desktop Backgrounds](#)
- [AU/COSAM PowerPoint Templates](#)

## ACADEMIC ADVISOR

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[Katie Cooper](#) is our department's academic advisor. Her office is located in SCC 239. She advises our undergraduate students on a variety of curriculum-related matters.

## GRADUATE STUDENT RESOURCES

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### **Geosciences Graduate Student Handbook**

The [Graduate Student Handbook](#) contains specific information about policies and requirements concerning degrees offered in the Department of Geosciences, and is designed to be a supplement to the [Graduate School Bulletin](#)

The Graduate School [website](#) also has important information and resources for current graduate students.

**Graduate Program Officer (GPO):** [Ashraf Uddin](#)

## FACULTY RESOURCES

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### **AU Faculty Handbook ([PDF](#))**

The AU Faculty Handbook contains specific information about policies and procedures for Auburn University faculty.

### **Geosciences Promotion and Tenure Guidelines ([PDF](#))**

This document contains the guidelines for promotion and tenure in the Department of Geosciences.

### **Geosciences Peer Teaching Evaluation Form ([WORD](#))**

This document contains the peer review process, review report form, and evaluation metrics. Peer Review Process provides assessment of teaching so that evaluators have a more holistic understanding of the Candidate's teaching abilities, especially as it relates to classroom settings.

### **Geosciences 2020-2025 Strategic Plan ([PDF](#))**

### **The Biggio Center for the Enhancement of Teaching and Learning ([website](#))**

The Biggio Center offers workshops, help with Canvas, active learning resources, and more.

### **FERPA Training ([website](#))**

This interactive, online training course covers the basics of the Family Educational Rights and Privacy Act (FERPA) for faculty and staff.

### **Auburn Title IX Office – Addressing Sexual and Gender-based Misconduct ([website](#))**

### **Provost Office Policies and Guidelines ([website](#))**

### **Benefits for Postdoc ([website](#)) and Postdoctoral Resources ([website](#))**

### **Auburn University Policy Database ([website](#))**

### **Auburn University 2019-2024 Strategic Plan ([website](#))**

## OFFICE OF ACCESSIBILITY

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### WORKPLACE ACCOMODATIONS

Employees who need accommodations to perform essential functions of their job should contact [Kelley Taylor](#), the Americans with Disabilities Act (ADA) coordinator.

Office.....317 James E. Foy Hall

Phone.....(334) 844-4794

[File a Sexual Misconduct/Discrimination or Harassment Based on Protected Class Incident Report](#)

## PSYCHOLOGICAL SERVICES CENTER

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The Auburn University Psychological Services Center (AUPSC) is a training clinic which offers individual and group therapy in addition to psychological assessment services. AUPSC also offers Parent-Child Interaction Therapy, an empirically supported therapy program for the reduction of behavioral issues in children 8 years and younger. The AUPSC does not accept insurance, though their fees are on a sliding scale as indicated below. All clients participate in an intake session which is not covered by the sliding scale fee system, and the subsequent, often 1x/week sessions are covered by the sliding scale fee system. To schedule an intake appointment, call **(334) 844-4889**.

**Intake Interview (appx. 2 hours).....\$80**

<b>Annual Family Income.....</b>	<b>Session Fee</b>
\$70,000 and above.....	\$60/50-minute session
\$40,000 - \$69,999.....	\$45/50-minute session
Under \$40,000 .....	\$30/50-minute session

## COSAM OFFICE OF INCLUSION, EQUITY, AND DIVERSITY

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The COSAM Office of Inclusion, Equity and Diversity (OIED) offers support and handles initiatives and issues related to inclusion, equity and diversity within the college. In addition, the OIED offers professional development and mentoring opportunities, leads the COSAM Transparency Initiative, hosts seminar speaking events, and more equity-focused opportunities. To learn more about the office please visit: [aub.ie/COSAMOIED](http://aub.ie/COSAMOIED).

The OIED is led by [Dr. Kimberly Mulligan-Guy](#), Associate Dean of Inclusion, Equity, and Diversity.

## COSAM OFFICE of OUTREACH

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The COSAM Office of Outreach supports outreach and education activities, the office is led by [Mary Lou Eward](#).

## HUMAN RESOURCES

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Human Resources offers information about health, dental, and vision insurance, retirement plans, educational opportunities, employee discounts and more. Find specific links and more information about employee benefits [here](#).

## LOCAL'S GUIDE

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Below you will find a list of some of the finest establishments, from restaurants to independent bookstores to nail salons, all of which get the Auburn locals' stamp of approval. Once you're settled, make sure to check out some of these spots to enjoy the off-campus culture of the Auburn-Opelika area!

<b>Category</b>	<b>Establishment Name(s)</b>
Mexican Restaurant	<i>La Plaza Tacqueria y Carneceria</i> <i>Taco Mama</i> <i>El Dorado</i>
Italian Restaurant	<i>Ariccia Cucina Italiana</i> <i>Venditori's</i>
American Barbeque Restaurant	<i>Moe's Original BBQ</i> <i>Jim n' Nick's</i> <i>Bow &amp; Arrow (Texas-Style &amp; TexMex)</i>
Korean Restaurant	<i>167°F Korean BBQ</i> <i>Naruto Korean Restaurant</i>
Chinese Restaurant	<i>Irritable Bao</i> <i>Village Wok</i> <i>The Asian Market</i>
Indian Restaurant	<i>Good Karma</i> <i>Bombay Grill</i>
Soul Food Restaurant	<i>Pannie George's Kitchen</i>
Japanese & Sushi Restaurant	<i>Sushiya</i> <i>Umami</i> <i>Kabuki Steakhouse and Sushi Bar</i>
Vietnamese Restaurant	<i>Fusion</i>

Thai Restaurant	<i>Pho Lee Thai &amp; Lao Cuisine Savanh Thai Kitchen</i>
Irish Pub	<i>Irish Bred Pub</i>
Pizza	<i>Little Italy Mellow Mushroom Dough</i>
Vegetarian Options	<i>Taziki's Newk's</i>
Upscale Restaurants	<i>Lucy's Acre Zazu Gastropub The Depot</i>
Coffee Shop	<i>Coffee Mafia (Previously Momma Mocha) The Bean Ross House Coffee Melinated Café (COSAM Grad)</i>
Independent Book Store	<i>Auburn Oil Co. Well Red</i>
Veterinarian Office	<i>South College Veterinary Clinic PetVet Animal Health Center Opelika Animal Hospital</i>
Vehicle Services	<i>Franklin's Tire and Auto</i>
Pharmacy Services	<i>AU Employee Pharmacy</i>
Nail Salon	<i>Noire the Nail Bar Pretty Please Nail Salon</i>
Spas	<i>Create a Spa Auburn Med Spa Massage Envy Hair Palace</i>
Hair Salon	<i>Dimensions Studio Serenity Hair Salon 12K Salon</i>
Movie Theater	<i>AMC Classic Auburn 14 (Serves Alcohol) AMC Classic Tiger 13</i>
Shopping	<i>Downtown Auburn Downtown Opelika Auburn Mall Tigertown Shopping Plaza</i>
Record Store	<i>10,000 Hz Records</i>
Bar	<i>Avondale The Collegiate Hotel Bar Red Clay Brewing Company Sneak &amp; Dawdle (Speakeasy – Worth the Search!)</i>
Outdoor Recreation	<i>Chewacla State Park Kreher Preserve and Nature Center</i>

Comic Book Shop	<i>Lake Martin</i>
Gym/Fitness	<i>Collector's Corner</i>
	<i>Orange Theory</i>
	<i>9 Round</i>
	<i>Crossfit on the Plains</i>
	<i>Backbone Crossfit</i>
Live Entertainment	<i>Jay and Susie Gogue Performing Arts Center</i>
Episcopal Church	<i>St. Dunstan's</i>
	<i>Holy Trinity</i>
Synagogue	<i>Beth Shalom Synagogue</i>
Methodist Church	<i>Auburn United Methodist Church</i>
	<i>Auburn Korean Methodist Church</i>
Mosque	<i>Auburn Islamic Center</i>
Catholic Church	<i>St. Michael's</i>
Non-Denominational Christian Church	<i>Church of the Highlands</i>
Baptist Church	<i>Lakeview Baptist</i>
Museum	<i>Jule Collins Smith Museum</i>
	<i>AU Museum of Natural History</i>
	<i>Legacy Museum at Tuskegee</i>
"Worth the Drive" Establishments	<i>High Museum of Art (Atlanta)</i>
	<i>EJI Legacy Museum (Montgomery)</i>
	<i>The Battery (Atlanta)</i>
	<i>Rosa Parks Library and Museum (Montgomery)</i>
	<i>Birmingham Civil Rights Institute</i>
	<i>Orange Beach and Gulf Shores (Alabama)</i>
	<i>Pensacola (Florida)</i>

## EMERGENCY CONTACT NUMBERS

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### ALL LIFE-THREATENING EMERGENCIES – CALL 911

#### Campus Security Contacts

City of Auburn Public Safety Non-Emergency (24 hours) .....	(334) 501-3100
Auburn University Public Safety & Security (24 hours) .....	(334) 844-8888

#### Campus Hazardous Materials Contacts (AU work hours)

Risk Management & Safety – Fire/Chemical/Biological/Radiation .....	(334) 844-4870
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#### State and National Emergency Contacts

Poison Control Center .....	1-800-222-1222
Alabama Department of Public Health – Radiation Control .....	(334) 206-5391
Alabama Department of Environmental Management .....	(334) 271-7700

## RISK MANAGEMENT & SAFETY CONTACTS

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Lab Safety Program Manager:	Catherine Situma ( <a href="mailto:cns0013@auburn.edu">cns0013@auburn.edu</a> )
Lab Safety Specialist:	Heath Hardison ( <a href="mailto:heh0006@auburn.edu">heh0006@auburn.edu</a> )
Biological Safety Officer:	Deepika Suresh ( <a href="mailto:dzs0023@auburn.edu">dzs0023@auburn.edu</a> )
Radiation Safety Officer:	Sevgi Kucuktas ( <a href="mailto:kucukse@auburn.edu">kucukse@auburn.edu</a> )
Associate Director, EH&S:	Steve Nelson ( <a href="mailto:nelsost@auburn.edu">nelsost@auburn.edu</a> )
Hazardous Materials Specialist:	Tom Hodges ( <a href="mailto:hodgetf@auburn.edu">hodgetf@auburn.edu</a> )
Hazardous Materials Technicians:	Michael Freeman ( <a href="mailto:freemms@auburn.edu">freemms@auburn.edu</a> )
	Billy Cannon ( <a href="mailto:cannobm@auburn.edu">cannobm@auburn.edu</a> )
	Austin White ( <a href="mailto:atw0058@auburn.edu">atw0058@auburn.edu</a> )

## IMPORTANT COSAM CONTACTS

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COSAM Dean (Interim):	Ed Thomas ( <a href="mailto:thomaed@auburn.edu">thomaed@auburn.edu</a> )
COSAM Facilities Building Manager:	Mike Brackin ( <a href="mailto:brackmg@auburn.edu">brackmg@auburn.edu</a> )
COSAM HR Manager:	Stephanie Woodley ( <a href="mailto:woodlsc@auburn.edu">woodlsc@auburn.edu</a> )
COSAM IT Director:	Joshua Jones ( <a href="mailto:jjc0052@auburn.edu">jjc0052@auburn.edu</a> )
COSAM Communications & Marketing Director:	Maria Gebhardt ( <a href="mailto:mcb0052@auburn.edu">mcb0052@auburn.edu</a> )