

JAG GROUP POLICIES

1. CHECK-IN

1.1. According to University regulations, new group members must be present to process Departmental and University paperwork during working hours on their first official day of employment in order to receive benefits for the first month. Building keys and email accounts cannot normally be provided in advance.

1.2. Contact information (private phone number, etc) should be provided to the research group secretary. Please inform the secretary when there are changes.

2. GENERAL PROFESSIONAL ITEMS

2.1. Log in for e-mail at least twice per day (once early, once late)

2.2. Attendance at group meetings is strictly required; absences must be approved in advance (use telephone or e-mail for emergency situations).

2.3. Professional development activities such as attendance at departmental/divisional seminars are encouraged. Some seminars especially relevant to group interests will be designated for "mandatory attendance" at group meetings or by e-mail.

2.4. Volunteer activities within the Department or University are generally appropriate, but should be cleared in advance (professional development and activities are encouraged, but not at the expense of progress towards a degree).

2.5. Texas A&M regulations regarding private telephone/fax use should be observed. Private use of group computers is allowed, but personal printing (especially color) is discouraged.

3. LAB OPERATION

3.1. Safety glasses must be worn at all times in the laboratory. If you see a coworker in the laboratory without safety glasses, you should mention it. If you see a coworker performing any chemical manipulation or laboratory operation without safety glasses, you should intervene until the situation is corrected.

3.2. All group members are expected to execute one or more group duties, as defined by the "duty list".

3.3. All group members are expected to rigorously follow the guidelines for chemical inventory and management (separate handout).

3.4. *Special concerns due to newly renovated laboratories:* All materials posted on (taped to) walls must be approved by jag in advance. Any act that can blemish the laboratory is not tolerated (examples: leaning with feet against walls, playing frisbee in hallways, etc.). Indoor bicycle storage will not be allowed on the third and fourth floors.

4. LAB BEHAVIOR

4.1 Please be courteous of your laboratory colleagues and treat them with respect. Exhibit professional behavior in all of your interactions.

4.2 All personal bench areas are to be considered "private" and materials should not be borrowed from another group member without advance permission. If any action involving a colleague's bench could possibly be considered a "gray area", leave a note.

4.3. All secretarial work areas are also private and are to be treated with the highest respect.

4.4. Any laboratory can be declared a radio-free zone by a majority vote of the occupants. Radios are forbidden in office areas. i-Pods and related personal listening devices are allowed.

4.5 If anything is not working properly (glove box, GC, HPLC, IR, computer screen, printer, etc.), it should be immediately reported to the responsible individual. Similarly, if something like a spare tank of gas is empty, or a printer is out of paper, let the responsible individual know or – often better – take the initiative yourself. Take pride in your work environment.

5. ATTENDANCE/ABSENCES

5.1. All group members (graduate students and postdoctorals) are expected to be present on official University workdays. This does not constitute a "minimum" in terms of work effort. Making normal progress towards professional goals will require the equivalent of at least six full days of laboratory and writing work per week.

5.2. A 4+ year experiment with "flexible hours" was not a success. All group members are expected to be present between 09:30 am and 5:00 pm of every working day. These do not constitute minimum working hours, but rather an "overlap period" when it can be taken for granted that all group members will be present for purposes of interaction and consultation.

5.3. "Working at home" is not allowed in lieu of 5.1 and 5.2. If you are unable to find a good work environment for the type of task at hand (for example, seminar preparation or thesis writing), see jag and he will arrange a private area.

5.4. Considering the group size, it is essential that planned absences (personal vacation, interview trips, attendance at scientific meetings, etc.) be reported to jag and the group research secretary as far in advance as possible (a good model would be jag's own style of keeping the group informed). An absence of a few weeks requires more advance notice than one of 1-2 days (which is almost never a problem to arrange short-term).

5.5. Unplanned absences due to illness should also be reported to the group research secretary (use e-mail for emergency situations).

5.6. Each coworker has an upper limit of three weeks (15 working days) of vacation per year, outside of the holidays officially observed by the University (Memorial Day, 4-July, Thanksgiving and the day after, the closed period that runs approximately from 24-December thru 1-January, Martin Luther King Day, and Thursday and Friday of spring break week). Vacation days are to be logged on the group vacation calendar. Longer vacations will normally require a reduction in salary.

6. RESEARCH RECORDS

6.1. Laboratory notebooks are strictly required of all group members and are considered public. Leave the first few pages blank for a Table of Contents. Every experiment must be dated.

6.2. Research reports are strictly required of all group members on 1-February, 1-April, 1-June, 1-August, 1-October, and 1-December. Please submit both hard copies and electronic copies to the group secretary. A separate handout is available regarding content guidelines.

6.3. Upon leaving the research group, all checkout procedures (separate handout) must be rigorously followed. This includes a "final research report", which for graduate student coworkers can be confined to data not reported in the doctoral thesis, and for postdoctoral coworkers to data that has not been published.

6.4. Reports can be prepared using any hardware as long as only "officially supported group software" is employed. This means Microsoft Word (text), Chemdraw (normal equations), and Adobe Illustrator (advanced graphics). There is currently not a group standard for graphs and charts; for the moment, simply make certain that the software runs in both Windows and Mac environments.

6.5. Group members not using group hardware (e.g., personal laptops) must be certain to do their own daily backups of all work sponsored by jag. They are also responsible for their own software maintenance.

7. GROUP MEETINGS

7.1. Group members who are engaged full time in research will be asked to give a group meeting approximately every six months.

7.2. The research portion of a group meeting should normally require between 30 and 60 minutes. If you anticipate that your presentation will be on the short side, provide additional background information or current literature from other research groups.