

Earth and Environmental Systems Institute
Personnel Rights and Responsibilities
Revised 08-10-09

Introduction

The Earth and Environmental Systems Institute (EESI) in the College of Earth and Mineral Sciences seeks to promote interdisciplinary environmental research and education across the spatial and temporal scales of the Earth system.

EESI was founded in the mid-1980s (initially as the Earth System Science Center) and today embraces faculty and staff members throughout EMS, as well as several representatives outside the College. As the number of EESI participants has expanded, so has the scope of the research engaged in by EESI Associates. As EESI enters its third decade, it is appropriate to review the direction and make-up of the Institute and ensure that it is positioned to achieve the goals outlined in its mission.

In the fall of 2006, a committee led by James Kasting and made up of EESI faculty was charged with examining the role of the EESI Associate and providing recommendations regarding the rights and responsibilities that this role entails. The information covered in this document is based on those recommendations.

EESI Affiliation

EESI Associates are defined as non-student personnel with salary all or partially handled through EESI; Associates generally can return overhead to EESI.

EESI Affiliates are defined as personnel who are not associates but who choose to affiliate with EESI.

EESI Participants include wage-payroll, short-term employees, some staff, and students that associate with EESI.

EESI Advisory Committee

An Advisory Committee will be constituted to provide advice and input to the Director of EESI on all aspects of running the Institute. The committee will be chosen by the Director and by voting as per below. The vote will be held before all the other members are chosen by the Director. Term of office for members on the committee will be as shown. If at all possible, the Director will try to maintain some representation across rank, gender, department, discipline, and under-represented groups. Terms will be staggered where possible. The committee will vote its own chair.

- 1) Scholar in Residence (SIR) (1 yr)*
- 2) A tenure-line EESI associate (3 yrs)**
- 3) A non-tenure line EESI associate (3 yrs)**
- 4) One EESI affiliate (3 yrs)
- 5) EESI Associate voted at large (3 yrs)

*For years when there are more than one SIR, all will serve on the committee

** Every attempt will be made to ensure that a Center Director is included on the committee.

This person may also double as either the 2) tenure-line or 3) non-tenure line Associate mentioned above.

Term limits for EESI Associates

While it is natural that the scholarly interests of EESI faculty may change over time, it is not beneficial to the Institute to have funds tied to researchers who are pursuing work not in line with the mission of EESI. Term limits provide the Institute the opportunity to dynamically influence faculty hiring in EMS in areas of strategic interest to EESI. Term limits, evaluation, and reappointment shall be treated as follows:

- EESI will hire and provide salary support for new tenure-line associates until their tenure year
- Each Associate will receive feedback about their contribution to EESI each year based on their Faculty Activity Summary (see below)
- Each EESI Associate will be evaluated every 5 years (or in their tenure year-see above) to determine whether they remain as an Associate
- The review will be conducted by the Director and Advisory Committee and the timing will coincide with an Associate's post-tenure review (every five years)
- Faculty maintaining appropriate ties with EESI will retain their salary line through the institute
- For any EESI Associate who does not maintain appropriate ties with EESI but stays in the University, salary funds will be traded for another faculty within the same department by negotiation
- For any EESI Associate who does not stay with the University or College, salary funds return to EESI for commitment to a new hire in an area of strategic interest to EESI

The Director of EESI will continue to work with EMS Departments and the College to identify mechanisms to allocate Associates among departments so EESI can promote expansion into new areas of research by contributing to faculty hires.

Support for EESI Associates

The financial resources of the Institute are a prime benefit for EESI Associates; however, it is important that these resources be strategically used to advance EESI's mission within EMS. With respect to nontenure line fixed term EESI Associates, the following guidelines will apply:

- Support for fixed-term nontenure-line EESI Associates can include space, tuition waivers, salary, and other funds at the discretion of the Director
- Salary support from General Funds for fixed term nontenure-line Associates will be limited to those activities that involve the greater EMS community again decided by the Director

Responsibilities of EESI Associates

The privileges accorded to EESI Associates are accompanied by expectations for meaningful participation in the activities and efforts of the Institute. Examples of how an Associate may contribute follow:

- Direction of, or participation in, an institute-related research, education, or outreach initiative
- Relevant teaching
- Relevant research
- Direction of, or participation in, a center
- Leadership or participation in seminars
- Supervision of graduate students in relevant cross-disciplinary research

All EESI Associates are expected to indicate their affiliation with EESI in publications, *e.g.* Department of Geosciences and Earth and Environmental Systems Institute, The Pennsylvania State University, University Park, PA 16802.

Evaluation of EESI Associates

An Associate who has made meaningful contributions to the mission and goals of EESI will be considered for continued funding following their tenure year or 5-year review. The EESI Director (and Advisory Committee) will evaluate and determine if the activities of an Associate have advanced EESI's mission and goals. Associates will be evaluated annually by submitting a copy of their Faculty Activity Summary to EESI along with a narrative (no longer than one page) on how they are meeting their responsibilities as Associates. For the five year review, EESI Associates will submit a copy of their post-tenure dossier which is prepared every five years by EMS tenure track faculty. The five (or tenure year) year review is simply used to decide whether an Associate will remain as an Associate and will not be confused with promotion or tenure decisions.

Rights of EESI Associates

The benefits that may be accorded by the Director to faculty and staff that are named EESI Associates include the following.

- Tuition and/or research or stipend support for undergraduate or graduate students, or postdoctoral fellows (also available to Affiliates at Directors' discretion)
- Eligibility for the Scholars in Residence program (generally restricted to tenure-line faculty)
- Eligibility to submit nominations to the Environmental Scholars Program
- Eligibility for the Environmental Ambassadors Program
- Access to EESI staff services, *e.g.*, proposal preparation
- Space in EES Building for offices, work spaces, etc., at the discretion of the Director
- Eligibility to work with EESI staff on large interdisciplinary environmental proposal submissions
- Eligibility to vote for Advisory Committee representative

Rights of all EESI Affiliates and Associates at the discretion of the Director

One of the main functions of the Institute is to bring together environmental scientists in EMS; the following benefits serve this purpose by encouraging interaction and sharing of information. These rights are extended to EESI Associates and Affiliates at the discretion of the Director.

- Access to EESI-supported high-performance computer facilities on a paid basis
- Eligibility to propose Centers
- Eligibility to work with outreach personnel within EESI