

Penn State Faculty Handbook

Welcome

Penn State's faculty is vital and productive. Our faculty is chiefly responsible for the University's strong and growing reputation as a leader in undergraduate and graduate education, vigorous research, and extensive service to the Commonwealth of Pennsylvania and the nation.

The *Faculty Handbook* is intended to serve as an orientation and reference guide for all faculty, but especially for new faculty. Its information will enable faculty to understand and effectively use a wide range of University resources. It contains valuable information about the University's organizational units, policies and guidelines, services, and publications of interest to faculty.

Penn State strives to create a positive environment in which all of our faculty, staff, and students can contribute to and feel part of the University community. I believe that this publication will help each faculty member locate and appreciate the opportunities and the support available from Penn State.

Rodney A. Erickson
Executive Vice President and Provost of the University

About the Faculty Handbook

This handbook is intended for use as a general reference rather than the official source of University policies and guidelines. The Faculty Handbook is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees. Nothing contained herein shall negate the right of the University to augment or change its policies applicable to University employees. If you have questions about a particular issue, be sure to consult your department head, human resources representative, director of academic affairs, or director of business services. You can obtain from them the most recent copy of the relevant University policy.

We hope that this handbook will be useful to you. Suggestions for future editions are welcome and should be forwarded to the executive vice president and provost of the University, 201 Old Main.

This publication is available in alternative media on request.

Affirmative Action Statement

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802; 814-863-0471 (voice/TTY).

Contents

WELCOME	1
ABOUT THE FACULTY HANDBOOK	2
AFFIRMATIVE ACTION STATEMENT	2
INTRODUCTION	6
I. THE PENNSYLVANIA STATE UNIVERSITY	7
Governance	
Academic and Research Units	
Academic and Research Support Services	
University Outreach	
External Relations	
II. ACADEMIC POLICIES	25
Academic Freedom	
Academic Appointments	
Special Faculty Titles	
Service Plans and Payroll Information	
Faculty Service	
Promotion and Tenure	
Evaluation of Faculty Performance	
English Fluency	
Faculty Development	
Grievance Procedures	
Leaves of Absence	
Retirement and Resignation	

III. INSTRUCTION	38
Undergraduate Education	
The Syllabus	
Instructional Resources and Information	
Graduate Education	
Administrative Guidelines	
IV. RESEARCH, SCHOLARSHIP, AND CREATIVE ENDEAVORS	49
The University's Research Program	
Research Administration	
Technology Transfer	
Research Policy Issues	
Office for Research Protections	
V. BENEFITS AND PERSONNEL POLICIES	57
Mandatory Programs	
Voluntary Programs	
Workers' Compensation	
Liability Insurance Coverage	
Unemployment Compensation	
Human Resources Services	
Disability Services for Faculty	
Personnel Policies	
Transportation Services	
Parking	
PUBLICATIONS OF INTEREST AND SOURCES OF FURTHER INFORMATION	67

Academic Catalogs	
Teaching, Advising, and Curricular Information	
Policies, Procedures, and Guidelines	
Employee Benefits	
Institutional Facts and Information	
Directories and Maps	
Newsletters and Periodicals	
Public Broadcasting (University Park campus)	
Student Newspapers (University Park campus)	
APPENDIX 1. UNIVERSITY COLLEGE	74
Campuses	
Associate and Baccalaureate Degrees	
College Administrative and Academic Structure	
Campus Administrative Structure	
Campus Faculty Organizations	

Introduction

Although you will probably form your closest relationships with colleagues in your immediate unit, the University community as a whole provides a context for your academic life at Penn State. Every faculty member's situation is an individual one, varying according to the expectations of the academic discipline, the priorities of the department, and the special characteristics of each campus. However, all faculty share common interests and needs. The purpose of this handbook is to present information relevant to the concerns of all faculty, and to lead you to sources of further information.

As a faculty member, you have an important role in providing intellectual leadership within the University. You are likely to be engaged in a wide range of activities--teaching classes, conducting research, creating original artistic works, attending committee meetings, participating nationally and internationally in activities within your discipline, and undertaking other forms of academic involvement within the University and with colleagues elsewhere. Faculty members, especially those who are entering tenure-eligible positions, naturally want to know what is expected of them and how their work will be evaluated. Of the many types of activities, which ones are the most productive for a particular faculty member?

All faculty members should discuss their plans with their department head or other unit administrator and with senior colleagues. These discussions should be held early and frequently. This allows you to invest your time and energy in a way that fits the needs or priorities of your academic unit, as well as your own professional development.

In addition to an annual evaluation, tenure-track faculty members receive a formal review in the second, fourth, and sixth years, if their appointment is continued. The final tenure decision is normally made in the sixth year. Both at the unit (department and/or campus) level and at the broader levels of the college and University reviews, faculty performance is assessed in the following three categories: (1) the scholarship of teaching and learning; (2) the scholarship of research and creative accomplishments; (3) service and the scholarship of service to the University, society, and the profession. Further information about these categories of performance is found in this handbook and in University Policy [HR23](#).

Much of the information contained in this handbook applies to one or more of these performance categories. In addition to a general description of the University, the handbook contains sections on academic policies, including promotion and tenure; instruction; research; and benefits and personnel policies. Read the handbook carefully, attend informational workshops when available, and keep in close touch with your colleagues.

The Faculty Handbook is intended for use as a general reference rather than the official source of University policies and guidelines. The Faculty Handbook is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees. Nothing contained herein shall negate the right of the University to augment or change its policies applicable to University employees. If you have questions about a particular issue, be sure to

consult your department head, human resources representative, director of academic affairs, or director of business services. You can obtain from them the most recent copy of the relevant University policy.

Suggestions for future editions of the Faculty Handbook are welcome and should be forwarded to the executive vice president and provost of the University, 201 Old Main.

I. The Pennsylvania State University

The Pennsylvania State University, a major multicampus institution serving all regions of the Commonwealth, is devoted to learning and service enlightened by vigorous research and scholarship. As a land-grant university, Penn State is expected to extend high-quality teaching in a wide array of undergraduate and graduate programs in the arts, humanities, and sciences, as well as a balanced offering of programs in professional and technical disciplines. As a major research university, Penn State accepts the dual responsibility to excel and to serve both the public and private sectors of society. Penn State is a state-related university; the University receives an annual appropriation from the Commonwealth, but is governed by its own Board of Trustees.

GOVERNANCE

[Board of Trustees](#)

The Board of Trustees of Penn State is the corporate body established by its charter with complete responsibility for the governance and welfare of the University. To execute this responsibility, the authority for day-to-day management and control of the University and for establishing policies and procedures for the educational program and other operations of the University is delegated to the President. The President delegates certain responsibilities to the faculty and also consults with the faculty and the student body on other matters in accordance with the general directives of the board. The board, however, is the final repository of all legal responsibility and authority to govern the University under the Nonprofit Corporation Law of Pennsylvania.

The Board of Trustees is composed of thirty-two members. Five are ex officio members (the governor of the Commonwealth of Pennsylvania, the President of the University, and the state secretaries of education, agriculture, and conservation and natural resources); six are appointed by the governor; nine are elected by the alumni; six are elected by agricultural societies; and six are elected by the Board of Trustees representing business and industry endeavors.

Office of the President

The President of the University is the chief executive officer, responsible to the Board of Trustees for the operation of the University. The executive vice president and provost of the University is the chief academic officer, responsible to the President. Together, these officers constitute the Office of the President, which is designed to integrate and coordinate the responsibilities of both officials in the management of the University.

The senior vice presidents for development and alumni relations, finance and business, health affairs, and research, and the vice presidents for outreach, student affairs, and university relations, report to the President. In the absence of the President, these administrative officers report to the executive vice president and provost of the University. The vice president for Commonwealth Campuses, academic deans and academic support officers report to the Office of the President through the executive vice president and provost of the University.

[Academic Leadership Council](#)

The Academic Leadership Council functions under the authority of the President and provides advice and counsel on academic matters to the President and the executive vice president and provost of the University. The chair is elected by the council.

[University Faculty Senate](#)

The University Faculty Senate has three main functions:

- to serve as the sole legislative body representing the University faculty as a whole;
- to act as an advisory and consultative body to the President, both through its corporate whole and any of its constituent parts, on any matter that may affect the attainment of the educational objectives of the University;
- to serve as a forum for the exchange of ideas among the members of the University faculty.

In addition to its legislative role, the senate provides an opportunity for any senator to discuss any matter thought to be of concern to the University. University faculty, administrators, and students who are not members of the senate may request permission to speak on any item of business already before the senate. Senate membership includes faculty representatives elected from each academic unit as well as representatives from the administration and the student body.

There are fifteen standing and five special committees of the senate: Committee on Committees and Rules; Admissions, Records, Scheduling, and Student Aid; Computing and Information Systems; Curricular Affairs; Educational Equity and Campus Environment; Faculty Affairs; Faculty Benefits; Intercollegiate Athletics; Intra-University Relations; Libraries; Outreach; Research; Student Life; Undergraduate Education; University Planning; Standing Joint Committee on Tenure; Joint Committee on Insurance and Benefits; University Promotion and

Tenure Review Committee; Faculty Rights and Responsibilities; and Faculty Advisory Committee to the President.

Further information is available in the [Constitution, Bylaws, and Standing Rules](#) of the University Faculty Senate, the Faculty Senate Web site www.psu.edu/ufs/, or from the Office of the University Faculty Senate, 814-863-0221, 101 Kern Graduate Building.

ACADEMIC AND RESEARCH UNITS

[Penn State University Park](#)

The University Park campus, located in Centre County, is the administrative center of the University. It is the primary site for graduate study and enrolls about half of all Penn State undergraduates. Of the University's approximately 5,300 full-time faculty, about 3,000 are located at this campus, and the total work force numbers approximately 16,000. The University Park campus also houses most of the University's major research facilities, both those within colleges and those contained in intercollege research units. Based on an index developed by the Association of Research Libraries, the University Libraries, with their central administration at the University Park campus, rank among the top ten research libraries in the United States and Canada. The campus also is the home of the Palmer Museum of Art and the Center for the Performing Arts.

Twelve academic units confer degrees at the University Park campus: the Colleges of [Agricultural Sciences](#), [Arts and Architecture](#), [Smeal College of Business](#), [Communications](#), [Earth and Mineral Sciences](#), [Education](#), [Engineering](#), [Health and Human Development](#), [Information Sciences and Technology](#), [the Liberal Arts](#), [Eberly College of Science](#), and the [Graduate School](#). Faculty at all Penn State campuses are members of these academic units.

[Penn State Abington](#)

Penn State Abington, founded in 1950, is located in Montgomery County on a beautiful forty-five-acre suburban site, a few miles north of the Philadelphia city limits. The enrollment includes approximately 3,200 students with a diversity ratio of 35% to 40% each year. There are approximately one hundred full-time faculty members, among whom thirty are in the senior ranks. In July 1997, Penn State Abington became the Abington College of Penn State, joining three other new colleges from the former Commonwealth Educational System. The college currently offers 15 baccalaureate degrees with a total upper-division enrollment of more than 1,000 students. Two degrees (Psychological and Social Sciences and Corporate Communication) are unique to the Abington College. The college offers the upper-division Schreyer Honors College diploma in addition to its own Honors Program for first- and second-year students.

[Penn State Altoona](#)

Penn State Altoona was established in 1939 and became a baccalaureate, degree-granting college in 1997. Its mission is to provide a comprehensive undergraduate educational experience for students seeking a Penn State opportunity in a residential, small-campus environment. Penn State Altoona

offers 8 associate and 18 baccalaureate degree programs as well as the first two years of more than 180 baccalaureate degrees available throughout the Penn State system. Nearly 4,000 students study here. With 15 NCAA Division III sports programs, a distinguished speaker series, an honors program, dozens of student organizations and recreational, student, and arts programs, Penn State Altoona offers a full spectrum of academic, cultural, and athletic opportunities.

The college is extremely active in the community and economic development of south central Pennsylvania. Through its Division of Continuing and Distance Education, Penn State Altoona reaches companies and individuals throughout the region and the United States, especially the Northeast.

[Penn State Berks](#)

Penn State Berks, founded in 1958, is located in Berks County on a 258-acre suburban site near Reading. There are 15 major buildings, including seven residence halls for 805 students, a bookstore, and a conference center. The enrollment includes approximately 2,800 full- and part-time students; there are about 110 full-time faculty members.

[Penn State Erie, The Behrend College](#)

Penn State Erie, The Behrend College, offers baccalaureate degrees in the following majors: Accounting; Biology; Business Economics; Business, Liberal Arts, and Science; Chemistry; Communication and Media Studies; Computer Engineering; Computer Science; Creative Writing; Economics; Electrical Engineering; Electrical Engineering Technology; English; General Arts and Sciences; History; Management; Management Information Systems; Marketing; Mathematics; Mechanical Engineering; Mechanical Engineering Technology; Physics; Plastics Engineering Technology; Political Science; Psychology; Science, and Software Engineering.

Master's degrees are offered in Business Administration and Manufacturing Systems Engineering. Students can complete two years of most other baccalaureate degree majors offered by the University.

The college is actively involved in community and economic development and is home to several applied research centers, including the federally funded Plastics Technology Deployment Center, offices of the Ben Franklin Partnership and PENNTAP, and the Center for Corporate and Adult Learning, which offers a broad range of contracted management and workforce education and training programs. Knowledge Park at Penn State Erie is a research and development initiative aimed at increasing high-tech employment opportunities in the Erie economy. Students have numerous opportunities to engage in research as part of their undergraduate education.

The chancellor at Penn State Erie is the principal academic and administrative officer of the campus and reports to the vice president for Commonwealth Campuses. The chancellor maintains contact with the faculty through a system of appropriate academic officers and faculty bodies.

[Penn State Harrisburg](#)

Penn State Harrisburg, located in Middletown, is an undergraduate college and graduate school offering two associate, twenty-seven baccalaureate, twenty master's, and two doctoral degrees as well as certificate and certification programs. Penn State Harrisburg also offers the first two years of study leading to more than 160 Penn State undergraduate majors available throughout the Commonwealth -- including 26 of its own. The graduate programs are designed to accommodate the working adult with classes offered in the evening.

University College

The University College comprises fourteen campuses located across the Commonwealth of Pennsylvania: [Beaver](#), [Brandywine](#), [DuBois](#), [Fayette](#), [Greater Allegheny](#), [Hazleton](#), [Lehigh Valley](#), [Mont Alto](#), [New Kensington](#), [Schuylkill](#), [Shenango](#), [Wilkes-Barre](#), [Worthington](#), [Scranton](#), and [York](#).

Selected baccalaureate programs are offered at all University College campuses including programs in business, human development and family studies, occupational therapy, and information systems and technology. In addition, the first two years of coursework for most of Penn State's baccalaureate majors are offered at all campuses. Also available are a variety of associate degree programs and the opportunity to pursue minors in eleven subjects. Several campuses offer master's degrees in selected subject areas. For more information about the degree programs offered and the organization of the University College, refer to Appendix 1.

[College of Information Sciences and Technology](#)

The Penn State School of Information Sciences and Technology (IST) was founded in 1999 to develop leaders for the digital, global economy. The school made great strides toward that goal as its graduates entered the workforce and the research of its faculty provided technology-based solutions for business, industry, government, education, and the lives of everyday people. In recognition of the school's growth and accomplishments, its name was changed to the College of Information Sciences and Technology in January 2006.

By fall 2005, IST's total enrollment stood at more than 2,000 in its associate, bachelor's, master's, and doctoral degree programs at nineteen locations across the Commonwealth. Associate and bachelor's degrees have been awarded to 2,740 graduates since the school's inception. IST's first master's degrees were awarded in 2004, the first doctoral degrees in 2005. Graduates have been highly sought after by business, government, and non-profit organizations. Available figures show placement nearing 100 percent for bachelor's degree students.

IST's faculty has grown to nearly 200 across the Commonwealth. The research and teaching culture is interdisciplinary, drawing scholars from across a wide spectrum of study. A burgeoning group of new research organizations includes the Center for the Information Society, Center for Information Assurance, and Center for Human-Computer Interaction. As of 2005, cumulative funding for research in the school had risen to nearly \$32 million.

IST assumed a leadership role among its peers in 2005 when it served as host for the first Conference of the i-School Community, which attracted more than 250 professors, graduate students, and administrators from prestigious universities across the United States and abroad. Discussions at this inaugural event served as a clear sign that the once-fragmented field of IT learning and research has taken a new and vital direction.

[Schreyer Honors College](#)

The Schreyer Honors College is a University-wide honors program for academically superior undergraduate students. It does not confer degrees, but provides a diploma notation. Admission is highly competitive. Schreyer Scholars from all of Penn State's academic colleges pursue enriched honors study and research, as well as a wide selection of international and service opportunities.

[Dickinson School of Law](#)

The Dickinson School of Law, founded in 1834, is the oldest law school in Pennsylvania and the fifth oldest in the nation. The University is investing \$100 million in new law school facilities in Carlisle and University Park (planned occupancy 2008) that will be designed to ensure the law school's deep interdisciplinary integration with other top graduate departments at Penn State's University Park campus. Since the merger of The Dickinson School of Law and Penn State University, applicants for admission to the law school have more than doubled, student body diversity has more than tripled, and student body academic credentials have improved steadily. Additionally, we have enjoyed remarkable success recruiting diverse faculty members of unquestionably high scholarly standing, including several world-renowned scholars commonly recognized as among the leaders of their respective fields.

Our program is designed to produce leaders and lawyers with high professional and ethical standards and the ability to contend with legal, policy and social developments in all areas of human endeavor. In addition to the J.D. degree, we offer a variety of joint-degree programs with Penn State, including but not limited to a J.D./M.B.A., J.D./M.P.A., J.D./M.S.I.S., J.D./M.E.P.C., JD/M.Eng. and J.D./M.S.E.P.C. Penn State Dickinson also offers one of the oldest and most prestigious masters of law programs for foreign lawyers, whose presence at the law school enriches the diversity of our educational experience.

Penn State Dickinson students have the opportunity to enhance their studies with the representation of actual clients through the law school's clinical programs that include the Asylum Clinic, Child Advocacy Clinic, Disability Law Clinic, Elder Law Clinic and Family Law Clinic. We also encourage students to supplement their academic experience with study abroad opportunities. In addition to our two European summer abroad programs and our summer program at the McGill University Faculty of Law in Montreal, Quebec, Canada, we are able to accommodate students' desires to pursue semester- or year-long programs virtually anywhere in the world.

[Penn State Great Valley](#)

The Penn State Great Valley School of Graduate Professional Studies is a special-mission campus of the University, providing graduate programs for working adults in the greater Philadelphia area and southeastern Pennsylvania.

Penn State Great Valley offers master's degree programs in Education, Instructional Systems, Engineering, Information Science, Leadership Development, and Management. About 1,300 students attend this campus. Most students are working professionals attending classes part-time in the evenings and on weekends.

Strategically located on Route 202's high-technology corridor in suburban Philadelphia, the school represents a historic alliance between higher education and business and industry. Penn State Great Valley was the first permanent campus in the nation to be built in a corporate park, and its location among world-class businesses lends a fast-paced, cutting-edge atmosphere to the classes.

[College of Medicine](#)

The College of Medicine, which is home to more than \$100 million of funded research, is located on the campus of Penn State Milton S. Hershey Medical Center in Hershey. Clinical operations controlled and operated by the Medical Center are located there also, and include a Teaching Hospital; Children's Hospital; Cancer Institute; University Physician's Center; Rehabilitation Center; Heart and Vascular Institute; Sports Medicine Center; Level One Trauma Center (pediatric and adult) and Emergency Medicine Department; Arthritis, Bone, and Joint Center; and Women's Health Center.

The College of Medicine confers the doctor of medicine degree and, in conjunction with the University's Graduate School, offers programs leading to the master of science degree with a major in laboratory animal medicine and to the doctor of philosophy and master of science degrees with majors in anatomy, biochemistry and molecular biology, cell and molecular biology, microbiology and immunology, neuroscience, pharmacology, and intercollege programs in bioengineering, genetics, nutrition, and physiology. Options in the University's Life Sciences Program in Integrative Biosciences include Biomolecular Transport Dynamics, Chemical Biology, Cellular and Molecular Mechanisms of Toxicity, Molecular Medicine, Neuroscience and Immunobiology. The M.D./Ph.D. program provides an opportunity for students interested in academic medicine and research to undertake training in both clinical medicine and fundamental research in a seven-year period. In addition, the Medical Center provides graduate medical education, education for allied health professionals and nurses, and continuing medical education.

[Pennsylvania College of Technology](#)

Pennsylvania College of Technology is an affiliate of the University as a wholly owned subsidiary to the Corporation for Penn State, but maintains its own mission, goals, and board of

directors. Admission and administrative policies are set by Penn College and may differ from those of Penn State.

Penn College is a special mission affiliate of Penn State, committed to applied technology education. Partnerships with business and industry are a key ingredient of Penn College's "degrees that work." Unique bachelor's and associate degree majors, as well as specialized certificate programs, focus on applied technology and provide students the opportunity to work on projects that combine hands-on experience with theory and management education related to their field of study.

Academic majors at Penn College are offered by the Schools of Business and Computer Technologies, Construction and Design Technologies, Health Sciences, Hospitality, Integrated Studies, Industrial and Engineering Technologies, Natural Resources Management and Transportation Technology.

Penn College enrolls more than 6,500 students in credit classes. Classes are held at four locations: the Main Campus in Williamsport; the Aviation Center at the Williamsport Regional Airport; the Earth Science Center near Allenwood; and the Advanced Automotive Technology Center in Williamsport.

ACADEMIC AND RESEARCH SUPPORT SERVICES

[University Libraries](#)

The University Libraries constitute a major resource for students and researchers in all fields of study. The Libraries rank among the top ten research libraries in North America by the Association of Research Libraries and contain more than 5.2 million volumes, 5.3 million microforms, more than 68,000 serial subscriptions, plus more than 500 databases and 15,000 e-journals—most with full text.

The University Libraries include a central facility and five other libraries at University Park campus, plus libraries at 23 Penn State locations throughout the state, including the Dickinson School of Law and the Milton S. Hershey Medical Center and the Penn State affiliated Pennsylvania College of Technology. At University Park, the Arts and Humanities, Business, Education and Behavioral Sciences, Social Sciences, Maps, Life Sciences, Special Collections, and News and Microforms libraries are maintained in Pattee Library and Paterno Library. Other Libraries at University Park include the Architecture and Landscape Architecture Library, Earth and Mineral Sciences, Engineering, Law, and Physical and Mathematical Sciences libraries.

In addition, Pattee Library houses Course Reserves Services, the Extended Hours Study Area, and Library Services for Persons with Disabilities. The Special Collections Library in Paterno Library includes Historical Collections and Labor Archives, Rare Books and Manuscripts, and the Penn State University Archives.

Among special collections of national importance are those on Arnold Bennett, Kenneth Burke, Jean Giraudoux, John O'Hara, Vance Packard, Joseph Priestley, Conrad Richter; the Allison-Shelley collection of Anglo-Americana-Germanica; and materials on Utopian literature and on Australia. The Historical Collections and Labor Archives contain a wide variety of documentary sources, including the papers of Pennsylvania leaders and businesses and records of labor unions. The most notable of these documents are those of Richard Schweiker, William Scranton, the United Steelworkers of America, and the United Mine Workers of America. The Penn State University Archives houses an extensive collection of materials about the University and the surrounding community.

Faculty members may recommend books and other library material purchases by contacting the Libraries directly at <https://apps.libraries.psu.edu/questions/ask.cfm> or through the faculty member in their department who serves as the library representative. Libraries subject specialists are listed on the Web at <http://apps.libraries.psu.edu/selectors/links.cfm>. Faculty at locations other than University Park can also contact their head librarian.

Access to holdings is obtained through The CAT, a computerized catalog available on the Web at www.libraries.psu.edu. The CAT is a dynamic, integrated information system that provides electronic access to a great variety of materials in many subject areas.

The Libraries maintain a comprehensive program of general and specialized reference and instructional services. The Libraries' faculty teach credit courses as part of the Library Studies Program and offer a variety of topical seminars. Introductory sessions, offered by the Libraries' Instructional Programs, are scheduled on a regular basis to familiarize faculty, students, and other library users with the use of the Libraries' resources. Class sessions designed for specific courses can be arranged in the library to help students learn how to find, use, and evaluate relevant books, articles, Web sites, and other information resources. Assistance is available to help design assignments that use library resources to enhance student research skills and critical thinking. Library instruction rooms (hands-on labs or traditional classrooms) can be reserved for on-site instruction in the use of library resources. For information, go to: www.libraries.psu.edu/ils.

Penn State holds membership in the Association of Research Libraries, the Committee on Institutional Cooperation, and the Online Computer Library Center (OCLC). Participation in these organizations provides faculty and students with access to the collections of more than 2,500 libraries across the United States and internationally, including major research libraries. Penn State's Libraries are the largest research library in Pennsylvania and one of four resource libraries that provide service and collections to all other libraries and citizens of the Commonwealth.

The publication, Guide to the University Libraries, offers additional information on services and programs and is available at Libraries service desks and by calling 814-863-4240. More information is also available at www.libraries.psu.edu.

Media and Instructional Support

[Media and Technology Support Services](#) (MediaTech), a division of the University Libraries, has a collection of more than 22,000 films and videotapes and more than 5,200 pieces of technology and audio-visual equipment available to faculty, staff, and students. Titles in the Media Tech collection are listed in The CAT, the Libraries' online catalog and in the [MediaTech database](#).

Services include:

- Consultation for purchase of technology or audiovisual equipment: 814-863-0665
- Equipment scheduling: 814-865-5400, 26 Willard Building and 7 Wagner Annex; e-mail mtsseq@psulias.psu.edu
- Preview facilities: 26 Wagner Annex
- Program scheduling: University Park, 814-863-3202; other locations, 814-865-6314; or e-mail mtssmed@psulias.psu.edu
- MediaTech Repair and Installation Services: 814-863-4389

Dial Access On-Line provides audio-streamed lectures of selected classes, 24 hours, 7 days a week, for student and faculty review at <http://tips.libraries.psu.edu/dialaccess>. With a Penn State access account, lectures of selected courses can be reviewed from any computer, including computers in the ITS labs via the Web. A Web browser, the latest version of the free RealAudio software, and a sound card are needed. For more information, call 814-863-8144.

Another important service of MediaTech is the MediaTech Info Line. This audio information service includes current weather forecasts as provided by the Campus Weather Service, open house schedules for the Department of Astronomy, and construction barriers on or around the University Park campus. This service may be accessed from any touch-tone telephone at 814-863-1234.

For more information about services available from MediaTech, e-mail mtssmed@psulias.psu.edu or visit www.libraries.psu.edu/mtss.

[Information Technology Services](#)

This is a critical time for universities to have cutting-edge information technology services and resources available that they can consistently rely upon. The role of Information Technology Services (ITS), the central IT organization for Penn State, is to position the University to meet these rising IT needs, and to provide our community with access to emerging technologies essential to success in higher education today.

[Academic Services and Emerging Technologies](#) (ASET), a dynamic ITS unit that provides support for Penn State's academic and research community, comprises two main areas:

Academic Services (AS) serves as Penn State's "boiler room" for academic computing services at Penn State. It simultaneously provides the services and infrastructure needed to serve core academic computing services to the University community to support students, faculty, and staff in their teaching, learning, and research endeavors. This team is charged with the development, deployment, and management of a wide range of centralized computing services for the University, including the Penn State Access Account, e-mail, dial-up and networking, personal Web space, Penn State Access Account Storage Space (PASS), the Penn State Portal, Penn State WebMail, file back-up, vendor software and distribution support, research support, high performance computing, and visualization.

As technology dynamically and rapidly changes and grows, so too do the needs of the research community at Penn State. The AS Research Services team supports the computing technology needs of graduate education and research at Penn State, working to enhance the researcher's ability to compute and manage data. In addition, this team provides information and expertise related to the National Science Foundation's (NSF) Partnership for Advanced Computational Infrastructure program (PACI) and other federal computing programs. Visualization staff explore and implement new applications of visual computing technologies into research and instructional programs at Penn State and provide computational resources and consulting expertise in the areas of scientific and artistic visualization, geometric and solid modeling, computer animation, and videotape and hard copy output. Full-time staff collaborate with faculty and researchers on the innovative applications of these and related advanced technologies to resolve unique computing challenges.

The Emerging Technologies (ET) team helps ITS and subsequently Penn State become more agile and flexible in teaching, learning and research while participating in its own investigative processes. ET performs research and development in information technology for the purpose of developing, defining and promoting an information technology architecture that positions the University to take advantage of rapidly emerging opportunities. It coordinates and catalyzes information technology and research and development activities within and outside of ITS, and academic colleges, departments and units. Additionally, ET helps to congeal Penn State's participation in national and international IT research activities, partnering with AS to deploy the "toys" and explore the opportunities that will help accelerate and foster the growth of technology development and assist faculty, staff, and students with embracing the future of technology at Penn State and beyond.

[Computer Consulting and Support Services](#) are offered at Help Desks and Computer Labs. Locations of Help Desks and announcements pertaining to scheduled hours are posted on the consulting home page at <http://css.its.psu.edu>.

[Computer Laboratories](#) are provided by ITS in more than thirty locations across campus, some with twenty-four-hour access. Resources in these labs include Apple Macintosh computers, IBM PCs and compatibles, high-function workstations, laser-quality printers, plotters, and many software packages. Assistive technology for persons with disabilities is available in certain labs.

[Training Services](#) offers face-to-face and online technology training to faculty, staff, and students. Free technology seminars, many hands-on, are offered each semester at the University Park campus on popular software applications, Penn State's Course Management System (ANGEL), and other topics.

[E-mail](#) and [Internet Access](#) is provided to all faculty, students, and staff through a Penn State Access Account, which enables the use of electronic mail, Internet services, ITS computer labs, personal Web pages, Penn State Access Account Storage Space (PASS), the Penn State Portal, Penn State WebMail, and some University Libraries services. Off-campus dial-in is available to all access account holders (css.its.psu.edu/internet/dialup/modem.html). All faculty, students, and staff are provided with a personal space for a web page available by request at <https://www.work.psu.edu/webpace>.

Penn State's [Computer Store](#) is a nonprofit service of Information Technology Services (ITS) that sells computer hardware, software, peripherals, and accessories at low, academic prices. Non-commission consultants are available to answer questions and many products are set up in the sales showroom for hands-on evaluation. In addition, software from over a dozen companies is available to Penn State departments at volume discount through the Computer Store's site license program. The Computer Store also offers professional CD-ROM duplication service.

Penn State students, faculty, and staff can order from the Computer Store in person at 12 Willard Building, online at <http://computerstore.psu.edu> or by phone at 814-865-2100 or 800-251-9281.

[Technology Classrooms](#) at the University Park campus feature state-of-the-art computing, projection, audio, and video-conferencing equipment to ensure that instructors can take advantage of technology in teaching. These facilities are available for short-term or semester-long teaching. Technology Classrooms are scheduled by a department representative through the Registrar's Office.

Instructional support by the [Teaching and Learning with Technology](#) unit includes consulting with faculty on the matching of technologies to specific instructional needs, consulting in the use and integration of existing instructional software, providing training in the tools for design and development of new instructional software, and developing new instructional software and tools in cooperation with faculty. The [Faculty Multimedia Center](#) provides free access to specialized equipment for creating multimedia and Internet-based resources for class presentations and learning outside of class.

The [Graduate Education and Research Services](#) (GEaRS) group of the center serves the computing technology needs of graduate education and research at Penn State with services focusing on numerical-intensive computing, visualization computing services, and other technologies relevant to graduate education and research. An interactive, large format, stereoscopic Immersadesk display provides the capability for three-dimensional representation of data and immersive environments. For more information, visit the Web site: gears.aset.psu.edu.

[Administrative Information Services](#) (AIS) is the central University resource responsible for supporting administrative information systems. As a unit of Information Technology Services

(ITS), AIS participates in the development, maintenance, and secure operation of state-of-the-art applications using centralized student, business, and alumni databases. Some of the administrative tools available to colleges and departments are Degree Audit, On-line Transcripts, Faculty Adviser Assignment, Academic Major Preference and Selection System (AMPS), eLion (which delivers many faculty, student and adviser functions via the Web), Integrated Business Information System (IBIS) with electronic approvals, Data Warehouse, Voice Response Registration (VRR), Enterprise Information System (EIS), centralized eCommerce payment processing and electronic document distribution system (eDDS). For more information, visit the Web site: ais.its.psu.edu or call 814-863-2276.

Statistical Consulting Center

The Statistical Consulting Center (SCC) is a team of faculty, staff, graduate, and undergraduate students in Statistics. We provide advice, project management and statistical analysis for research projects in collaboration with the University and industry communities. Penn State graduate students working on thesis research are entitled to two free consultations; however, the SCC does not consult on class assignments. Several levels of service are available to faculty. Please see our web page for additional information: www.stat.psu.edu/~scc.

A Request for Consulting Form can be obtained by any of these methods:

1. Access our online request form at www.stat.psu.edu/~scc/request_for_consulting.htm;
2. E-mail us at SCC@stat.psu.edu and request a copy of our request form;
3. Call our office at 814-863-0281 and request a fax copy of our request form;
4. Stop in our office at 323 Thomas Building and fill out a request form in person.

University Arts Services

Each of the units of University Arts Services is an educational and artistic resource for the University and the Commonwealth. The [Center for the Performing Arts](#) presents a diverse series of professional arts programming and a full spectrum of professional arts management services to other University producing and programming agencies. The [Palmer Museum of Art](#) has the special responsibility for developing and preserving a permanent collection of works of art that demonstrate the broad sweep of art history from ancient civilizations through contemporary times. Temporary exhibitions reinforce the strength of the collection and support instructional programs. [Pennsylvania Centre Stage](#) is the professional arm of the School of Theatre. Each summer, students, faculty, and staff from Penn State work alongside guest artists to create and present first-class professional productions, including musicals, comedies, mysteries, and modern classics. These productions augment the extensive production season presented by the School of Theatre during the fall/spring academic year. The [School of Music](#) offers a wealth of concerts and special events featuring faculty and guest artists, as well as student soloists and ensembles. Bringing superior performance of music at low or no cost to campus audiences, School of Music concerts are held throughout the year in Esber Recital Hall and other campus locations.

International Programs

International Programs (IP) is responsible for coordinating University-wide international initiatives and activities. In addition to faculty liaison and outreach functions, IP comprises two core units, Education Abroad and the International Student Services, which contribute substantially to the University's strategic mission to internationalize teaching, research, and public service. The office encourages and promotes University international initiatives and opportunities in an increasingly interdependent global community.

Education Abroad (EA) offers a diverse array of international academic opportunities for Penn State undergraduates interested in studying abroad. Overseas programs provide an international perspective on academic disciplines and prepare students for this century's globalized workplace. Penn State's international programs attract approximately 2,000 students annually for full-year, fall, spring, and summer semester programs. EA offers programs in most regions of the world - Europe, the Middle East, the Far East, Latin America, Africa, Australia, and New Zealand.

International Student Services (ISS) is responsible for services and programs that aid international students at Penn State to achieve their academic goals. The office works closely with some 3,500 international students, handles immigration matters and financial eligibility for admission, acts as a liaison with sponsoring agencies, offers academic and personal adjustment counseling, and provides many other services. In addition, ISS assists with the activities of twenty-four nationality clubs, advises the International Student Council, and acts as an advocate for international student interests with other University offices and agencies within the campus community.

Faculty liaison and outreach staff promote international perspectives in the classroom and maintain memoranda of agreement with Penn State's partner universities around the world. They also provide grants programs for faculty and support collaborative partnerships with overseas colleagues. The International Lounge in Boucke provides a welcome setting to international students and scholars and all Penn Staters. IP hosts and coordinates visits from overseas scholars and administrators to the University. IP staff also present workshops to assist faculty and graduate students in their search for international funding opportunities, in developing study abroad programs, and in hosting international students and scholars on campus.

Advisory Groups and Boards

Advisory groups exist in every academic and research unit of the University. These groups review programs, make recommendations, and provide valuable guidance and input to help the unit reach its goals.

The advisory boards at the campus colleges, established under policies and procedures set forth by the University's Board of Trustees, make recommendations concerning matters of financing, programming, and public relations affecting their respective campuses. They organize support for capital financing of the campus and participate in the control of the program of acquisition, construction, or repair of physical facilities as available funding permits. The advisory boards

make recommendations through the chancellors to the vice president for Commonwealth Campuses concerning matters of importance to the local community.

UNIVERSITY OUTREACH

Penn State Outreach extends the intellectual expertise and resources of the University through teaching, research, and service to address the social, civic, economic, and environmental issues and opportunities of our Commonwealth, nation, and world. Working closely with faculty in all the academic colleges, the University delivers outreach programs and services at convenient times and accessible locations through Cooperative Extension, Continuing Education, Distance Education and Public Broadcasting. University scholarship is shared using a variety of formats: through print; multimedia enhanced print; satellite; interactive compressed video; audiographics; on-site courses and certificate programs for credit; conferences; institutes and seminars; symposiums; continuing professional education; and management development programs and services. The vice president for outreach, in collaboration with the University Outreach Council and the Faculty Senate Committee on Outreach, supports the colleges and coordinates outreach programs and services. For more information, contact the vice president for outreach at 814-865-7581.

Continuing Education

Faculty members disseminate research, provide instruction, and extend their scholarship through Continuing Education programs at all Penn State locations. Each college dean is responsible for Continuing Education in his/her college. The academic department serves as the basic unit for outreach activities, as well as for resident instruction, and research. Faculty members are encouraged to develop and deliver credit and noncredit Continuing Education courses; certificate, diploma, and licensure programs; conferences, workshops, symposia, and teleconferences. Faculty are supported by the associate vice president for outreach and executive director of Continuing and Distance Education. For more information, contact the associate vice president for outreach and executive director of Continuing and Distance Education at 814-863-2045.

Conferences and Institutes

Faculty are encouraged to disseminate research through conferences, institutes, workshops, seminars, symposia, and short courses. Colleges are responsible for program content and for instructional staff. Staff from the Conferences and Institutes and Continuing Education offices at all Penn State locations support development and delivery of these programs. Approval for the offering of noncredit programs is provided by the University Outreach Council. Programs are offered at all Penn State locations and centers, Cooperative Extension sites in all sixty-seven counties, and at national and international sites. Professional planners assist faculty in offering conferences, workshops and institutes. Many conferences and workshops are offered at the Penn Stater Conference Center Hotel, which is located at Innovation Park at Penn State to the east of the University Park campus. The facility features enhanced technology resources, including

interactive video-conferencing, satellite technology, computer-based, group decision-making classrooms, and audiovisual equipment. For more information, contact the director of Conferences and Institutes at 814-863-5111.

Distance Education/World Campus

For more than a century, distance education has helped Penn State serve learners nationally and internationally. Distance Education programs involve teaching and learning relationships where students and instructors are geographically separated and communication between them occurs through technical media (e.g., radio, television, audio, video, computer, and correspondence). In 1998, Penn State took that tradition into the twenty-first century by creating a World Campus that uses technology to create global learning communities around some of the University's best and most respected academic programs. Distance Education seeks to ensure access to Penn State's academic resources and to extend the University's academic programs nationally and internationally. For more information, contact the associate vice president for outreach and executive director of Continuing and Distance Education at 814-863-2045.

[Penn State Public Broadcasting](#)

Penn State Public Broadcasting is a media production and distribution organization that provides daily educational, cultural, and entertainment programming to citizens of the Commonwealth. Penn State Public Broadcasting has one of the largest broadcast coverage areas in the country. It provides public television (WPSU-TV) programming to nearly 500,000 households in central Pennsylvania. It provides a public radio service (WPSU-FM) to more than 450,000 listeners in northcentral Pennsylvania. Penn State Public Broadcasting is supported in part by the University, but largely through memberships, fund-raising, and development. Penn State Public Broadcasting personnel regularly identify topics of community interest where they can link faculty expertise with the needs identified. For more information, contact the associate vice president for outreach and Penn State Public Broadcasting general manager at 814-863-5630.

[Cooperative Extension](#)

Cooperative Extension, a non-formal educational delivery system with programs focused on locally identified issues, is funded jointly by the U.S. Department of Agriculture, the Commonwealth, and county governments. Penn State faculty members with extension responsibilities provide statewide leadership for extension education programs. They develop resources in cooperation with county extension agents, paraprofessionals, and volunteers who help plan, present, and evaluate the programs. All programs delivered by Cooperative Extension are noncredit. Each year, more than two million people across the state participate in activities such as cooperative extension seminars, workshops, conferences, short courses, computer-assisted learning, learn-at-home programs, and 4-H youth development programs. Programs and resources center on agriculture, environmental issues, forest resource management, food safety, community development, family life, nutrition, and health, among many other topics. Information is delivered through publications, newspapers, radio, television, and a computer network. For more information, contact the associate vice president for outreach and director of cooperative extension at 814-865-5410.

Office of Economic and Workforce Development

The Office of Economic and Workforce Development responds to the economic needs of all 67 counties in Pennsylvania by serving as a catalyst, facilitator, and collaborator for using the resources, expertise and intellectual assets of Penn State to help create and retain jobs and enhance the skills of the workforce in the Commonwealth. It also supports Pennsylvania's employers and workforce by identifying and facilitating opportunities for partnerships between University units statewide and other economic and workforce development organizations. Training and career awareness for employees, and software implementation and technology expansion are just a few of the ways the Office of Economic and Workforce Development helps companies and employees be more productive and improve their competitiveness. Units within the Office of Economic and Workforce Development are the Workforce Education and Development Initiative, Pennsylvania Technical Assistance Program (PENNTAP) and the Penn State Small Business Development Center. For more information, contact the director of the Office of Economic and Workforce Development at 814- 865-0427.

Penn State University Press

The Penn State University Press, as part of the research division of the University, is dedicated to promoting the dissemination of knowledge through the publication of books and journals. With more than one thousand titles on its active backlist, the press seeks to serve both the scholarly community and the citizens of Pennsylvania. Its current editorial program emphasizes art history, literature, philosophy, and religion in the humanities; history (primarily American and European); law, political science, rural studies, and sociology in the social sciences; Latin American and Russian/East European studies; medieval studies and women's studies; and works of regional interest (published in the Keystone Book series). In addition, it publishes 11 scholarly journals in the fields of education, history, literature, philosophy, and political science. For more information, call 814-865-1327 or visit www.psupress.org.

EXTERNAL RELATIONS

Office of University Relations

Through programs of communications, marketing, and special events, the Office of University Relations is responsible for developing understanding and support for the University's mission and goals. The office does this by positioning Penn State as one of the nation's premier research universities; promoting the University's academic achievements and contributions to society; protecting the University's reputation through issues- and crisis-management and the maintenance of quality standards in all University communications; and coordinating the University's marketing activities. University Relations also coordinates major public events, provides visitor information services, advises on matters of academic protocol and manages community relations and policies governing the use of University facilities by non-University groups. Call 814-865-7517 for further information. The Office of University Relations consists of five departments:

Department of Campus and Community Affairs

The Department of Campus and Community Affairs is responsible for managing campus and community relations. The department organizes all activities associated with the University's commencement and special academic ceremonies; manages involvement of the University in projects and activities with local municipalities and community organizations; oversees activities associated with the annual Central Pennsylvania Festival of the Arts; provides support to the annual United Way campaign; coordinates the annual faculty bus tour of the Commonwealth; manages and schedules tours of campus; oversees the use of campus facilities by groups and organizations; and works on special campus projects throughout the year.

Department of Advancement Projects and Communications

The Department of Advancement Projects and Communications provides support for the University's private fund-raising program and takes on special projects that advance the University's academic reputation, such as the historical markers program. For further information, call 814-863-4512.

Department of Public Information

The Department of Public Information manages the University's relationship with news, information, and entertainment media across the state, nation and world. The department focuses on promoting the research accomplishments and expertise of faculty. The department develops and markets news articles and story ideas on faculty research and expertise to major media, assists with media interviews, helps prepare guest opinion columns and connects media with University experts. The department also creates videos for a variety of purposes. For further information, call 814-865-7517.

Department of University Marketing

The Department of University Marketing monitors University marketing activities from a central administration perspective. The department serves as the advocate and point of responsibility for conducting institutional image studies, and is charged with ensuring the sharing of existing research and research tools within the University in order to maximize the use of University dollars. The department identifies marketing issues, challenges, and opportunities for the institution. For further information, call 814-863-5680.

Department of University Publications

The Department of University Publications is responsible for the quality of all University promotional publications. Through a network of University Editor Representatives in each college, campus and administrative division, requests for publications are channeled to the appropriate office for production and printing. The college or campus University Editor Representative is the primary contact for publications assistance.

All student recruitment, fund-raising and major image publications of the University are created by the Department of University Publications, where they are edited, designed and produced--

and in certain cases written. The department monitors the quality of other University publications through critiques and training sessions and by setting and maintaining a consistent editorial style and visual identity. Department staff also are available for consultation in assessing publication and promotional needs. For further information, call 814-863-1870.

II. Academic Policies

ACADEMIC FREEDOM

Faculty members are entitled to freedom in the classroom in discussing their subjects. Each faculty member is, however, responsible for the maintenance of appropriate standards of scholarship and teaching. Faculty members are entitled to full freedom in research or other services of his/her own undertaking, and in the publication of the results, subject to the adequate performance of other academic duties. Policies concerning research conducted for the University are described in section IV of this handbook.

The faculty member is a member of a learned profession, a member of the community, and a representative of the University. When faculty members speak or write as members of the community, they are free from institutional censorship or discipline, but they are expected to remember that the public may judge the profession and institution by their utterances. For further information, see University Policy [HR-64](#), "Academic Freedom," and University Policy [AD-47](#), "General Standards of Professional Ethics."

ACADEMIC APPOINTMENTS

Appointment and reappointment to teaching and research positions are recommended by the department heads and the deans and approved by the executive vice president and provost of the University.

Types of Appointments

Standing appointments are those that are full time and with no specified ending date. For an academic appointment, a Memorandum of Personal Service form outlining the terms of appointment is sent to the faculty member by the dean. Fixed-term multiyear appointments are full-time appointments for a minimum of thirty-six weeks per year, with an ending date specified.

Fixed-term multiyear appointments are renewable and may be made for up to five years for a single appointment.

Fixed-term I appointments are full-time appointments for a period of at least six months, with a specified ending date. Such appointments are discontinued at the stated ending date, but may be renewed. Fixed-term II appointments are either full-time appointments for less than six months or less than full time. Fixed-term II appointments are discontinued at the stated ending date, but may be renewed.

Individuals on standing, fixed-term multiyear, or fixed-term I appointments are covered by employee benefits. Those on fixed-term II appointments are not covered. All types of appointments and benefits are more fully described in University Policy [HR-6](#), "Types of Appointments."

Academic Ranks

Academic ranks are defined in University Policy [HR-21](#), "Definition of Academic Ranks." New faculty members are commonly appointed at the rank of assistant professor, assistant librarian, or research associate. The assistant professor should possess a doctorate or other appropriate terminal degree, or its equivalent; must have demonstrated ability as a teacher or researcher; and must have shown definite evidence of growth in scholarship.

The next rank is associate professor, associate librarian, or senior research associate. The associate professor should possess the same qualifications as the assistant professor, but also must give evidence of an established reputation in scholarly, artistic, or professional achievement.

The highest rank is professor, librarian, or senior scientist. In addition to the qualifications and achievements of the lower ranks, the professor should give evidence of a marked capacity for creative work and of leadership in his or her field of specialization. This rank is reserved for persons of proven stature in teaching and scholarship, in accordance with the faculty member's assignment.

Faculty members without a doctorate or other appropriate terminal degree, or its equivalent, are usually appointed to teaching positions at the rank of lecturer, senior lecturer, instructor, or senior instructor. The comparable research titles are research assistant or senior research assistant.

SPECIAL FACULTY TITLES

Endowed Chairs, Professorships, Fellowships

The University has received endowments to fund chairs, professorships, and fellowships. The nominations for these positions are made by the colleges. These positions may provide additional research funding, staff support, graduate student funding, or released time to pursue research/creative projects (see University Policies [HR-81](#), "University-Named Professorships," [HR-82](#), "University-Named Chairs," and [HR-83](#), "University Endowed Fellowships").

Evan Pugh Professorships

This title is granted to candidates at the rank of professor whose research publications or creative work or both have been of the highest quality over a period of time and who, moreover, have contributed significantly to the education of students who later achieve recognition in the candidate's discipline. The title carries a salary supplement and a supplement for research (see University Policy [HR-87](#), "Evan Pugh Professorships").

Distinguished Professors

This title is awarded to candidates at the rank of professor who display an exceptional record of teaching, research and/or creativity, and service (see University Policy [HR-10](#), "Distinguished Professorships").

SERVICE PLANS AND PAYROLL INFORMATION

Regular members of the faculty on standing appointments are hired on thirty-six-week or forty-eight-week contracts. Extension of thirty-six-week contracts up to a maximum of forty-eight weeks will be by supplementary contracts negotiated annually.

Salary Payment Information

Each pay period consists of a calendar month. Faculty members on standing appointments are paid in twelve monthly installments even if they have a thirty-six-week contract. The last day of each month is payday; however, if payday falls on a Saturday, Sunday, or a holiday, salary checks are issued on the preceding workday. Effective November 1, 1993 direct salary deposits became mandatory and a condition of hire for anyone beginning employment after that date. Salary Deposit Request Forms are available from the human resources officer in the college, the director of business services at the campus, or from the payroll department.

Mandatory deductions made automatically from payroll checks include federal, state, and local income taxes, Social Security, and retirement plans. Optional deductions include life insurance, health benefits, annuity plans, voluntary accidental death and dismemberment (VADD), long-term disability (LTD), parking, United Way, Penn State Federal Credit Union, and contributions to the Alumni Association and to the Office of Development and Alumni Relations.

Extra Compensation for University Service

It is the policy of the University to compensate faculty members with full-time salary for full-time service during the period of appointment. Full-time service includes a variety of assignments according to the needs of the University and the versatility of the faculty member, and may include duties that result from election or appointment to University, college, campus, and departmental committees, or to other academic responsibilities.

Generally the extra assignment of duties in addition to full-time responsibilities should be avoided. Exceptional circumstances may arise when substantial extra assignments may be required of the faculty member. In such cases, a faculty member, with his or her consent, and with the approval of the department head and dean or chancellor, may be asked to accept an assignment during his or her stated weeks of appointment that is different from and in addition to his or her regular full-time duties, and for which he or she may receive extra compensation.

If the extra assignment involves a Continuing Education program or course, any extra compensation will be based on a schedule of rates approved by the President. If the extra assignment is for other service, the amount of extra compensation will be specified in writing by the head of the academic or administrative unit making the assignment and approved in advance by the faculty member's dean or chancellor.

FACULTY SERVICE

As a state-related research university, Penn State has a responsibility to provide instruction, research, and service to the public and the Commonwealth. The public expects that reasonable service without additional financial support is implicit in its support of the University from public funds. Because the University expects faculty to provide reasonable public service without extra compensation, program and department heads are encouraged to recognize this service in the assignment of other responsibilities and in decisions concerning faculty evaluation, tenure, and promotion.

Faculty members are expected, as part of their commitments, to provide professional and public service commensurate with the responsibilities of their position. All faculty are encouraged to provide expertise to public officials and bodies and to nonprofit private organizations. While major commitments of time may require formal arrangements for reimbursement for released time and/or expenses, it is a normal professional responsibility for faculty to provide consultation services without reimbursement to colleagues and to their discipline. Lecturing within the University community is considered a part of service to colleagues and the public.

PROMOTION AND TENURE

Promotion and tenure are awarded for academic and professional merit. The criteria for promotion and tenure are described in University Policy [HR-23](#), "Promotion and Tenure Procedures and Regulations." The *Administrative Guidelines for HR-23* supplement but do not alter the basic policies set forth in HR-23. The *Guidelines* are available from the department head or the director of academic affairs.

University Criteria for Promotion and Tenure

University criteria for promotion and tenure have deliberately been made general in the expectation that there will be further definition and elaboration by the academic unit. Each college; the University Libraries; the Dickinson School of Law; the Great Valley School of Graduate Professional Studies; and the School of Information Sciences and Technology have developed more specific criteria statements. Some departments have departmental criteria statements. Faculty members should obtain copies of the pertinent criteria statements so that they are aware of the expectations of their unit.

There are three categories, listed below, in which candidates for promotion and tenure must demonstrate achievement and potential for further progress. The University Libraries and the College of Medicine each has an additional category (Librarianship and Clinical Practice, respectively). The criteria are applied in light of the mission of the academic unit and the professional responsibilities of the faculty member.

The Scholarship of Teaching and Learning: Ability to convey subject matter to students; demonstrated competence in teaching and capacity for growth and improvement; ability to maintain academic standards and to stimulate the interests of students in the field; effectiveness of counseling, advising, and service to students.

The Scholarship of Research and Creative Accomplishments: Competence, usually demonstrated through publication, exhibition, or performance, to carry out research or creative work of high quality and scholarly significance; the ability to garner grants or other external support for research or creative activity; evidence of thorough understanding of the field; maintenance of high levels of academic performance.

Service and the Scholarship of Service to the University, Society, and the Profession: Participation in University, college, department or division, and unit affairs; contributions to the University's programs to enhance equal opportunity and cultural diversity; competence in extending specialized knowledge to the University and to the public; service to government, industry, public and private organizations, and professional societies.

Review Process

The review process for promotion and tenure includes both *peer* reviews by faculty promotion and tenure committees at each level--campus (if relevant), department or division, college, and University--and *administrative* reviews by the campus administrator (if relevant), department or division head, college dean, executive vice president and provost of the University, and president of the University.

Tenure

Tenure is based on the potential for future advancement in the several areas as indicated by performance during the provisional period. Tenure reviews are made in the second, fourth, and sixth years of the provisional period. In the case of a negative review but without notice of termination, and in other cases where it is deemed advisable, a special third- or fifth-year tenure

review may be requested by the department head, campus chancellor, or dean. If the faculty member continues to a sixth-year review, the faculty member is notified before June 30 whether tenure has been granted. When continuing faculty are awarded tenure, tenure status will be effective the following July 1, immediately following the decision.

A first-year faculty member in a tenure-eligible rank whose services will not be retained receives written notice of termination no later than March 1 of the first academic year of service. Thereafter, a faculty member in provisional service receives at least twelve months' notice before the end of an academic year if his or her service is not to be continued.

The decision to award tenure is made by the President after reviews at all previous levels have been completed. If the decision not to recommend tenure is made at the college, school, or University Libraries level of review, the appropriate dean will notify the faculty member of the decision.

A faculty member holding tenure is assured that his or her services will not be terminated except for adequate cause, for retirement, for financial exigency, or for program elimination or reduction.

Length of Provisional Period

Unless specifically stated otherwise in writing, all tenure-eligible appointments are provisional until the appointee has been notified of a change in status. A newly appointed faculty member in a tenure-eligible rank will normally be required to serve a maximum of six years in provisional status, although credit may be granted for full-time service at other accredited institutions or for an earlier appointment at Penn State.

Reduction in Prior Tenure Credit

A reduction in prior tenure credit may be granted upon the written request of a faculty member and subject to the concurrence of the appropriate dean. A request for reduction in prior tenure credit will be considered only once for each faculty member. The request must be made during the first three years of the appointment or prior to the completion of the fourth-year tenure review inclusive of prior credit of tenure-eligible service, whichever occurs first.

Computing Years Toward Tenure

To facilitate the administration of tenure review procedures, there is a common tenure anniversary date of July 1 for all tenure-eligible academic appointments. This tenure anniversary date will not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which a tenure-eligible faculty member has full-time active employment status for no less than six months between July 1 and June 30. Since the purpose of the provisional period is to provide an opportunity for observing the faculty member, time spent on leave of absence is not considered part of the provisional period.

Staying of the Provisional Tenure Period

Upon the written request of a faculty member, the executive vice president and provost of the University may grant a temporary staying of the provisional tenure period, if, in his or her judgment, the academic performance of the provisional faculty member would be adversely affected by the responsibility as primary care giver after the birth or adoption of a child, a serious personal illness, the provision of care for a seriously ill family member, or any similar situation. This special exception is for one academic year and is normally granted only once. During this period the faculty member would not be evaluated according to the tenure guidelines, and the year would not be counted toward the provisional period. At the end of the stayed year, the faculty member continues on the tenure track.

Promotion

The presumption is that a positive tenure decision for an assistant professor is sufficient to warrant promotion to associate professor. Promotion is based on recognized performance and achievement in each of several areas, as appropriate to the particular responsibilities of the faculty member. Decisions on promotion to the ranks of associate professor and professor, or their equivalents, are made by the President after reviews at all previous levels have been completed. Promotions up to and including the rank of assistant professor, or its equivalent, are made by the academic dean of the relevant unit. Promotions take effect on July 1, immediately following the decision.

EVALUATION OF FACULTY PERFORMANCE

Each faculty member receives an annual performance evaluation review in writing by the department head or division head, and by the chancellor in the case of University College faculty members. Each faculty member's evaluation is related to his or her area of assignment and responsibility, with maximum weight given to the area of major emphasis in the individual's assignment. Periodically (e.g., every five years), evaluations of tenured faculty will extend over longer periods of time (see [HR-40](#), "Evaluation of Faculty Performance").

ENGLISH FLUENCY

Under the English Fluency in Higher Education Act, the University must annually file with the Department of Education of the Commonwealth a certification stating that its instructional faculty are fluent in the English language. The act defines "instructional faculty" as "every member of an institution of higher education, other than visiting faculty but including graduate assistants, who teach one or more undergraduate courses. ..." Verification of English fluency is determined by the academic deans and department heads or by campus chancellors and directors of academic affairs. Further information can be obtained by contacting the department head or director of academic affairs.

FACULTY DEVELOPMENT

Faculty development encompasses the growth and renewal of all faculty members throughout their professional lives. It is a shared responsibility, requiring a commitment both from faculty members and from the institution. Assistance to new faculty members may be provided through orientation programs arranged by the college or campus, in meetings with department heads and directors of academic affairs to discuss expectations, by provision of mentors, and through special arrangements for reduced course loads and research support.

Committee on Institutional Cooperation-Academic Leadership Program

The Committee on Institutional Cooperation (CIC)-Academic Leadership Program (ALP) develops the leadership and managerial skills of faculty on CIC campuses who have demonstrated exceptional ability and administrative promise. The ALP involves selected fellows in a series of three two-day seminars plus readings and participation in related activities on their home campuses. The seminars, which are rotated among the CIC institutions, follow a format designed to maximize interaction among all the fellows. ALP liaisons develop aspects of the seminar topic through case studies, workshops, and other group exercises. Fellows are appointed to terms of one year. Funding for the program is provided by the chief academic officers of the participating institutions. For further information, contact the Office of the Vice Provost for Academic Affairs at 814-863-7494, the executive director of the Office of Planning and Institutional Assessment at 814-863-8721, or consult the Web site at www.psu.edu/vpaa.

Administrative Fellows Program

The Administrative Fellows Program offers faculty and staff the opportunity to work with senior University officials to gain knowledge and experience pertaining to the challenges of leadership in our academic community. By working with a senior administrator in a mentoring relationship, fellows increase their awareness of issues in higher education, enhance their understanding of the contexts within which decisions are made, and have opportunities to participate in a wide range of decision-making processes. For further information, contact the Office of the Vice Provost for Academic Affairs at 814-863-7494, or at www.psu.edu/vpaa.

Schreyer Institute for Teaching Excellence

Schreyer Institute for Teaching Excellence, a unit of Undergraduate Education, has University-wide responsibilities to design and foster new teaching and learning improvement strategies; advance testing and assessment activities; and provide faculty and graduate instructors with programs, services, and resources that promote excellence in teaching and learning across the University. The institute develops a variety of online resources to support teaching and learning initiatives, including electronic databases, reference materials, and online publications. Program and resource information is available at www.schreyerinstitution.psu.edu. You can also visit the Institute in 301 Rider Building or call 814-865-8681.

Teaching and Learning with Technology

Teaching and Learning with Technology, a unit of Information Technology Services, assists faculty in using technology to enhance teaching and learning. It develops prototype instructional software in cooperation with faculty, develops multimedia projects, and coordinates an annual Teaching and Learning with Technology (TLT) Symposium.

Senior Faculty Mentor

The senior faculty mentor provides mentorship to assist in retaining minority faculty members; promotes minority faculty development through professional workshops, seminars, and counseling; and provides limited funding to assist junior faculty pursuing scholarship and research activities. For more information, contact the Office of the Vice Provost for Educational Equity at 814-865-5906.

Research Grant Opportunities

Research and scholarship--in addition to teaching and public service--are missions of the University and the responsibility of every faculty member. Information on research grant opportunities can be obtained from the department head, director of academic affairs, college associate dean for research, and the Office of Sponsored Programs. Internal sources of support for research include research initiation grants (for new faculty) and research development grants.

Faculty Recognition

Teaching Awards: The George W. Atherton Award for Excellence in Teaching, the Milton S. Eisenhower Award for Distinguished Teaching, and the Alumni Teaching Fellow Award are University-wide awards for faculty. Two of the four Atherton Awards are presented annually to faculty members at campuses other than University Park. Nomination forms can be completed by students, faculty, administrators, staff, parents, and friends of Penn State University. The awards are given every year and the recipients are honored at an awards ceremony. To find out more about these awards, please see <http://www.schreyerstitute.psu.edu/Awards> or contact the Schreyer Institute for Teaching Excellence at 814-865-8681.

Other Awards: Nominations for the President's Award for Excellence in Academic Integration are accepted from the academic deans. For information about selection criteria, contact the vice provost for academic affairs at 814-863-7494, or at www.psu.edu/vpaa. The Penn State Award for Faculty Outreach, established in 1998, is designed to recognize faculty who make significant contributions to outreach. Nominations are accepted from the University community. For information, contact the vice president for outreach and cooperative extension at 814-865-7581. Both of these awards are given at the University Awards Program each spring. In addition to these awards, many colleges and campuses offer awards for excellence in teaching, research, or public service.

Faculty Scholar Medals: This award recognizes scholarly or creative excellence represented by a single contribution or a series of contributions around a coherent theme. Each award includes a

medal and a cash stipend. The award is made in four fields: arts and humanities, social and behavioral sciences, life and health sciences, and physical sciences and engineering.

GRIEVANCE PROCEDURES

If a faculty member believes that there has been a violation of academic freedom, professional ethics, or procedural fairness, he or she should discuss the alleged violation with his or her department head or director of academic affairs. Each college and campus also has an ombudsman, whose responsibilities are to enhance communication and clarify possible misunderstandings in situations involving potential disputes, to advise faculty members and administrators about appropriate courses of action, and to help settle matters before they develop into serious disputes.

Disputes that cannot be resolved through normal channels of administrative responsibility and procedure may be taken to the University Faculty Senate Committee on Faculty Rights and Responsibilities. Upon receipt of a petition, the committee makes a preliminary determination of the extent of its review of the matter. The committee first reviews the matter informally. If this informal review does not resolve the matter, the committee may decide to establish a hearing board. Hearings before this board are not public. Conclusions of the hearing board are submitted to the President of the University, who then notifies the committee chairperson of the decision. For further details about this procedure and about the duties of ombudsmen, see University Policy [HR-76](#), "Faculty Rights and Responsibilities."

LEAVES OF ABSENCE

Although there is no formal vacation and/or sick leave policy for faculty, the University grants several types of leaves, both with and without salary. Plans to apply for any leave should be discussed with the department head or director of academic affairs. Questions of salary continuation, health-care coverage, etc., often arise when a faculty member is absent from the normal schedule for an extended period. The following information is intended to provide summary information addressing questions most frequently asked about leaves of absence. This information is not intended to be definitive on policy matters. Faculty should call the Employee Benefits Office (814-865-1473) for information regarding benefits coverage, etc., and the Employee Relations Office (814-865-1412) for more detailed policy information.

A faculty member who needs to be absent from work upon the birth or adoption of a child or in order to care for a seriously ill child, spouse, or parent (as defined by law) shall be eligible for and considered to be utilizing time off under the provisions of the Federal Family and Medical Leave Act. See [Human Resources Guideline No. 11](#), "Family and Medical Leave," for details.

Paid Absences

Leaves of Absence with full or partial pay are provided to the extent provided by policy for the following reasons:

REASON	POLICY (HR)/GUIDELINE (HRG)
Childcare	(HRG-11 , HRG-18)
Family Leave	(HRG-11)
Graduate Study	(HR-18)
Maternity	(HRG-7 , HRG-18)
Sabbatical	(HR-17)
Short-term Military Duty	(HR-19)

Faculty on leave with pay have access to the same benefits and privileges as are available to active, regular employees. See applicable policies for details.

Unpaid Absences

Leaves of absence without pay may be available to the extent provided by the policy. Benefits continuation during such leaves are as follows:

Reason	Policy/ Guideline #	Life Insurance	Health, Dental and Vision Coverage	Educational Privileges	Contribute to Retirement
Childcare	HR-16 HRG-11	Yes	Yes ⁶	Only first 12 weeks of absence*	TIAA-CREF only ³
Family Leave	HR-16 HRG-11	Yes	Yes ⁶	Only first 12 weeks of absence*	TIAA-CREF only ³
Formal Study	HR-16 HRG-13	Yes	Yes ⁴	Yes	TIAA-CREF only ³

Illness/Injury	HR-16	Yes	Yes ⁴	Yes	TIAA-CREF only ³
Maternity	HR-16 HRG-7	Yes	Yes ⁴	Yes	TIAA-CREF only ³
Military Long-Term	HR-19	Yes ¹	Yes ^{1,4}	Yes	TIAA-CREF ³ SERS ²
Personal	HR-16	Yes	Yes ⁵	No	TIAA-CREF only ³

¹ Claim covered, except if caused by war

² Active service may be purchased in SERS

³ Only personal, after-tax contributions are possible

⁴ Charges shall be at the normal applicable contribution rates for active, regular employees

⁵ Charges shall be at the entire cost (employee and University costs)

⁶ For the first twelve weeks of absence (*regardless of the reason for the absence), charges shall be at the normal applicable contribution rates for active, regular employees. After the first twelve weeks of absence, charges shall be at the entire cost (employee and University costs).

Note: All Human Resources policies and guidelines are now available on both GURU and www.ohr.psu.edu. This chart has been prepared as a ready reference. Because policies may change, the policy and/or guideline should be consulted for more precise and up-to-date definitions.

Sabbatical Leaves

Sabbatical leaves are leaves of absence with salary (see University Policy [HR-17](#), "Sabbatical Leave"). The leave is granted for the purpose of intensive study or research that increases the quality of the individual's future contribution to the University. The leave may be granted to tenured faculty who have served the University for a minimum of six years of full-time service.

Application is made early in the fall semester of the year preceding the leave. Sabbatical Leave Guidelines may be obtained from the department head, the director of academic affairs, or the dean. A leave with salary may be granted for a maximum of one contract year. The most common arrangements are 67 percent of salary for a full contract year or 100 percent salary for one-half of a contract year.

The application should be accompanied by a detailed proposal specifying the project to be undertaken, the results to be expected, and the way in which the leave will benefit the individual's capacity to serve the University. The application is forwarded with the department head's recommendation to the dean.

A sabbatical leave review committee in each college reviews the applications and submits its recommendations to the dean. The dean considers the recommendations and weighs the fiscal and academic load responsibilities of the unit. Every effort is made, however, to ensure that no sabbatical leave is denied because of the cost of covering the instructional responsibilities of the faculty member on leave. Final approval for sabbatical leaves is made by the President, after recommendation by the executive vice president and provost of the University.

Leaves of Absence Without Salary

A leave of absence without salary may be granted by an academic dean for personal reasons involving travel, study, creative activity, or research that will benefit the individual and the University; for sickness; for maternity; for child care; for extended military service; or for other reasons determined by the University (see University Policy [HR-16](#), "Leave of Absence without Salary" [other than for active military service or training]).

Guidelines covering absences from work as a result of pregnancy or childbirth ([HRG-7](#), "Absence from Work resulting from Pregnancy or Childbirth") and provisions applicable to child care leave ([HRG-11](#), "Family and Medical Leave") are provided in the *University Policy Manual*.

RETIREMENT AND RESIGNATION

Retirement

Information on retirement can be obtained from Employee Benefits, 814-865-1473, in the Office of Human Resources.

Resignation

Notification of resignation by a faculty member is expected to be early enough to obviate serious inconvenience to the University. Therefore, a faculty member should not give fewer than four months' notice of resignation. For faculty members who teach, it is expected that such resignation shall be effective at the end of a fiscal year. Thus, the final date for a faculty member who teaches to tender a resignation is March 1, to be effective June 30, in a particular year (see University Policy [HR-52](#), "Resignation from University Employment").

Emeritus Rank

Emeritus rank is granted in recognition of meritorious service to the University. Unless specifically not recommended, emeritus rank is granted upon retirement to those holding the rank of professor, associate professor, librarian, associate librarian, senior scientist, or senior research associate, or to personnel classified as executive, associate dean, or director of an academic unit. To be eligible, individuals in those ranks or positions must be either age 60 or older, with 10 or more years of service at the University, or have completed 25 years or more of service at the University, *and* have held the title at Penn State for a period of at least 5 years prior to retirement. The privileges of emeritus rank are described in University Policy [HR-25](#), "Emeritus Rank."

III. Instruction

Faculty members may be assigned to teach courses through resident instruction, World Campus and/or continuing education. The primary mission of resident instruction is to deliver classroom credit courses to students admitted to degree programs at campus sites as well as to administer on- and off-campus credit-bearing activities such as internships, practicums, field experiences, and education abroad. Students not formally admitted to a degree program (provisional and nondegree students) may participate in resident instruction, World Campus, and/or continuing education offerings on a space available basis. Continuing Education programs (other than those of the Cooperative Extension) include informal University instruction programs, such as noncredit workshops, conferences, clinics, institutes, short courses, and independent learning courses, as well as credit courses designed largely for nontraditional, part-time students pursuing course work or degrees typically during the evenings and often at off-campus locations. World Campus courses typically are taught on-line.

The colleges of the University are the academic homes for all faculty, programs, and courses in both resident instruction and continuing education.

UNDERGRADUATE EDUCATION

Penn State provides credit courses to degree candidates at all locations of the University. It also administers certain on- and off-campus credit-granting activities, including internships, practicums, field trips, and study abroad. Classes meet on a semester calendar and in summer sessions of varying lengths.

All undergraduate degree programs and courses offered by the University are approved by the faculty and are implemented under academic policies and student rules established by the University Faculty Senate and the Vice President and Dean for Undergraduate Education. The provost maintains authority for the academic administrative policies and procedures that govern

the undergraduate curriculum. The Senate Committee on Curricular Affairs approves or rejects all course and curriculum proposals submitted by the various departments, colleges, and other appropriate units of the University. This committee also oversees the University General Education Subcommittee, the University Writing Subcommittee, and the University Intercultural and International Subcommittee.

General Education

All baccalaureate and associate degree candidates must complete a program of General Education, which is defined by the University Faculty Senate as representing "the breadth of knowledge involving the major intellectual and aesthetic achievements of humanity." The baccalaureate General Education program consists of 45 credits: communication (writing/speaking) (9 credits); quantitative (6 credits); and the knowledge domains areas (30 credits), including courses in the sciences (9 credits), arts (6 credits), humanities (6 credits), social and behavioral sciences (6 credits), and health and physical activity (3 credits). Associate degree candidates take a similar array of courses, but fewer credits.

For additional information, consult the *Undergraduate Degree Programs Bulletin* (<http://www.psu.edu/bulletins/bluebook>).

Other Requirements

In addition to General Education, Writing Across the Curriculum and Intercultural and International Competence are enhancements approved by the Senate for baccalaureate students. At least 3 credits of writing-intensive courses must be taken prior to graduation. All candidates for a baccalaureate degree or an associate degree are required to take 3 credits of intercultural and international competence courses. In addition, baccalaureate degree seeking students are required to complete a First-Year Seminar (FYS) for 1 to 3 credits. The program is designed to engage students in learning, acquaint them with the learning tools and resources available at Penn State, and orient them to the scholarly community from the outset of their undergraduate studies in a way that will bridge to later experiences in their chosen majors.

Individual colleges also have college requirements for undergraduates. For example, all students in Bachelor of Arts programs (most of them in the College of the Liberal Arts) have a 12-credit-level foreign language requirement.

THE SYLLABUS: WHAT TO INCLUDE

Many aspects of undergraduate instruction are governed by the University Faculty Senate and University policies. These regulations, titled *The University Faculty Senate Policies for Students*, can be found at www.psu.edu/ufs/policies/. Every course must have a syllabus, though details vary somewhat depending on the level of the course and its purpose. The value and utility of a good syllabus should not be underestimated; it is a way of giving students a clear view of course purposes, requirements, and objectives, together with what students will be expected to learn.

Further, a syllabus gives students basic information they need to know about the course. Confusion or problems can be prevented later in the semester by having information in writing from the start. The following list includes some basic information that must be provided in the syllabus along with other useful suggested information. (Asterisks indicate information that must be provided to students during the first ten calendar days of the semester.) Some related rules have also been included.

Course Policies

[The following rule references are taken from the University publication [University Faculty Senate Policies for Students](#).]

Attendance and lateness

(Rule 42-27--Attendance: Class attendance by students is expected and encouraged. Instructors should provide opportunities to make up work for students who miss classes for regularly scheduled, University-approved curricular and extracurricular activities. Students who miss class due to legitimate, unavoidable reasons such as illness, injury, or family emergency should have the opportunity to make up evaluative events. While notifying the instructor in a timely manner is a key expectation, the senate policy does not mandate official documentation of student illness or other unavoidable reasons for absence. Instead the view is that as faculty engage students in mature practices and dialog--in place of requiring an official record of a funeral or doctor's office visit--students will rise to the occasion.)

Class participation

Lab safety/health

***Grading**

Rules 47-00, 48-00, and 49-00--Grading: These rules cover the basis for grades; the grading system for undergraduate students and candidates enrolled in M.D. programs; definitions of grades; the repeating of courses when a grade of D or F was received; failure to complete a course; corrected grades; deferred grades; no grades; grades for credit by examinations; symbols for course audits; academic integrity; research grades; and satisfactory/unsatisfactory grades.

***Examinations**

Rule 44-10--Examination policies: Faculty members teaching and coordinating courses are responsible for determining the examination policy used in the courses. Written notification of the examination policies must be made available to students during the first ten calendar days of the semester or its equivalent.

***Evening examinations, if any**

Rule 44-30--Evening exams for daytime courses: The holding of evening non-final examinations in courses that are not normally scheduled in the evening requires approval in advance by the dean or chancellor. Students must be informed during the first week of the semester if such examinations are to be expected.

***Academic integrity**

Rule 49-20--Academic integrity: The rule defines academic integrity and the procedures to be followed in a charge of academic dishonesty. The instructor is responsible for providing a statement clarifying the application of academic integrity criteria to each course at the beginning of the semester.

Course Calendar/Schedule

Class meeting times

Rule 34-83--Rescheduling a course: Changes in class meeting times must be approved by the dean of the college or the chancellor.

Topic outline for the course

Dates for exams/quizzes

Rule 44-25--Final exam conflicts: Students should follow the procedures described in the rule when they have two or more final examinations scheduled at the same time [conflict final examinations], or three or more final examinations scheduled on any one calendar day or in three consecutive examination periods [overload conflict].

Dates for major assignments

Required special events

Course Materials

- 1) textbook title, author(s), edition
- 2) availability of textbook in library or on reserve
- 3) supplementary readings, required or recommended
- 4) supplementary readings location (library or bookstore)
- 5) Internet materials

Instructor Information

- 1) instructor's full name and title

- 2) office location and phone number
- 3) office hours
- 4) phone number (or where to leave messages)
- 5) electronic mail address
- 6) home phone number (optional)
- 7) instructor's accessibility (e.g., hours when permissible to call at home)
- 8) teaching assistants' names, phone numbers, and office addresses

Available Support Services (if applicable)

- 1) Library – www.libraries.psu.edu/
- 2) Learning Centers – www.ulrc.psu.edu
- 3) Labs – Refer to specific college Web site for information
- 4) Technology – <http://its.psu.edu>

For a sample model of a syllabus, refer to [The Penn State Teacher II](#).

INSTRUCTIONAL RESOURCES AND INFORMATION

Confidentiality of Student Records

Information from records, files, and data directly related to a student may not be disclosed by any means (including telephone) to individuals or agencies outside the University without the consent of the student in writing, except in the case of specifically designated educational and governmental officials as required by the Family Educational Rights and Privacy Act of 1974. Information contained in such records may be shared within the University by University officials with "legitimate educational interests" in such information. It is important for instructors to protect student confidentiality when listing class exam grades or returning class projects. Additional information is available by referring to University Administrative Policy [AD-11](#) or N-1 of the [Academic Administrative Policies and Procedures Manual](#). Guidelines for adhering to the federal legislation are available from the Office of Undergraduate Education in 417 Old Main, 814-863-1864.

Holidays and Religious Holidays

The following holidays are established by the University: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 25, and five additional holidays in December varying in accordance with the day December 25 occurs. (Note: The College of Medicine utilizes service days in lieu of the additional December holidays.)

Faculty members are expected to entertain requests for exemptions from class attendance for purposes of religious observances. In that regard, the Center for Ethics and Religious Affairs, 106 Eisenhower Chapel, publishes a list of holy days of the major world religions for which observance may require a student to depart from his or her normal routine when classes are in session. Look for the "Holy Days Calendar" at www.sa.psu.edu/cera.

Academic Administrative Policies and Procedures

The provost, as chief academic officer, maintains authority for the Academic Administrative Policies and Procedures that govern the undergraduate curriculum and may, in consultation with faculty, deans, and other appropriate offices, make exceptions to them. The vice president and dean for undergraduate education, as the provost's agent in these matters and in collaboration with the Administrative Council on Undergraduate Education (ACUE), maintains and updates the Academic Administrative Policies and Procedures Manual (AAPP), which serves as an important curriculum resource for faculty. You can review the manual online at www.psu.edu/oue/aapp/.

Academic Services for Students

Comprehensive academic assistance, supplemental instruction, and tutoring services are available from the University Learning Centers (ULC), Academic Advancement Programs (AAP) and Morgan Academic Support Center for Student-Athletes (MASCASA). The Division of Undergraduate Studies (DUS) provides (1) academic advising and information for anyone who requests assistance, including students, faculty, and staff in every college; (2) an enrollment option for exploratory students and for students in transition from one Penn State college to another; (3) the First-year Testing, Counseling and Advising Program (FTCAP) for all entering first-year students and their families; (4) dissemination of information about advising and University-wide academic policies and procedures. Consult the DUS home page at www.psu.edu/dus for more information.

In addition to the advising services described above, students are assigned professional or faculty advisers upon admission to degree candidacy. Advisers are expected to provide program and professional guidance, including guidance about career opportunities, selection of courses, and information on University policies.

Disability Services

The Office for Disability Services (ODS) offers information to assist faculty in teaching qualified students with disabilities and helping these students obtain academic adjustments. A *Handbook for Working with Students with Disabilities* is available from the ODS Web site, under the Faculty Information section. This Web site contains information about commonly requested academic adjustments, answers to frequently asked questions, University policies and procedures, available resources and general helpful hints for faculty. Disability Contact Liaisons

provide services and academic adjustments for students with disabilities at Penn State campuses other than University Park. For more information, contact the Office for Disability Services, 116 Boucke Building, University Park campus, phone 814-863-1807 (V/TTY), or refer to the Web site at www.equity.psu.edu/ods.

Undergraduate Research Opportunities

As a faculty member, you have a unique opportunity to work with undergraduate students and join in their pursuit of new knowledge. Penn State, a comprehensive public research university, offers an undergraduate education that is available at only a few select institutions of higher learning. Laboratories, special library collections, museums, studios, and academic computing facilities enhance the instructional environment, and complement traditional classroom teaching and learning experiences. By participating in an undergraduate research project you will be introducing students to the basic principles used to make new discoveries and develop theories. This new knowledge will help build their confidence in independent inquiry, show them the value of critical thinking, and prepare them for the challenges of tomorrow's world.

Research Opportunities for Undergraduates at Penn State fosters research activities among undergraduate students by providing facilitation, coordination, and information. When matching monetary commitments are provided by both department and college, the Office of Undergraduate Education makes available travel funds for undergraduates (1/3:1/3:1/3) for participation in conferences when research papers are being presented. The annual Undergraduate Exhibition held in the spring communicates and celebrates the participation of undergraduate students from across the University in research and creative endeavors.

Schreyer Institute Curricular Funding

The Schreyer Institute for Teaching Excellence invites proposals from Penn State faculty members who are seeking support in the areas of course and curricular change and assessment. Support for these projects will involve the services of the Institute's course and curricular development consultants and assessment specialists. Current areas of interest include proposals requesting Program Evaluation Support, Curricular Change or Change of Delivery to Existing Courses, Evaluation of New Delivery Methods, Assessment of Student Learning, and Pilot Testing of New Pedagogical Tools.

For additional information about these areas of interest and how to apply, please visit <http://www.schreyerinstitute.psu.edu/Grants>. To schedule a consultation to discuss ideas prior to proposal submission, contact them at 814-865-9784 or site@psu.edu.

Bachelor of Philosophy Degree

The Bachelor of Philosophy degree, administered by the Office of Undergraduate Education, enables students to develop, in conjunction with a faculty preceptor, the requirements for an individualized course of study. Intended for those few whose academic goals cannot be met

through existing degree curricula, the Bachelor of Philosophy may cross disciplinary boundaries that open unique paths of discovery. For additional information, see www.psu.edu/oue/bphil/.

Public Scholarship

Public scholarship commits academic and creative work—including teaching, discovery, and artistic performance—to the practice of effective student and faculty engagement in public sovereignty and the democratic process. The Laboratory for Public Scholarship and Democracy is a program of Penn State University Undergraduate Education that facilitates public scholarship through its support and administration of the Intercollege Minor in Civic and Community Engagement, Public Scholarship Faculty Fellowships, the Public Scholarship Associates, Public Scholarship Course Development Grants, the Public Scholarship Institute, and other initiatives, publications, and programs.

GRADUATE EDUCATION

The University, through its Graduate School, offers a variety of graduate programs leading to more than 150 advanced academic and professional degrees. More than 10,000 students are enrolled in graduate programs at the University Park campus, Penn State Erie, Penn State Harrisburg, the College of Medicine (Hershey), and Penn State Great Valley School of Graduate Professional Studies. Certain professional degree programs are also offered off-campus and through Penn State Online.

More than half of the enrollment, including most of the doctoral students, is at the University Park campus. In recent years, more than 2,700 graduate degrees have been conferred annually, with approximately 22 percent being doctoral degrees. The Graduate School has more than 3,100 graduate faculty.

The Graduate Faculty

Graduate Faculty members ordinarily are University faculty members with the most advanced degree in their fields who are assigned responsibilities in graduate education and research.

Criteria and Responsibilities

Those nominated for Graduate Faculty membership should be qualified to teach graduate courses, advise graduate students at master's and doctoral levels, and conduct research and scholarly activity leading to refereed or other professional competitive publications or to comparable artistic, clinical, literary, or technical achievements appropriate to particular fields. Graduate Faculty members may direct theses, chair or serve otherwise on doctoral committees, teach 500-level courses, and perform other such academic duties as may be authorized by the dean of the Graduate School.

Appointment to the Graduate Faculty

Faculty holding the highest degrees in their fields who are appointed to tenured or tenure-track positions in academic departments offering the highest degrees in the field (Ph.D., D.Ed., M.D., J.D., or Master's in Architecture, Landscape Architecture, or Fine Arts) are granted membership in the Graduate Faculty by the dean of the Graduate School upon the recommendation of the department head and the concurrence of the college dean. This membership is restricted to those faculty who are assigned significant responsibilities in graduate education and research. It is the responsibility of the deans of the academic colleges to notify the Graduate School of faculty who meet these criteria for membership.

All other candidates for Graduate Faculty membership must be approved in accordance with established procedures of the Graduate Council. Adjunct, affiliate, part-time, fixed-term faculty, and tenured or tenure-track faculty appointed to departments not offering the highest degrees in their fields must be recommended by the chair of the graduate program to which the candidate will contribute and approved by the college evaluation committee. The chair must provide documentation of the candidate's ability and experience in graduate teaching, research and supervising graduate students, proposed duties as a member of the Graduate Faculty, professional credentials, and doctoral and master's projects supervised by the nominee, if applicable. The dean of each University Park college or school, as well as the Dean of the College of Medicine and the respective chancellors or deans of Penn State Harrisburg, Penn State Erie, and Dickinson School of Law each send to the Graduate School, for the dean's concurrence, the names of faculty on the college evaluation committee. A committee consists of a chairperson and two members, all of whom must be members of the Graduate Faculty, and whose terms of service are staggered to ensure continuity.

ADMINISTRATIVE GUIDELINES

Appeal Procedure

The dean of the Graduate School shall be the final appeal authority of any decision of an evaluation committee and may establish such ad hoc procedures in each case as deemed appropriate.

Adjunct, Affiliate, Part-time, and Fixed-term Faculty

Graduate Faculty appointments for these persons are made for the period of their affiliation with the University. They are expected to participate actively in the graduate program, and to interact with students and faculty in a context of research or other creative activity that extends beyond the scope of an instructional assignment.

Temporary Appointments of Visiting Faculty

Based on the previous criteria, these temporary appointments may be made for the period of affiliation by the dean of the Graduate School on the recommendation of the program chairperson.

Tenure in the Graduate Faculty

A member may be dropped from the rolls of the Graduate Faculty by the Dean of the Graduate School upon the recommendation or concurrence of the program chairperson and with the concurrence of the college evaluation committee if he or she fails to participate significantly in the graduate affairs of the University or has no record of continuing scholarly or creative activity. A member may be dismissed from the Graduate Faculty by the dean for failure to maintain appropriate standards of professional ethics as described in University Policy AD-47. The action is contingent on the recommendation of the ad hoc investigatory committee, consistent with University Policy RA-10. Criteria for such dismissal include: ethical misconduct, including fraud, fabrication, falsification, plagiarism, and other serious deviation from accepted practices within the roles of teacher, researcher/scholar, colleague, and member of the University; failure to adhere to the principles of co-authorship in scholarly reports, papers, and publications (ref. RA-13); or failure to exercise utmost good faith in all transactions touching upon their duties with and on behalf of the University so as to avoid conflict between the interest of the University and member of the Graduate Faculty (ref. HR-91).

Composition of Doctoral Committees

Doctoral Committee --General guidance of a doctoral candidate is the responsibility of a doctoral committee consisting of four or more active members of the Graduate Faculty, which includes at least two faculty members in the major field, and one outside member, as described below. The dissertation adviser must be a member of the doctoral committee and usually (but is not required to) serves as chair. If the candidate has a minor, that field must be represented on the committee. (See also Major Program and Minor Field under D.Ed.—Additional Specific Requirements in this bulletin.) This committee is appointed by the graduate dean through the Office of Graduate Enrollment Services, upon recommendation of the head of the major program, soon after the student is admitted to candidacy. A person not affiliated with Penn State who has particular expertise in the candidate's research area may be added as a special member, upon recommendation by the head of the program and approval of the graduate dean (via the Office of Graduate Enrollment Services). A special member is expected to participate fully in the functions of the doctoral committee. If the special member is asked only to read and approve the doctoral dissertation, that person is designated a special signatory of the thesis. Occasionally, special signatories may be drawn from within the Penn State faculty in particular situations.

Chair --The chair or at least one co-chair must be a member of the specific graduate faculty of the doctoral program in which the candidate is enrolled. A retired or emeritus faculty member may chair a doctoral committee if he/she began chairing the committee prior to retirement and has the continuing approval of the department head or program chair. The primary duties of the chair are: (1) to maintain the academic standards of the doctoral program and the Graduate

School, (2) to ensure that the comprehensive and final examinations are conducted in a timely fashion, (3) to arrange and conduct all meetings, and (4) to ensure that requirements set forth by the committee are implemented in the final version of the thesis.

Outside Member --While one or more members of the doctoral committee may be from outside the department in which the graduate program resides, an official “outside member” must be appointed, who serves a specific role as described below. The primary responsibilities of this outside member are (1) to maintain the academic standards of the Graduate School and (2) to assure that all procedures are carried out fairly. The outside member represents the Graduate School ; and, as such, the outside member shall be a member of the Graduate Faculty but need not have direct expertise in the research area of the candidate. The outside member may contribute technical expertise, but this role is subordinate to the aforementioned primary responsibilities. In this context, the head of the doctoral program will recommend to the dean (via the Office of Graduate Enrollment Services) a sufficient number of members, exclusive of the outside member, so that sufficient technical expertise is represented on the committee. Thus, the outside member may be in addition to a full complement of committee members with technical expertise in the area. Heads of doctoral programs will seek an outside member who has no conflicts of interest with members of the committee, in such a way as to preclude their fulfilling the primary duties as the outside member. The outside member shall not hold a budgetary or adjunct appointment in the department or academic unit to which the student's doctoral program belongs. The outside member shall also not have a budgetary or adjunct appointment in or other conflict of interest with the unit(s) to which either the chair or the dissertation adviser belongs. The outside member cannot chair or co-chair the committee. This does not preclude other members of the Graduate Faculty regardless of budgetary appointment from serving on the committee, and potentially in dual roles, for example, as co-chair. The committee member representing the minor may serve as the outside member if his or her budgetary appointment satisfies the conditions noted above.

The membership of doctoral committees should be periodically reviewed by the program chair to ensure that its members continue to qualify for service on the committee in their designated roles. For example, if budgetary appointments, employment at the University, etc., have changed since initial appointment to the committee, changes to the committee membership may be necessary. If changes are warranted, they should be made as soon as possible to prevent future problems that may delay academic progress for the student (e.g., ability to conduct the comprehensive or final examinations).

Teaching by Non-members of the Graduate Faculty

Under special circumstances, on recommendation of the program chairperson and on approval of the Dean of the Graduate School, non-graduate faculty members may be approved to teach specific 500-level courses.

The Graduate Council

The Graduate Council is the representative body of the Graduate School, with approximately forty-five Graduate Faculty members elected from established voting units and five graduate

students elected through the Graduate Student Association. The dean of the Graduate School is a voting ex-officio member and serves as the chair of the council. Executive and administrative matters are the responsibility of the dean of the Graduate School.

The principal functions of the Graduate Council are to represent the University as a whole in controlling, through its curricular approval powers, the quality of graduate studies offered by the graduate units, to stimulate and encourage the offering of graduate work and the pursuit of research and creative activity, to help formulate the objectives of graduate programs, to inform and advise the President of the University and the executive vice president and provost of the University regarding all aspects of the University's graduate programs, and to facilitate the offering of interdepartmental and intercollegiate programs of graduate study and research, or other equivalent creative activity.

Detailed information about graduate programs can be found in *the Graduate Degree Programs Bulletin* (www.psu.edu/bulletins/whitebook/). For further information, contact the senior associate dean for graduate studies or the assistant dean of the Graduate School (phone: 814-865-2516; e-mail: p1q@psu.edu).

IV. Research, Scholarship, and Creative Endeavors

Research, scholarship, and creative endeavors play an important role in the scholarly growth and development of a faculty member. Research, scholarship, and creativity greatly enhance the University's ability to meet its principal missions by strengthening and supporting undergraduate and graduate education, by serving the Commonwealth of Pennsylvania and the nation in the tradition of the land-grant university, and by using its resources of faculty expertise to expand the frontiers of knowledge.

The University first enumerated these principles in formal policy in 1940. Since the original adoption by the Board of Trustees, the Board has updated the principles to adapt to changes, but the principles have remained fundamentally the same. Faculty may read about them in RA24, "Position Statement on Research." This chapter addresses Penn State resources, policies, and procedures that may assist faculty in their pursuit of research, scholarship, and creative activities.

THE UNIVERSITY'S RESEARCH PROGRAM

Research at Penn State is conducted within colleges and academic departments, in more than one hundred research centers, laboratories and specialized facilities, and through a network of interdisciplinary research centers, institutes, and consortia. Research activity within a college is the responsibility of the dean. Each college, however, has a research office administered by an assistant or associate dean for research.

Penn State has a number of major interdisciplinary strategic initiatives organized as institutes and consortia funded through the Office of the Vice President for Research in collaboration with

many of the academic colleges. The University's strategic institutes and consortiums provide a formal structure in which faculty from different colleges can cooperate on multidisciplinary research. University institutes and consortiums conduct research in areas spanning both basic and applied research topics, from the social sciences to the life sciences, and from the humanities to the physical sciences.

The vice president for research has overall responsibility for the University's research program. This University officer has institutional responsibility to expand opportunities for research and to maximize research benefits to the graduate program. The vice president for research consults the University Research Council in this effort.

Assisting the vice president is the associate vice president for research and director of strategic initiatives, who works to enhance the University's research environment and competitiveness. The associate vice president has the responsibility within the office of the vice president for research to foster research at Penn State. The major aspects of this function include providing leadership for the development of major research activities at the University, working with the faculty and administration to organize large-scale, multi-investigator, interdisciplinary research teams, developing University policies that encourage research, and responsibility for selections on all limited submission requests for proposals.

Also assisting the vice president for research are the associate vice president for research and director of sponsored programs, who facilitates the submission, award, and management of grants and contracts; the assistant vice president for research and technology transfer and director of the intellectual property office, who seeks to make University research available to the benefit of society; and the associate vice president for health sciences research and vice dean for research at the Penn State Milton S. Hershey Medical Center, who focuses on health-related research challenges, and strives to build partnerships between the University Park and Hershey campuses.

RESEARCH ADMINISTRATION

The associate vice president for research and director of sponsored programs has responsibility within the office of the vice president for research for overseeing the operation of the University's administrative support systems for faculty and staff engaged in grant and contract activity. The Administrative Committee on Research (ACOR) provides advice and assistance to the associate vice president in the development and administration of research policies, programs, and procedures that apply to all University organizations.

Sponsored Programs

Faculty often require more financial resources to conduct their research than are available through general operating funds. In these cases, faculty are encouraged to seek additional funding from external sources. The solicitation of funds that will be awarded to the University to support a faculty member's project (a sponsored project), however, must be conducted through

appropriate University offices, such as the Office of University Development or the Office of Sponsored Programs.

Assistance in project planning, budget building, and proposal preparation is available from a variety of offices and individuals, including the associate deans for research, University institutes and consortium research unit directors, chancellors or directors of academic affairs, and departmental offices.

The Office of Sponsored Programs helps college research offices as well as individual faculty members locate funding opportunities for their projects by employing a number of national databases and services. Faculty can also search for current funding opportunities with tools available at <http://grants.psu.edu>.

All proposals and awards for sponsored projects at Penn State must be processed through the Office of Sponsored Programs at the University Park campus or, for faculty of the College of Medicine, the Office of Research Affairs at the college. Proposals and awards must be reviewed and approved by University research administration to ensure compliance with applicable federal, state, and University policies and procedures, especially any that involve human research participants. Faculty are not empowered to submit proposals, accept grants, negotiate terms, or execute contracts on behalf of the University.

Faculty can obtain more information on seeking external funding and processing proposals from the Faculty Information and the Proposal Preparation sections of <http://grants.psu.edu>.

Faculty Responsibilities

While sponsored funds may allow a great deal of freedom to conduct a project, they also carry a concomitant level of responsibility for proper stewardship. Each sponsored project must have a designated leader, a principal investigator (PI) or project director, who has the primary obligation to see that the terms of the grant or contract are fulfilled. To assist faculty in this responsibility, the University provides administrative services and has established procedures to help meet both sponsor and University administrative requirements. Faculty members should contact their college research office for additional information.

TECHNOLOGY TRANSFER

As the Commonwealth of Pennsylvania's land grant university, Penn State faculty and researchers have been involved in technology transfer for the economic and social benefit of the Commonwealth and the nation for 150 years. In pursuing the University's mission of education, research, and public service, faculty members have long supported agriculture, industry, and community development. The Office of the Vice President for Research oversees the operations of several offices dedicated to ensuring that the benefits of University research are made available to the public.

Offices that can assist faculty in technology transfer and economic development activities include the following:

The Intellectual Property Office assists faculty in the identification and disclosure of University discoveries that might lead to patentable or licensable technologies. Faculty who have made a significant finding or discovery that may have commercial application should contact the Intellectual Property Office prior to disclosure in publication, to determine what steps may be necessary to protect the idea.

The Industrial Research Office helps faculty establish long-term, mutually beneficial relationships with industrial firms and stimulates industry/University cooperative research activities. Faculty wishing to create interactions between their laboratories and industry, or who are looking for industrial support for their research should contact the Industrial Research Office for assistance.

The Ben Franklin Technology Center is designed to support the development and application of advanced technology initiatives to strengthen the Commonwealth's economy. It provides funding for research and development, technology transfer, education and training, and entrepreneurial assistance.

The Research Commercialization Office assists in the commercial evaluation and acceleration of University knowledge and technology. The office provides an interface with multiple sources of early stage capital resources in addition to seeking mentors and management team members for new company start-ups.

Innovation Park provides facilities for incubation of new businesses, multitenant facilities for growing businesses and space for construction of larger dedicated facilities.

RESEARCH POLICY ISSUES

The Office of the Vice President for Research maintains the Penn State Research Administration Tool Box. The Tool Box contains a current listing of University policies and procedures affecting research, federal rules and regulations governing research and grants management, and useful forms and resources for researchers and research administrators. The Tool Box is located on the Web at: <http://grants.psu.edu>.

Freedom to Publish

Freedom to publish is essential to the fulfillment of the University's responsibility to make available the findings of research. The University and the faculty work closely together to preserve this right in grants and contracts. In special circumstances, however, they may agree to restrict or delay publication. For instance, a delay in publication may be necessary in order to seek patent protection. In addition, publications involving new technologies or software may

limit discussion to statements of new discoveries and interpretations of scientific facts and need not reveal specific information about processes or methods that are proprietary in nature. Papers describing discoveries often are withheld pending additional confirmations believed to be essential. Faculty also have refrained from releasing information where general knowledge might lead to nonproductive speculation and exploitation. In those exceptional cases in which researchers are involved in government-classified research (which is permitted only at the Applied Research Laboratory) or unclassified research of significant importance to national security, publications may be subject to restrictions imposed by the federal government. However, faculty must realize that publication restrictions beyond those needed to file for patent protection or to protect the proprietary materials or information of other parties may negate the University's fundamental research exemption under U.S. export control laws, and thus could raise serious concerns regarding security restrictions and the involvement of graduate students in the covered research projects. Faculty should be very cautious about any situation that might restrict the free dissemination of research results and should always consult with the office of the vice president for research prior to agreeing to any restrictions. (See Export Control Regulations, below.)

Intellectual Property--Patents and Copyrights

Facilitating the process whereby creative and scholarly works may be put to public use through commercial application ("technology transfer") is an important aspect of the service mission of a land-grant university. University faculty have an obligation to disclose promptly to the University any inventions developed with University resources (facilities, funds, or equipment) or under sponsored projects, or those inventions developed within the fields of expertise or scope of employment for which the faculty member is retained by the University.

Faculty inventors and creators should contact the Intellectual Property Office with questions involving patents and copyrights. More information is available in the publication *Intellectual Property, Technology Transfer, and Entrepreneurial Activity Policies and Procedures*, available from the office of the assistant vice president for research and technology transfer or on the Web at <http://guru.psu.edu/policies/RA11.html>.

Conflicts of Interest

University policy (HR91) requires that "faculty and staff members shall disclose to the administrative head of the college or other unit in which they are employed, or other appropriate administrative officer, any potential conflict of interest of which they are aware before a contract or transaction is consummated."

A University policy statement adopted by the Board of Trustees in July 1990 further helps to explain conflict of interest. Part of the policy reads as follows:

Universities conduct research for the purpose of generating new knowledge. The potential for conflict of interest and/or commitment exists when faculty researchers

exercise preferential access to knowledge, and/or University resources, for personal gain. The appropriate framework for faculty involvement in enterprises, either commercial or not-for-profit, has to be evaluated on a case-by-case basis in concert with deans, department heads, program and center directors, office directors, etc. ("cognizant University administrators"). As a rule, there should be a clean demarcation of both effort and incentive between faculty duties and those activities associated with involvement in personal enterprises.

Faculty should familiarize themselves with University and government policies governing conflict of interest. Full disclosure of any potential conflict of interest is a faculty member's best protection. University policy governing individual conflicts of interest appears in RA20, institutional conflicts are covered by RA21, and the disclosure of significant financial interests that might present a potential conflict of interest with research projects is spelled out in RA05.

For more information, see University policy RA12 and policy information from the [Intellectual Property Office](#).

Entrepreneurial and Consulting Activity

The University has historically sought the full and rapid dissemination of the creative and scholarly works of its faculty to the benefit of the citizens of the Commonwealth and nation. This orientation is consistent with the teaching, research, and service missions of a land-grant university; however, outside activities should be pursued in a manner consistent with the primary obligations of University personnel to teaching, research, and service to the public.

The University acknowledges faculty consulting as an effective mechanism for technology transfer and professional development. As an adjunct activity, consulting should be carried out in a manner consistent with a faculty member's obligation to the University. A faculty member may engage in consulting up to four days per month during their appointment period. Special care should be exercised in executing consulting contracts. For example, contracts should be examined to ensure that the assignment of rights to intellectual property evolving from consulting activities does not conflict with the patent agreement signed by all faculty (see RA11).

More information is available in HR80, RA12, and in [Intellectual Property Policies and Procedures](#) information from the Intellectual Property Office.

Credit for Scholarly Works--Co-authorship

It is University policy to give proper credit to those individuals who make material contributions to activities that lead to scholarly reports, papers, and publications. The University requires that authors of scholarly reports, papers, and publications abide by the principles established in RA13, "Co-authorship of Scholarly Reports, Papers and Publications."

Integrity in Research

The University places a very high value on the integrity of a faculty member's research and scholarship. Misconduct in research or other scholarly activity is prohibited, and allegations of such misconduct shall be investigated thoroughly and resolved promptly. Faculty members should refer to RA10, "Handling Inquiries/Investigations into Questions of Ethics in Research and in Other Scholarly Activities," and RAG16, "The Responsible Conduct of Research."

Export Control Regulations

U.S. export control laws apply to faculty and staff of the University. Usually research conducted at the University is considered fundamental, as long as researchers are free to publish their results, and therefore it is normally exempt from export controls. However, if the research involves an actual transport of materials, hardware, or software outside of the country, or if the faculty member is providing "defense services" such as providing technical assistance or training to foreign persons in the design or use of defense articles, or if a sponsor of research imposes publication restrictions on the researcher, then the exemption may not apply. Faculty also should be sensitive to export control requirements when hosting visiting scientists from other nations. Before embarking on a research project, faculty must review and comply with RA18, "Compliance with Federal Export Regulations," and RAG11, "Guidelines for Ensuring Compliance with Export Control Policy RA18."

OFFICE FOR RESEARCH PROTECTIONS

The Office for Research Protections (ORP) coordinates review and approval of academic activities involving human participants, vertebrate animals, radioisotopes, and other biohazardous materials. Formally appointed committees deal with these issues and provide compliance assurances for Penn State projects. The purpose of compliance review is both to protect the University community from potential research-associated risks, and to provide documentation of these assurances as required by certain federal and state regulations.

Regardless of funding source, all University research projects involving human participants, vertebrate animals, radioisotopes, and other biohazardous materials must be considered for peer review by the relevant committees. Most public granting agencies require compliance documentation to accompany grant proposal submissions, and approval by more than one committee may be necessary. In addition, certain instructional and organizational activities may also require review. For further information, call 814-865-1775, or visit www.research.psu.edu/orp.

Human Participants. Federal regulations require that use of humans as participants of research be reviewed by the Institutional Review Board (IRB). There are certain categories of research that are exempt from IRB review; however, according to Penn State policy, these must be reviewed by the Office for Research Protections (ORP). In general, if an activity involves risk to the participant, or if the results of the activity are to be used in any form of publication or formal

presentation, that activity must have prior IRB or ORP review. See the Web: <http://guru.psu.edu/policies/RA14.html> and <http://www.research.psu.edu/orp/areas/humans/index.asp> .

Health Insurance Portability & Accountability Act. Researchers utilizing health information obtained from a third party and not directly from research subjects may be accessing protected health information (PHI). In order to utilize PHI in connection with research, researchers must (a) obtain written authorization from the individual who is participating as a research subject, (b) obtain a waiver of the authorization requirement from the Institutional Review Board (IRB)/Privacy Board, (c) obtain approval for such use as preparatory to research, or d) notify the IRB of such use as research on decedents' information. See the Web: <http://guru.psu.edu/policies/RA22.html>.

Vertebrate Animals. All uses of vertebrate animals conducted under the auspices of Penn State must receive review and approval from the University's Institutional Animal Care and Use Committee (IACUC) prior to any animal involvement. Failure to obtain proper IACUC project approval may result in the suspension of privileges for the use of animal facilities controlled by the University. The University Park campus and the College of Medicine are both accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International. See the Web: <http://guru.psu.edu/policies/RA15.html> and www.research.psu.edu/orp/areas/animals/index.asp .

Radioisotopes. The University Isotopes Committee (UIC) reviews all projects using radioactive materials at the University. UIC authorization to use radioactive materials must be obtained prior to ordering these materials. Arrangements for the receipt and delivery of all radioactive materials must be made through Environmental Health and Safety. See the Web: www.research.psu.edu/orp/areas/radioisotopes/index.asp .

Biosafety. Any activities involving biohazardous materials as described in Penn State Policy SY24 must be reviewed by one of Penn State's Biosafety Committees. The Recombinant DNA Institutional Biosafety Committee (IBC) reviews research involving recombinant DNA technology. Research proposals involving the use of carcinogens and/or toxins in conjunction with animal research, pathogens, Select Agents and oncogenic viruses are reviewed by the Institutional Biosafety Committee (IBC). Laboratories using these materials are inspected by the University's Office of Environmental Health and Safety (EHS) and the Office for Research Protections (ORP). See the Web: <http://guru.psu.edu/policies/SY24.html> and www.research.psu.edu/orp/areas/biohazardous/index.asp.

V. Benefits and Personnel Policies

Penn State offers both mandatory and voluntary benefit packages (the details of which are

subject to change) as follows:

MANDATORY PROGRAMS

Full-time faculty and staff members are required to participate in federal Social Security and one of the retirement plans. A new faculty/staff member may join either the State Employees' Retirement System (SERS) or the Teachers' Insurance and Annuity Association College Retirement Equity Fund (TIAA-CREF) retirement plan. The choice is irrevocable.

For a comparison of the retirement plans, please visit the Office of Human Resources (OHR) Web site at www.ohr.psu.edu/benefits/Retirement/RetireCompare.htm.

VOLUNTARY PROGRAMS

Voluntary benefit programs include the following:

--Health care: Faculty/staff members may choose to participate in a Health Maintenance Organization (HMO), a Preferred Provider Organization (PPO), or a traditional hospital/surgical major medical plan (Plan A). Availability of the different medical plans is determined by the county in which participants reside. See www.ohr.psu.edu/benefits/benefits.htm for medical plan choices by county and information about the various health plans. The decision about choice of health care coverage plan can be changed annually.

--Dental and vision

--Group Term Life Insurance: Premiums based on age and amount elected

--Voluntary Accidental Death and Dismemberment (VADD) (in addition to the group life insurance program)

--Long-term Disability (LTD) (provides salary protection)

--Annuity Premium Benefit (APB) (provides retirement protection in conjunction with LTD)

--Flexible benefits: Flexible spending accounts for out-of-pocket medical expenses or work-related dependent care expenses. Premiums for health, dental, vision and the first \$50,000 of life insurance are automatically excluded from federal, social security and state income tax.

--Tax-deferred annuities, available as a result of section 403(b) of the Internal Revenue Code. Both 403(b) and 457(b) Deferred Compensation plans are available.

--Educational privileges for faculty/staff and dependents

--Maintenance prescription drug plan

--Employee Assistance Program

Details about these options may be obtained from the human resources representative in your unit or from the director of business services at each campus. See www.ohr.psu.edu/benefits/benefits.htm for additional information.

Continuation of Medical Benefits under COBRA

Medical, dental, and vision coverage may be continued by employees or dependents, as appropriate, under the following circumstances:

--Termination or layoff--coverage may be continued for up to eighteen months

--Death or divorce--coverage may be continued for up to thirty-six months

--Dependent child reaches maximum age--coverage may be continued for up to thirty-six months

Continuation of Benefits at Retirement

Faculty and staff members may continue medical coverage and \$5,000 of life insurance into retirement upon reaching:

a. Their sixtieth birthday, and have at least fifteen years continuous of regular full-time employment, and participation in a University-sponsored medical plan immediately preceding retirement,

-OR-

b. Twenty-five years of regular full-time University employment, with ten years of continuous participation in a University-sponsored health care plan immediately preceding retirement.

WORKERS' COMPENSATION

The University covers its employees with Workers' Compensation Insurance for injuries received while engaged in University work. An accident report must be filed every time an employee is hurt, no matter how minor the injury may appear to be. The accident should be reported whether the employee is full-time, part-time, or a student worker. The form for reporting accidents is "Employer's Report of Occupational Injury or Disease. (See University Policy SY-4 and *General Forms Usage Guide*.)

LIABILITY INSURANCE COVERAGE

The University carries liability insurance for all of its activities at all locations. This coverage is worldwide. All members of the faculty and staff of the University are included under this policy

as additional insureds while they are acting within the scope of their duties on behalf of the University. Questions concerning liability should be directed to the Risk Management Office, 814-865-6307.

UNEMPLOYMENT COMPENSATION

Faculty members may be eligible for unemployment compensation benefits when employment terminates, except for reasons determined to be voluntary resignation or dismissal for willful misconduct, provided the individual is able and available for work and has sufficient earnings to qualify. Such coverage may not extend, however, to periods when no services are performed (such as between semesters, terms, or school years), provided reasonable assurance of employment has been given for the next semester, term or school year. The determination of eligibility for unemployment compensation is made by the State Unemployment Compensation Service Center where the claim is filed, not by the University.

HUMAN RESOURCES SERVICES

Child Care Programs and Services

The Work/Life Programs Office provides resources and referral assistance to faculty through a University Park Child Care Facilities Guide and through on-site child care centers at several campus locations. On-site licensed child care centers are located at the College of Medicine, Penn State Erie, Penn State Fayette, Penn State Harrisburg, and at University Park. More information may be found in HR-48, "Child Care Program Policy."

Dual-Career Employment Assistance Program

Faculty members whose dual-career partners are seeking employment may request the assistance of the program coordinator in the Office of Human Resources. Penn State recognizes and is supportive of the employment needs of dual-career partners. For further information, contact the Dual-Career Employment Assistance Program coordinator in the Office of Human Resources, Second Floor, Elliott Building, 120 South Burrowes Street, 814-863-4610.

Employee Assistance Program

Penn State's Employee Assistance Program (EAP) offers confidential assessment and referral services for a variety of personal, work, or family concerns, such as relationships, stress, grief, parenting, alcohol/drug-related problems, etc. All information, consultation, and assistance are provided by an external EAP service provider under contract with the University. Services are available to all benefits-eligible regular and non-regular employees, spouses, dependents, and household members. EAP services may be obtained by calling 1-866-749-1735; at the College of Medicine, 1-888-267-8126. For general information about the EAP, call Health Matters at 814-865-3085.

Health Promotion Programs and Services

Health Matters in the Office of Human Resources coordinates the delivery of programs on topics including exercise, weight management, heart disease, risk reduction, stress management, alcohol and other drug awareness, cancer prevention, and parenting. Health promotion and wellness programs for faculty and staff at the University's campuses are coordinated through a local campus health promotion leadership team, in conjunction with the Health Matters Program in the University's Office of Human Resources. For detailed program information call 814-865-3085.

Occupational Medicine

Occupational Medicine functions to assist Penn State employees in several ways:

- Helps employees obtain proper medical care for injuries and illnesses incurred while on the job
- Develops and implements preventive medicine practices throughout the University
- Develops and maintains safe working practices throughout the University, working in collaboration with Environmental Health and Safety

Occupational Medicine offers many services to help employees maintain good health and to return to work in a safe and timely manner. You can reach Occupational Medicine at 814-863-8492.

Training and Development

The Human Resource Development Center, phone 814-865-8216, provides development services to the faculty and staff. Courses and organizational development services are designed to enhance faculty/staff skills, abilities, and continuing professional development as related to Penn State employment. In addition, the Human Resource Development Center supports University missions and objectives, particularly those related to equal opportunity and diversity.

DISABILITY SERVICES FOR FACULTY

Faculty with disabilities may contact the Affirmative Action Office to request workplace accommodations. Penn State complies with the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against qualified persons with disabilities in all facets of employment, such as hiring, training, benefits, and promotion. For specific policies and procedures for making reasonable accommodation requests, contact the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801; 814-863-0471 (voice/TTY).

For information on disability benefits available to faculty, please refer to Chapter V of this Handbook, Voluntary Programs, for Long-term Disability and Annuity Premium Benefits.

If you are a member of the State Employees' Retirement Systems (SERS), please contact your local SERS regional counseling center at 800-633-5461 for information on possible benefits.

PERSONNEL POLICIES

The University as an Affirmative Action and Equal Opportunity Employer

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The Pennsylvania State University does not discriminate against any persons because of age as defined by law, ancestry, color, disability or handicap, national origin, race, religions creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802; 814-863-0471 V/TTY. (See AD-42, Statement on Nondiscrimination and Harassment.)

The University is committed to the concept of affirmative action to accelerate the achievement of equal opportunity for members of underrepresented ethnic minority groups, women, persons with disabilities/handicaps, and disabled and Vietnam-era veterans at all levels, and to ensure equal opportunity in all aspects of employment. (See [HR-1](#), "Fair Employment Practices," and [HR-11](#), "Affirmative Action in Employment at The Pennsylvania State University.")

The University is committed to creating an educational environment that is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with a bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued. (See [AD-29](#), "Statement of Intolerance.")

Sexual harassment of faculty, staff, or students will not be tolerated at The Pennsylvania State University. The University takes an active role in providing information and/or training to students and employees on the seriousness of such behavior and the importance of ensuring an educational and work environment in which all individuals are respected. (See [AD-41](#), "Sexual Harassment.")

Faculty should be aware that romantic or sexual relationships with students or subordinate employees have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis advice, evaluations, recommendations, promotions, salary increases, or performance evaluations, the apparent consensual nature of the relationship is

inherently suspect. In such a situation, the person in the position of power bears special responsibilities. Even when both parties have consented to the relationship, there may be serious concerns about conflicts of interest and unfair treatment of others. Under such circumstances, the person in the position of power should relinquish decisions relative to grading, thesis advice, evaluations, recommendations, promotions, salary increases, or performance evaluations.

Complaints of sexual harassment may be brought to the attention of the sexual harassment resource person in your area, whose name appears on the Affirmative Action Office website at www.affirmativeaction.psu.edu, or complaints may be brought directly to the Affirmative Action Office by calling 814-863-0471. Complaints against a student may be brought to the attention of Student Life at 814-865-2346.

The above referenced policies may be found in the [University Faculty Senate Policies for Students](#) or on the Penn State [GURU system](#).

A Drug-Free Workplace

It is University policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, on property owned, leased, or controlled by the University and used in the performance of University services is prohibited. As a condition of University employment, every employee shall abide by the terms of this policy, and he or she shall notify his or her supervisor of any criminal drug conviction for a violation occurring in the University workplace no later than five days after such conviction. Any employee found in violation of these prohibitions shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program. (See University Policy [AD-33](#), "A Drug-free Workplace.")

Possession/Use/Distribution of Alcoholic Beverages

The use, possession, and distribution of alcoholic beverages are prohibited upon University property unless specifically authorized. Where such use, possession, and distribution are authorized, strict compliance with the laws of the Commonwealth, as well as the Liquor Code and regulations promulgated thereunder, is required. The possession and use of alcoholic beverages, subject to the laws of the Commonwealth, is permitted by persons 21 or older in a facility licensed by the Pennsylvania Liquor Control Board, and in individual housing units (rooms, apartments, and houses) owned by The Pennsylvania State University. This policy applies to all University locations. (See University Policy [AD-18](#), "Possession, Use, and Distribution of Alcoholic Beverages.")

Smoking Policy

Smoking of any material by University members is prohibited in all Penn State facilities at all locations. This ban includes classrooms, laboratories, seminar/meeting rooms, faculty offices,

and University-owned and -operated vehicles. Each University member is responsible for monitoring compliance with this policy at his/her level of involvement in the University community. Visitors also are expected to comply with this policy.

Employment of Relatives

The University does not restrict employment because of family relationship; however, special arrangements must be made in situations in which employees who are related would be in a position where one employee might influence the other's rate of pay or promotion, or where the handling of confidential information could create an awkward work situation. (See University Policy [HR-59](#), "Employment of Relatives.")

Foreign National Employees

The Assistant Manager of International Scholars and Faculty Visa Services, 814-865-0423, in the Office of Human Resources is responsible for representing the University in signing all immigration and visa forms for foreign nationals employed by the University and for their families. Procedures to be followed when negotiating for employment of a foreign national are outlined in University Policy [HR-26](#), "Matters Involving Foreign Nationals Employed by the University."

Answering Inquiries about University Personnel

Nonderogatory, factual information about University personnel that is already published, such as information contained in University telephone directories or catalogs, may be divulged. Information regarding the employee's record with the University concerning quality of work, attendance record, dates of employment, and the like may be given provided that the individual who is reporting can defend the information he or she provides.

Salary information is not released unless the employee or former employee has given written permission for its release. Information regarding an employee's record with some other employer is not given, nor is information released to assist a collection agency. (See University Policy [HR-56](#), "Answering Personnel Inquiries.")

Privacy Policy

The University recognizes its obligation not to infringe upon the rights of its members in their individually assigned offices, laboratories, and personal residences, or in relation to their personal papers, confidential records and effects, and in all communications by mail, telephone, and other electronic means, subject only to the general law and University regulations. (See University Policy AD-53, "Privacy Statement.")

Contacts with Legal Counsel

The University is represented by legal counsel when the need arises. Only the President's staff

and the academic deans may contact the University's legal counsel directly. Normally, this function should not be delegated. Faculty members who think they need legal advice in connection with their assigned responsibilities should discuss this with their department head or chancellor. All personnel matters that may have legal implications should be referred to the Office of Human Resources, which is responsible for further reference to legal counsel. (See University Policy [HR-70](#), "Contacts with the University Legal Counsel.")

Financial Transactions

Cash Advances/Travel Regulations: Limited cash advances may be made for travel on University business. Information about requests for and settlement of cash advances is found in University Policy [TR-2](#), "Travel Advanced and Reimbursement of Travel Expenses." The Travel Services Office makes corporate credit cards available to travelers for use in purchasing travel services. Authorized charges to the corporate card are reimbursed after completion of the trip.

Domestic and International Travel Regulations: Official University regulations affecting transportation and travel within and outside the continental United States may be found in the Travel Section of the University Policy Manual, which is available on GURU.

Reimbursement rates may be found in the Penn State Travel Rate Estimator/Calculator.

Reimbursement of Travel Expenses for Professional Meetings: The department head or chancellor has the responsibility, within the University guidelines, to control travel funds allotted to him or her in such a manner as to ensure maximum benefit to the University. It is expected that faculty members will be encouraged to attend appropriate professional or industrial meetings, but the amount of the cost that will be reimbursed may vary. For information concerning reimbursable expenses for participation in professional meetings, see University Policy [TR-8](#), "Professional Meetings."

TRANSPORTATION SERVICES

University Park Airport and Flight Services

The University Park Airport is located along Fox Hill Road, 6 miles from the University Park campus. Information about airport services may be obtained by calling the airport administration building at 814-865-5511. For details, see University Policy TR-11, "Charter Flight Service."

University Fleet Operations

Fleet Operations, a division of Transportation Services, is responsible for providing vehicles for official University travel. The following criteria must be met in order to sign out a fleet vehicle: The individual must be a University employee 21 years or older, and he/she must possess a current motor vehicle operator's license. Alternate drivers may operate the vehicle provided that the employee who signed for the vehicle is present, and the alternate driver meets the licensing and age criteria listed above.

In order to be assured of the use of a fleet vehicle, faculty and staff members should make requests as far in advance as possible. For availability and scheduling of University vehicles at locations other than University Park, check with your Business Services office.

Campus Bus Service (Loop and Link)

The Campus Loop and Link provides daily fixed-route bus service on and near the University Park campus. The campus bus service is a no-fare service to all riders. Additionally, the Centre Area Transit Authority (CATA) buses for routes H, P, and U are also no-fare while traveling campus routes. Information on routes and schedules is available in CATA's printed Ride Guide distributed around campus and on the buses. This information is also available at CATA's Web site, www.catabus.com.

Campus Shuttle

Transportation Services offers a no-fare campus shuttle service for University personnel performing business at the University Park campus. Call 814-863-0164 for route and schedule information or see www.transportation.psu.edu.

Local Bus Service

The Centre Area Transportation Authority (CATA) provides bus service to the campus and downtown State College for much of the Centre Region. Daily rates or monthly passes are available from the CATA office, 814-238-2282. University full-time employees may obtain a CATA bus pass for \$5 per month, pre-tax, by returning their University parking permit. Contact the University Park Parking Office for more information, 814-865-1436.

ADA Van Service

Transportation Services provides a door-to-door service on campus for University employees and students with ADA-covered conditions resulting in mobility impairment. Students wishing to use this service must apply through the Office for Disability Services. Employees may contact Fleet Operations for more information related to this service.

PARKING

University Park

Parking areas are reserved for faculty and staff at the University Park campus; however, faculty and staff are encouraged to use the public transportation provided whenever possible. Faculty and staff who wish to park a vehicle on campus must obtain a parking permit through their department. The college will authorize specific parking area assignments based on permit allocation availability. A hangtag parking permit, to be displayed at all times on the rearview mirror while parked on campus, will be issued. Faculty and staff members are required to park their vehicles in the areas to which they have been assigned. If the assigned lot is not available,

for any reason, please proceed to the nearest orange (open staff) or commuter lot. Signs are posted at the entrance to each parking area identifying the area and specifying the reserved hours.

Parking registration fees are paid annually or by monthly payroll deductions. Faculty and staff who wish to park on campus only occasionally may purchase a one-day parking permit at any of the parking information booths upon arrival to campus. Additionally, individual, one-day parking permits may be purchased in advance at the University's Parking Office, 1 Eisenhower Parking Deck, or Visitor Center. The one-day permit allows the user to park in the commuter lots.

Parking maps and regulations are available from the department parking chairperson, information booths, or Parking Office. Parking regulations are strictly enforced and unpaid violations may be deducted from the violator's pay or processed at the District Justice. For further parking information, call 814-865-1436 Monday through Friday, 7:30 a.m. to 5:00 p.m.

Other Campuses

At campuses other than University Park campus, faculty and staff parking assignments are made through the hiring department or the director of business services. Vehicles are required to be registered, and a valid parking permit must be displayed at all times while parked. Faculty and staff members traveling from other campuses to University Park may park in any orange (open staff) or commuter lot. A valid home campus permit or a one-day University Park permit must be displayed. Faculty and staff members traveling to University Park campus in University vehicles may park in any legal space that is not metered or otherwise reserved by signage.

Publications of Interest and Sources of Further Information

Most of the publications listed are on line or will be shortly. If a specific Web address is not listed, you can access the material via the Penn State home page on the Internet (www.psu.edu). Some of this and other information is available to current Penn State employees and students in "GURU" on the Internet at <http://guru.psu.edu>.

Academic Catalogs

Undergraduate Degree Programs Bulletin

www.psu.edu/bulletins/bluebook

(Undergraduate Education)

Graduate Degree Programs Bulletin

www.psu.edu/bulletins/whitebook

(The Graduate School)

The College of Medicine Bulletin

(College of Medicine, The Milton S. Hershey Medical Center)

Penn State Online

www.worldcampus.psu.edu/search/index.shtml

(Penn State World Campus)

Penn College Online Catalog

www.pct.edu/degrprog

(Pennsylvania College of Technology)

Teaching, Advising, and Curricular Information

Academic Policies and Procedures for Undergraduate Students

(Undergraduate Education)

An Orientation to Library Services for Faculty

www.libraries.psu.edu

(University Libraries)

Articles of Authority, Bylaws, and Standing Rules of the Graduate Council

www.gradsch.psu.edu

(The Graduate School)

eLion

<http://elion.oas.psu.edu>

(Undergraduate Education and Enrollment Management; an interactive advising system for students and advisers)

Constitution, Bylaws, and Standing Rules of the University Faculty Senate

www.senate.psu.edu/const.htm
(University Faculty Senate)

General Education and Cultural Diversity in the Curriculum
(Undergraduate Education)

Guide to Curricular Procedures

www.senate.psu.edu/curriculum_resources/guide/contents.html
(University Faculty Senate; instructions for faculty regarding submission of academic material, such as course proposals, to the Senate Subcommittee on Curricular Affairs)

Information for Prospective Graduate Students
(The Graduate School)

Research Opportunities for Undergraduates

www.psu.edu/oue/research/research.html
(Undergraduate Education; a listing of faculty research for students who are interested in conducting research)

Schedule of Courses

<http://soc.our.psu.edu/soc>
(Office of the University Registrar)

Student Organization Directory

www.sa.psu.edu/usa/studentactivities/UserMain.asp
(Division of Student Affairs)

The Senate Agenda

www.psu.edu/ufs/agenda
(University Faculty Senate; the agendas for meetings of the University Faculty Senate, with links for specific meeting dates)

The Senate Record

www.senate.psu.edu/record/index.html
(University Faculty Senate; the official account of senate meetings, with links for specific meeting dates)

University Calendar

<http://cac.psu.edu/calendar>
(University-wide calendar, with links to academic calendar, activities, sports, lectures, etc.)

University Faculty Senate Policies for Undergraduate Students

www.psu.edu/ufs/policies
(University Faculty Senate)

University Undergraduate Advising Handbook
www.psu.edu/dus/handbook
(Division of Undergraduate Studies)

Policies, Procedures, and Guidelines

Academic Administrative Policies and Procedures Manual
www.psu.edu/oue/aappm
(Office of Systems and Procedures)

Faculty Guide to Sponsored Programs
<http://www.research.psu.edu/osp/proposal/guides.html>
(Office of the Vice President for Research)

Form Locator
<http://guru.psu.edu/formlocator>
(Office of Systems and Procedures)

Guides to the Use of the Libraries and Online Catalog (LIAS)
www.libraries.psu.edu
(University Libraries)

Intellectual Property, Technology Transfer, and Entrepreneurial Activity: Policies and Procedures
(Office of the Vice President for Research)

Your Guide to Information Technology @ Penn State
<http://cac.psu.edu/internet>
(Information Technology Services)

Terminology Guidelines: Recommendations by the Commission on Racial/Ethnic Diversity
www.equity.psu.edu/cored/resources/term/term.html
(Commission on Racial/Ethnic Diversity)

University Editorial Style Manual
www.publications.psu.edu/editorial_style/index.html
(Department of University Publications)

University Licensing Manual
(Department of University Publications)

University Visual Standards Manual

(Department of University Publications)

Employee Benefits

Office of Employee Benefits
www.ohr.psu.edu/benefits/benefits.htm

Agreement between The Pennsylvania State University and Teamsters Local Union No. 8 (for Technical Service Employees)

www.opp.psu.edu/about/divisions/afs/ohr/union06.pdf

(Office of Human Resources)

Collective Bargaining Agreement between The Pennsylvania Nurses Association and The Pennsylvania State University

(Office of Human Resources)

Insurance Benefits

(Office of Human Resources)

Retirement Booklet

(Office of Human Resources)

Staff Employee Handbook

www.ohr.psu.edu/Forms/Staffhandbook.pdf

(Office of Human Resources)

Institutional Facts and Information

Penn State Fact Book

<http://www.budget.psu.edu/factbook>

(University Budget Office; general information about Penn State, e.g. budget, enrollment, faculty, and graduation rates)

Current Penn State Rankings and Ratings

www.psu.edu/ur/rankings

(Department of University Marketing)

News wire

www.psu.edu/ur/news wire

(Department of Public Information; daily e-mail digest of Penn State news)

Penn State Contacts

www.psu.edu/ur/flash/contacts.html

(Department of Public Information; contacts to assist media in locating news sources)

Penn State Outreach Facts

www.outreach.psu.edu/NEWS/facts

(Summary of information about Penn State Outreach)

Innovation Park at Penn State

www.innovationpark.psu.edu

(Office of the Vice President for Research)

Historic Penn State

www.psu.edu/ur/about/markers.html

(Office of University Relations; historical markers at the University Park campus)

Directories and Maps

[Penn State Directory](#)

(Electronic directory for information about students, faculty, and staff at Penn State)

[Penn State Department Directory](#)

(Electronic directory for information about departments at Penn State)

[Student Organization Directory](#)

(Electronic directory of all student organizations recognized at Penn State University Park)

[Information Systems Directory](#)

(Electronic directory of all repositories of administrative data)

[Campus Maps and Directions](#)

(Maps and directions to all Penn State campuses)

[University Park Access Map](#)

(Map of wheelchair-accessible buildings and routes at Penn State University Park)

Newsletters and Periodicals

Academic Computing Newsletter

css.its.psu.edu/news/archive

(Consulting and Support Services, ITS)

Faculty Staff Club Newsletter

www.psu.edu/dept/fsc/Newsletter/Newsletter.htm

Penn State Intercom

www.psu.edu/ur/INTERCOM

(Office of University Relations)

Interview

www.libraries.psu.edu/news/interview

(The faculty and staff newsletter of the University Libraries)

Office for Research Protections Newsletter

www.research.psu.edu/orp/outreach/publications/newsletter/index.asp

(Office for Research Protections)

Penn State Outreach

(Penn State Outreach news)

Quality Endeavors

www.psu.edu/president/pia/newsletter

(Newsletter of the Office of Planning and Institutional Assessment at Penn State)

Research Penn State

www.rps.psu.edu/

(Office of the Vice President for Research)

The Penn Stater

(Penn State Alumni Association; magazine mailed bimonthly to members of the Alumni Association)

Public Broadcasting (University Park campus)

WPSU-FM radio

90.1 Northern Pennsylvania

91.5 Central Pennsylvania

92.1 DuBois

92.3 Huntingdon

95.1 Treasure Lake

100.9 Bradford

104.7 Clearfield

106.7 Altoona

WPSU-TV

Channel 3 – reaches 29 counties in central Pennsylvania

Student Newspapers (University Park campus)

Newspaper Readership Program

www.newspapers.psu.edu/papers.shtml

(A selection of newspapers are provided to students at no additional cost. Penn State faculty are invited to participate in the Student Newspaper Readership Program.)

The Daily Collegian

(Independently run; distributed free on the University Park campus)

The Weekly Collegian

(Independently run; distributed at other University locations)

The Digital Collegian

www.collegian.psu.edu

(Daily electronic version; archives available)

APPENDIX 1. University College

Created in July 2005 and composed of fourteen campuses, the University College offers associate degree programs and baccalaureate degree programs in a wide variety of disciplines. Instruction is also offered for the first two years of most baccalaureate majors available for completion at University Park or other locations. The campuses of the college are as follows:

- Beaver
- Brandywine
- DuBois
- Fayette
- Greater Allegheny
- Hazleton
- Lehigh Valley
- Mont Alto
- New Kensington
- Schuylkill
- Shenango
- Wilkes-Barre
- Worthington Scranton
- York

ASSOCIATE AND BACCALAUREATE DEGREES

The campuses of the University College offer opportunities for undergraduate study leading to the associate degree and the completion of up to two years of study in more than 160 baccalaureate degree majors. In addition, campuses within the college are authorized to offer the entire program for designated baccalaureate degrees.

The creation or elimination of degree programs at the University College campuses is a responsibility shared by the individual campus faculty senates, the college, and the Office of the Provost along with the University Faculty Senate. All undergraduate degree programs and courses offered at the University College campuses are under the academic sponsorship of college faculty and are implemented under the academic policies and rules for students established by the University Faculty Senate.

COLLEGE ADMINISTRATIVE AND ACADEMIC STRUCTURE

The Vice President for Commonwealth Campuses also serves as Dean of the University College. The Office of the Vice President also includes the following officers:

Associate Dean for Faculty and Research
Associate Dean for Academic Programs
Senior Director of Administration and Planning
Financial Officer and Director of Budget and Finance
Director of Human Resources
Director, Enrollment Management and Academic Records
Director, Information Technology
Manager, College Grant Relations
Administrative Assistant

The college has organized the faculty into disciplinary areas called divisions. Each faculty member in the college is assigned to a college disciplinary division and also is a member of a University-wide disciplinary faculty group.

CAMPUS ADMINISTRATIVE STRUCTURE

The chancellor, as the chief administrative officer of a University College campus, reports to the Vice President for Commonwealth Campuses and is responsible for administering all affairs of the University on the campus and within the campus area, including resident instruction, continuing education, and research. The director of academic affairs (DAA) is the chief academic officer at each University College campus and holds authority delegated by the chancellor for the academic affairs of the campus including the faculty, curriculum, the library, academic advising, registration, and learning centers.

No uniform structure is required for the administrative staff of a campus, although a chancellor is expected to organize staff for the following functions: student programs and services, budget and finance, business services, resident instruction, continuing education, admissions and enrollment services, development, and community and University relations. The administrative staff in these areas is directly responsible to the chancellor but has consultative responsibilities to the Vice President's staff and college administrators in respective areas.

CAMPUS FACULTY ORGANIZATIONS

Each campus has its own faculty senate as a faculty governance body. Each campus senate serves as a legislative, advisory, and consultative body to the campus on matters relating to its educational objectives. University College faculty members also serve on the University Faculty Senate and its committees.

This publication is available in alternative media on request.

6/17/08