



2015 Penn State Faculty Handbook

Welcome

The Faculty Handbook is designed to serve as an orientation and reference guide for all faculty, but especially for new faculty. Its information will enable faculty to locate and use a wide range of University resources. The Handbook contains information about the overall University, as well as policies, guidelines, and support units that offer services of interest to faculty.

Penn State's faculty is vital to the University's strong and growing reputation as a leader in undergraduate and graduate education, vigorous research, and extensive public service. At Penn State, we strive to create a positive environment in which all of our faculty, staff, and students can contribute to and become part of the University community. I hope that this publication will be helpful as you pursue your academic career at Penn State.

Nicholas P. Jones
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. Revisions and 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.

Statement of Nondiscrimination

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

Direct all inquiries regarding the nondiscrimination policy to:

Dr. Kenneth Lehrman III
Vice Provost for Affirmative Action
Affirmative Action Office
The Pennsylvania State University
328 Boucke Building
University Park, PA 16802-5901
Email: kfl2@psu.edu
Phone: 814-863-0471

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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.

[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, and health affairs, and the vice presidents for outreach, research, 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.

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. 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 10 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.

Fourteen 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](#), [Nursing](#), [Eberly College of Science](#), the [Graduate School](#), and [Penn State Law](#). 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 suburban site a few miles north of the Philadelphia city limits. Penn State Abington offers a comprehensive collegiate experience in a small college environment.

[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 Berks](#)

Penn State Berks, founded in 1958, is located in Berks County on a 258-acre rural site nestled against commercial areas just outside of Reading. The college offers associate degrees, baccalaureate degrees, and a variety of certificate programs.

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

Penn State Erie, The Behrend College, is a residential college offering 35 bachelor's degrees, four master's degrees, and four associate degrees. Students can also complete the first two years of most other baccalaureate degree programs offered by the University.

[Penn State Harrisburg](#)

Penn State Harrisburg, located in Middletown, is an undergraduate college and graduate school, offering associate, baccalaureate, master's, and doctoral degrees. Penn State Harrisburg also offers the first two years of study leading to more than 160 Penn State undergraduate majors available throughout the Commonwealth.

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](#).

For more information about the degree programs offered and the organization of the University College, refer to Appendix 1.

[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.

[Law Schools](#)

Legal education at Penn State embraces the University's mission to improve the lives of the people of Pennsylvania, the nation, and the world through legal teaching, scholarship, and service. Law is the foundation of social order and prosperity. Penn State trains students to practice law at the highest level in an increasingly global world through a rigorous course of study including both classroom-based and clinical learning. Our faculty and staff reflect diverse life experiences and ideas. We understand the important role lawyers play in the administration of justice and are committed to meaningful diversity among our students.

Starting with students enrolling in fall 2015, Penn State will offer two law schools – [Dickinson Law](#) and [Penn State Law](#) – each with a distinct mission.

[Penn State Great Valley School of Graduate Professional Studies](#)

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

[College of Medicine](#)

The College of Medicine is located on the campus of Penn State Milton S. Hershey Medical Center in Hershey. The College of Medicine offers degree programs in anatomy, biochemistry and molecular biology, bioengineering, cell and molecular biology, genetics, homeland security, immunology and infectious diseases, integrative biosciences, laboratory animal medicine,

microbiology and immunology, molecular medicine, molecular toxicology, neuroscience, pharmacology, physiology, and public health sciences.

Penn State Hershey Medical Center is recognized as one of the nation's premier academic health centers, recruiting faculty members who are internationally known for their accomplishments in research, education, and patient care.

[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 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.

The Libraries include a central facility and five other libraries at University Park campus, plus libraries at other Penn State locations throughout the state. 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.

Faculty members may recommend books and other library material purchases by contacting the Libraries directly at <https://secureapps.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 www.libraries.psu.edu/psul/colldev/selectorsinfo.html. 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. LionSearch, available on

the Libraries' homepage, offers a single search box function for library resources, including books, articles, newspapers, databases and more.

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 Library Learning Services, are scheduled on a regular basis to familiarize faculty, students, and other library users with library 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/psul/lis.html.

Media and Instructional Support

[Media and Technology Support Services](#) (MediaTech), a division of the University Libraries, assists with the design of technology classrooms, and can provide information and demonstrations for data projectors, video switching systems, audio systems and cabling. There is a recording studio at MediaTech's office at Wagner Annex that can be reserved for producing video/audio and photographic projects. Phone: 814-865-5400.

[Information Technology Services](#)

Information Technology Services (ITS) ensures that faculty, students, and staff have the information technology tools and infrastructure necessary to carry out the University's mission. ITS is working to achieve five broad goals: help faculty improve the way education is delivered; provide students with resources to enrich their educational experience; create and sustain an environment that enables leading-edge research; help to improve productivity; and establish the information technology infrastructure necessary to maintain Penn State's prominence in integrating high-quality programs in teaching, research, and outreach. For additional information, see its.psu.edu on the Web.

[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. Service consists of long-term, contract-based consulting with faculty and external constituents, short-term consulting services for Penn State graduate students, and Stat-on-Call (one hour) consulting services. Penn State graduate students are entitled to two short-term visits and one hour of Stat-on-Call free of charge. However, the SCC does not consult on class assignments.

The Statistical Consulting Center is located in 323 Thomas Building, University Park.

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. [Penn State 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.

[University Office of Global Programs](#)

The University Office of Global Programs (UOGP) provides support and oversight for all of Penn State's international engagements. The office oversees education abroad programs; hosts international students, scholars, and international visitors; and provides support for the University's international partnerships and collaborations around the world.

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 Commonwealth Campuses, 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 and campuses, the University delivers outreach programs and services at convenient times and accessible locations through Cooperative Extension, Continuing Education, Distance Education (World Campus), and Penn State Public Broadcasting. University scholarship is shared through print; video and multimedia; the internet; on-site courses and certificate programs for credit; online credit certificates and degree programs; conferences; institutes and seminars; symposia; continuing professional education; and management development programs and services. Outreach also works with faculty and academic units to foster engaged scholarship initiatives that address key societal issues. The vice president for Outreach, in collaboration with the University Council on Engagement and the Faculty Senate Committee on Outreach, advances outreach programs and services University-wide. 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 or campus chancellor is responsible in partnership with Outreach for Continuing Education in his/her college or campus. The academic department serves as the basic unit for outreach activities. Faculty members are encouraged to develop and deliver credit and noncredit Continuing Education courses; certificate, diploma, and licensure programs; conferences, workshops, symposia, and teleconferences. The work of faculty is supported by the associate vice president for academic outreach. For more information, contact the associate vice president for academic outreach at 814-863-6726.

World Campus/Distance Education

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. In partnership with the academic colleges, the World Campus seeks to ensure access to Penn State's academic resources, particularly by adult learners, and to extend the University's academic programs nationally and internationally. For more information, contact the executive director of the World Campus at 814-863-6726.

[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. Professional planners assist faculty in offering conferences, workshops and institutes. [Penn State Conferences](#) also manages annual gatherings and programs offered by professional associations often hosted

by Penn State faculty or college departments. Many conferences and workshops are offered at the Penn State Conference Center Hotel, which is located at Innovation Park 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 Conferences and Institutes at 814-863-5100.

[Penn State Public Broadcasting](#)

Penn State Public Broadcasting (PSPB) provides media production services to the University community, and distributes media to citizens of the Commonwealth and beyond. PSPB's Emmy Award-winning team develops public service media projects that raise awareness of important and timely issues by combining powerful programming with robust outreach initiatives. These projects reach beyond broadcast to impact communities by promoting public engagement, fostering partnerships and providing tools to encourage local discussion. PSPB's WPSU-TV and WPSU-FM broadcast public television and radio content to over 500,000 households in central and northern Pennsylvania; PSPB content is also distributed statewide on Comcast's video on demand service, through WPSU's YouTube channel, and through streaming media worldwide (www.ondemand.psu.edu). PSPB's Creative Group integrates project management, instructional design, marketing intelligence, and innovative website and creative media production in support of the University's mission of teaching, research and service. Educational Services provides PBS-related online support to teachers and students. Penn State Media Sales licenses, markets and distributes educational videos for universities, government agencies, and educational institutions. For more information, contact the associate vice president for public media at 814-863-5633.

[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. Cooperative Extension is jointly managed by the dean of the College of Agricultural Sciences and the vice president for Outreach. 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.

[Pennsylvania State University Press](#)

The Pennsylvania State University Press, established in 1956, publishes peer-reviewed scholarly books and journals for print and online delivery (ebooks, subscriptions, database aggregations). Focusing principally in the arts, social sciences, and humanities for scholars and researchers worldwide, the publishing arm of the University produces, preserves, disseminates, and makes readily accessible the fruit of research to academics worldwide, to the citizens of Pennsylvania and the mid-Atlantic region, and to the nation. With nearly thirteen hundred volumes on its active backlist, the Press boasts award-winning titles in art and architectural history, medieval studies, literature, philosophy, and religion. It is also widely recognized for its publications in history (primarily American and European), political science, Latin American studies, and women's studies. Notable works of regional interest (published in its Keystone Book® imprint) fulfill the Press's mission of outreach. Publishing in both print and online environments, the Press publishes twenty-one scholarly journals in the fields of education, history, medieval studies, Jewish studies, literature, philosophy, and political science, having added eight new journals for publication in 2012. The Press is an active member in the Association of American University Presses, the Association of Learned and Professional Society Publishers, the Publishers' International Linking Association (CrossRef), the Society of Scholarly Publishing, and the Association of American Publishers. As an administrative unit reporting directly to the dean of University Libraries and Scholarly Communications, the Press participates in joint projects with the Office of Digital Scholarly Publishing. For more information, call 814-865-1327 or visit www.psupress.org.

EXTERNAL RELATIONS

[Office of Strategic Communications](#)

Through programs of communications, marketing and special events, the Office of Strategic Communications 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 814-863-1028 for further information.

The Office of University Relations includes these units:

[News & Media Relations](#)

The Department of News & Media Relations works to position Penn State as a leader in the integration of teaching, research and public service and enhance the University's reputation. The department manages the University's relationship with news, information and entertainment

media and promotes public awareness by producing news releases, videos, social media and photos related to events, people and activities at Penn State. The department focuses on promoting the research accomplishments and expertise of faculty, helps prepare guest opinion pieces and connects media with University experts. The Department of Public Information also offers strategic communications counsel to Penn State departments.

[University Marketing & Advertising](#)

University Marketing & Advertising 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 within the University in order to maximize the use of University funds. The department identifies marketing issues, challenges, and opportunities for the institution and oversees major marketing campaigns.

[Research Communications](#)

Research Communications uses news and feature stories, reports, outreach activities, and other messages to communicate the depth and breadth of Penn State research to a general audience and the University community. The aim is to demonstrate how Penn State advances knowledge, improves the quality of life through its research and creative endeavors, and fulfills its obligations as a public land-grant institution. The department provides communications advice and expertise for faculty, and responds to inquiries from news media and others.

[Campus and Community Affairs](#)

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 new 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.

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. 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 release 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. Employees must make arrangements to have their salary checks deposited directly in a financial institution that is a member of Automatic Clearinghouse. 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, retirement plans, and life insurance. Optional deductions include health benefits, annuity plans, voluntary accidental death and dismemberment (VADD), long-term disability (LTD), long-term care (LTC), parking, United Way charity fund, 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, Dickinson Law, Penn State Law, the Great Valley School of Graduate Professional Studies, and the School of Nursing 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 and *administrative* reviews by appropriate administrators.

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. Each tenured faculty member will be evaluated with an extended review every fifth year after the most recent promotion decision (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](#)

The Schreyer Institute for Teaching Excellence is charged with promoting excellence in teaching and learning across the University. Faculty and graduate students interact with the Institute through consultations, mini-courses, workshops, grants and custom-designed events. Institute consultants help faculty integrate teaching methods beyond traditional lectures, design courses and curricula, assess student learning, gather and apply feedback on teaching, and develop innovative and valid testing methods.

The Institute promotes the scholarship of teaching and learning by providing grants for classroom research projects and collaborations on external grants. The Institute's consultants are available to work with anyone who teaches Penn State students. The Institute provides a variety of online resources to support teaching and learning initiatives. It also manages the [SRTE process](#) (Student Rating of Teaching Effectiveness) and assists with appropriate use of SRTE data.

To reach a consultant, visit 301 Rider Building, call 814-863-2599, e-mail teachinglearning@psu.edu, or click "Contact Us" at www.schreyerinstitute.psu.edu. The Institute also provides test scoring and computer-based testing at the Testing Center, 104 Pollock Building; call 863-8116 or visit <http://testing.psu.edu>.

Teaching and Learning with Technology

Teaching and Learning with Technology, a unit of Information Technology Services, assists faculty in using technology effectively to enhance teaching and learning. It offers technology training for faculty, staff, and students and maintains technology classrooms and student computing labs. It can assist faculty with preparing courses, developing learning materials, investigating emergent technology, and assessing student learning. Faculty and students are also encouraged to investigate the annual TLT Fellowships. For more information, see <http://tlt.its.psu.edu>.

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 supplemental 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 your 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 to recognize undergraduate teaching excellence. Information about eligibility, criteria, and the selection process is available at www.schreyer institute.psu.edu/Awards. Nominations are accepted throughout the year at www.schreyer institute.psu.edu/AwardsForm. Awards are presented every year and recipients are honored at the annual Faculty/Staff Awards Recognition event.

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.

DISPUTE RESOLUTION

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. 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 HRG-7	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 leaving the University 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 an eligible rank at Penn State for a period of at least 5 years prior to leaving the University. 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 and 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. World Campus courses typically are taught online.

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

UNDERGRADUATE EDUCATION

Penn State provides credit courses to degree candidates at all locations of the University. It also administers 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 policies 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 General Education Subcommittee, the United States and International Cultures Subcommittee, the Writing Subcommittee, the Bachelor of Arts Requirements Subcommittee and the Retention and Transfer 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*](#).

Additional Requirements

In addition to General Education, Writing Across the Curriculum, and United States Cultures and International Cultures requirements 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 United States Cultures courses and 3 credits of International Cultures courses. In addition, baccalaureate, provisional, and nondegree students are required to complete a First-Year Engagement (FYE) program 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. All students in a University Park college or in the Division of Undergraduate Studies at University Park must complete a First-Year Seminar (FYS) for 1 to 3 credits as part of the FYE program.

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

The University Faculty Senate is charged with establishing many of the policies relevant to instruction. The [Academic Administrative Policies and Procedures Manual](#) provides important information and detail about their implementation. A written (paper or electronic form) syllabus must be distributed to students in each course on or before the first class meeting. In addition to course content and expectations, the syllabus must include contact information for all course instructors, the course examination policy, grade breakdown by assessment type and percentage, required course materials, and the academic integrity policy for the course, and information on

procedures related to academic adjustments identified by the Office for Disability Services. Changes to the syllabus shall also be given to the student in written (paper or electronic) form.

Faculty should review the appropriate University Faculty Senate and AAPP websites for specific details related to instructional policies as they prepare the course policies for students. The following course policies are some of the most frequently cited.

Grading (Senate Policies 47-00, 48-00, 49-00, and AAPP G-1 through G-10). These policies cover the basis for grades; the grading system for undergraduate and graduate students and candidates enrolled in M.D. programs; definition 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 examination; symbols for course audits; academic integrity; research grades; and satisfactory/unsatisfactory grades.

Class Attendance (Senate Policy 42-27 and AAPP E-11). Students who will miss a class in accordance with Senate Policy 42-27, should, where appropriate, present a class absence form to the faculty member as soon as possible and, except in unavoidable situations, at least one week in advance of a planned absence. In the case of illness, students are not required to secure the signature of medical personnel.

Students should be provided with a reasonable opportunity to make up missed work. Ordinarily, it is inappropriate to substitute for the missed assignment the weighting of a semester's work that does not include the missed assignment. Completion of all assignments assures the greatest chance for students to develop heightened understanding and content mastery that is unavailable through the weighting process. The opportunity to complete all assignments supports the University's desire to enable students to make responsible situational decisions without endangering their academic work.

Examinations (Senate Policy 44-10, AAPP F-1 through F-5). 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 (Senate Policy 44-30, AAPP F-5). 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 (Senate Policy 49-20 and AAPP G-9). The policy 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.

Rescheduling of class meeting times (Senate Policy 34-83). Changes in class meeting times must be approved by the dean of the college or the chancellor.

Final exam conflicts (Senate Policy 44-25). Students should follow the procedures described in the policy 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].

Office Hours. Although there is no applicable Senate Policy, each department and campus has its own set of procedures for establishing office hours. Be sure to familiarize yourself with the policies and procedures for your unit or campus.

List your office hours in the syllabus and announce them in class. Encourage students to see you if they need help or advice. You should have at least one office hour per week for each course that you teach. If you have several office hours each week, it is a good idea (and some units require) that you stagger them so that they are not all within the same class period, thereby reducing the possibility that a student will not be able to make your office hours because of a class conflict. You should also make yourself available by appointment and be willing to extend your office hours during times of stress for your students, particularly at the beginning and end of the semester and preceding and following exams.

Inform your students where your mailbox is located, and regularly check your mailbox and your e-mail, if you have told your students that you are available via e-mail. Some instructors also set up e-mail hours, so that students know when you will be checking your messages for student queries. E-mail availability, however, is not a substitute for keeping regular office hours, which should be held on campus in your office.

A well-crafted syllabus may also include:

Dates for major assignments

Required special events

Topic outline for the course

Dates for exams/quizzes

Class meeting times

Textbook title, author(s), edition (see AAPP R-1)

Availability of textbook in library or on reserve

Supplementary readings, required or recommended

Supplementary readings location (library or bookstore)

Internet materials

Instructor's full name and title

Office location and phone number

Phone number (or where to leave messages)

Electronic mail address

Instructor's accessibility (e.g., hours when permissible to call at home)

Teaching assistants' names, phone numbers, and office addresses

Available Support Services (if applicable)

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

INSTRUCTIONAL RESOURCES AND INFORMATION

Confidentiality of Student Records

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

The Federal Family Educational Rights and Privacy Act ([FERPA](#)) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions. As part of the requirements of FERPA, the University has a Policy on Confidentiality of Student Records (University Policy [AD-11](#)).

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 (including parents) without the prior written consent of the student. Information contained in such records may be shared within the University with “university officials” having “legitimate educational interest” in such information. It is important for instructors to protect student confidentiality when listing class exam grades, returning class papers or projects, and writing letters of recommendation.

For more information, please refer to the [Confidentiality/FERPA](#) web page on the Registrar’s web site and read the [Faculty and FERPA brochure](#) also available on the web. If you have questions, please contact the Registrar’s Office in 112 Shields Building at 814-865-6357.

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.)

Penn State University recognizes in its Framework to Foster Diversity that “the multiplicity of characteristics possessed by persons are not simply tolerated but valued” and that it is each individual’s obligation to cultivate a positive and inclusive environment.” This tenet is echoed in the University Strategic Plan goal to “create a more inclusive, civil, and diverse learning community.” Recognizing that the right of students to participate in religious observance is a fundamental element of diversity and a characteristic to be valued, Faculty Senate Policy 42-27 and AAPP E-11 state that “on occasion, students may opt to miss a class meeting in order to participate in . . . religious observance.”

In accord with these policies and core values, a student’s decision to miss a class to participate in religious observance shall be treated within the procedures of [AAPP E-11](#).

It may not be practical or possible to avoid all calendar conflicts with religious observances. When conflicts do arise, reasonable accommodations should be made that promote both the University’s respect for a more inclusive, civil, and diverse learning community and the integrity of the student and faculty commitment to learning. Every attempt should be made to avoid placing these two goals into conflict.

A calendar of some religious observances is available 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 Academic Administrative Policies and Procedures (AAPP), which provide detailed implementation policies, procedures and guidelines across a variety of issues of importance.

Academic Services for Students

Comprehensive academic assistance, supplemental instruction, and tutoring services are available from [Penn State Learning](#) and the [Morgan Academic Support Center for Student-Athletes](#) (MASCOSA). 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; and (3) dissemination of information about advising and University-wide academic policies and procedures.

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 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 involving undergraduate students in research you will be introducing them 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 provides information and resources to foster student involvement in research. 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. Undergraduate Summer Discovery Grants are available through the Office of Undergraduate Education to promote student/faculty collaboration in research or creative work.

[Schreyer Institute for Teaching Excellence](#)

The Schreyer Institute for Teaching Excellence is charged with promoting excellence in teaching and learning across the University. Faculty and graduate students interact with the Institute through consultations, mini-courses, workshops, grants and custom-designed events. Institute consultants help faculty integrate teaching methods beyond traditional lectures, design courses and curricula, assess student learning, gather and apply feedback on teaching, and develop innovative and valid testing methods.

The Institute promotes the scholarship of teaching and learning by providing grants for classroom research projects and collaborations on external grants. The Institute's consultants are available to work with anyone who teaches Penn State students. The Institute provides a variety of online resources to support teaching and learning initiatives. It also manages the [SRTE process](#) (Student Rating of Teaching Effectiveness) and assists with appropriate use of SRTE data.

To reach a consultant, visit 301 Rider Building, call 814-863-2599, e-mail teachinglearning@psu.edu, or click "Contact Us" at www.schreyerinstitute.psu.edu. The Institute also provides test scoring and computer-based testing at the Testing Center, 104 Pollock Building; call 863-8116 or visit <http://testing.psu.edu>.

Bachelor of Philosophy Degree

The Bachelor of Philosophy degree (B PH), administered by the Office of Undergraduate Education, enables students to develop, in conjunction with a faculty mentor, 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.

GRADUATE EDUCATION

The University, through its Graduate School, offers nearly 200 graduate programs leading to more than 300 advanced academic and professional degrees. More than 12,000 students are enrolled in graduate programs at the University Park campus, Penn State Erie, Penn State Harrisburg, the College of Medicine (Hershey), and the Penn State Great Valley School of Graduate Professional Studies, as well as in certain professional degree programs that are offered off-campus and online via the World Campus.

More than half of the enrollment, including most of the doctoral students, is at the University Park campus. In recent years, more than 2,900 graduate degrees have been conferred annually, with approximately 23 percent being doctoral degrees. The Graduate School has more than 3,000 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 dissertation research, chair or serve otherwise on doctoral committees, teach 500- and 800-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., D.M.A., M.D., J.D., or Master of 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, or fixed-term faculty, and tenured or tenure-track faculty who hold the highest degrees in their fields but are 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 corresponding college evaluation committee, college dean, and the dean of the Graduate School. 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.

College Evaluation Committees

The dean of each University Park college or school, as well as the respective deans or chancellors of the College of Medicine, Penn State Harrisburg, Penn State Erie, and Penn State Great Valley School of Graduate Professional Studies, each send to the Graduate School, for the dean's concurrence, the names of faculty on the college evaluation committee. A committee consists of no less than 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 by the dean of the Graduate School for the period of affiliation, 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 will be contingent upon the recommendation of an 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); and failure to exercise utmost good faith in all transactions touching upon the individual's duties with and on behalf of the University so as to avoid conflict between the interests of the University and the individual (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. The dissertation adviser must be a member of the doctoral committee. The dissertation adviser usually serves as chair, but this is not required. If the candidate is also pursuing a dual-title field of study, a co-chair representing the dual-title field must be appointed. In most cases, the same individual (e.g., dissertation

adviser) is a member of the Graduate Faculty in both the major and dual-title fields, and in such cases may serve as sole chair. At least one regular member of the doctoral committee must represent a field outside the candidate's major field of study in order to provide a broader range of disciplinary perspectives and expertise. This committee member is referred to as the "Outside Field Member." In cases where the candidate is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member. If the candidate has a minor, that field must be represented on the committee by a "Minor Field Member." (See also Major Program and Minor Field under D.Ed.—Additional Specific Requirements in the University 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. The dean may on occasion appoint one or more members of the committee in addition to those recommended by the program chair. 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. Occasionally, special signatories may be drawn from within the Penn State faculty in particular situations.

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 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).

Chair -- The chair or at least one co-chair must be a member of the graduate faculty of the specific 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 and assure that all procedures are carried out fairly, (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.

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, individuals who are not members of the Graduate Faculty may be approved to teach specific 500- or 800-level courses.

The Graduate Council

The Graduate Council is the representative body of the Graduate Faculty, 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](#). For additional information, contact the director of graduate education administration (phone 814-865-2518; e-mail L-GRAD-EDU-ADMIN@lists.psu.edu).

IV. Research, Scholarship, and Creative Endeavors

Research, scholarship, and creativity play an important role in the scholarly growth and development of a faculty member and 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 interdisciplinary research centers, laboratories and specialized facilities, and through a network of 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 several 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, and has institutional responsibility to expand opportunities for research and to maximize the 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 associate vice president for research and technology transfer and director of the Office of Technology Management, who seeks to make University research available to the benefit of society; 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 University Research Council (URC) and the Administrative Committee on Research (ACOR) provide advice and assistance to the associate vice president in the development and administration of research policies, programs, and procedures.

Sponsored Programs

External solicitations of funds that will be awarded to the University to support a faculty member's project (a sponsored project) are administered by the 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 institute and consortium research directors, chancellors or directors of academic affairs, and departmental staff.

The Office of Sponsored Programs provides resources to the college research offices as well as individual faculty in locating funding opportunities for their projects by employing a number of national databases and services. Faculty can also search for current funding opportunities at www.research.psu.edu/osp/find-funding.

All proposals and awards for sponsored projects at Penn State are processed through the Office of Sponsored Programs at University Park or the Office of Research Affairs in the College of Medicine. The University requires prior approval of all proposals and awards to ensure compliance with applicable federal, state, and University policies and procedures especially any that involve human research participants. Please note that only designated officials are empowered to submit proposals, accept grants, negotiate terms, or execute contracts on behalf of the University.

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 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 are encouraged to utilize the myResearch Portal located at www.myresearch.psu.edu. The portal provides investigators with real-time, web-based access to administrative data associated with their sponsored portfolio. Please note that access to the portal requires the use of a second factor authentication token (Secure ID). In addition to the portal, faculty should contact their college research office for additional information and specific support.

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 have long supported agriculture, industry, and community development. The vice president for research oversees the operation 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 Office of Technology Management](#) 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 office also helps faculty establish long-term, mutually beneficial relationships with industrial firms and stimulates industry/University cooperative research activities.

[Ben Franklin Technology Partners of Central and Northern PA](#) (located in Innovation Park), provides investment capital (funding) and business support services to tech-based start-up companies, university spin-offs, and small, existing manufacturers engaged in R&D projects.

While most of the Center's company investments have a payback obligation, manufacturers, who partner with a university to perform their research, can apply for a Ben Franklin Innovation Adoption Fund Grant to help defray the development costs. One of the Center's primary goals is to identify opportunities for successful tech-transfer projects between Pennsylvania manufacturers and the Commonwealth's world-class system of higher education led by Penn State University.

For example, a pioneering regional collaborative established in south central Pennsylvania, the Innovation Transfer Network (ITN), has created the opportunity for technology transfer among a dozen smaller colleges/universities and the area's business community. This unique concept was the brainchild of several private and public partnerships including the Ben Franklin Technology Partners/CNP.

During its nearly 30-year tenure, the Center has also provided funding for university-based research and development projects, most recently in the area of clean, alternative energy applications. Ben Franklin also supports university-led Centers of Excellence that focus on targeted technology areas that will eventually benefit entire industry sectors such as plastics, food research, and nanoscale science.

For more information on the Ben Franklin Program in central and northern Pennsylvania, see www.cnp.benfranklin.org, or contact the State College office at 814-863-4558.

[Innovation Park at Penn State](#) is comprised of 118 acres designated to provide space, access to Penn State researchers and facilities, and business support services that help companies transfer the knowledge within the University to the marketplace and to foster economic development.

RESEARCH POLICY ISSUES

The Office of the Vice President for Research maintains the website www.research.psu.edu that is devoted to administering sponsored projects at Penn state. The site links to all 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.

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 interpretation 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 (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 field of expertise or scope of employment for which the faculty member is retained by the University.

Faculty inventors and creators should contact the Office of Technology Management 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 associate vice president for research and technology transfer or on the Web at <http://guru.psu.edu/policies/RA11.html>. Also, see the *Guide to Intellectual Property Management and Technology Transfer at Penn State* on the Web at www.research.psu.edu/policies/intellectual-property/ip-management.

Outside Financial Commitments

Outside financial or business interests and relationships held personally by faculty, a faculty's spouse and/or a faculty's dependent child(ren) have the potential to create a conflict or a

perceived conflict with the faculty's Penn State research, scholarly activities and/or other institutional responsibilities. 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. An excerpt from that 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 policies and government regulations governing outside financial or business interests and conflicts of interest. (See the [University Ethics website](#) for a complete list and links to all such Penn State policies). Full disclosure of outside financial or business interest(s) related to research, scholarly activities and/or other institutional responsibilities is the faculty's best protection. University policy governing individual conflict of interest in research appears in [RA20](#), institutional conflicts are described in [RA21](#), and the disclosure and review process of outside financial or business interests that might present a potential conflict of interest with research projects is outlined in [RAG20](#).

Entrepreneurial and Consulting Activities

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 professional 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 private consulting can be an effective mechanism for sharing the professional expertise and knowledge of faculty for the benefit of our non-University colleagues and entities and for the professional development of faculty. As an outside activity, private consulting should be carried out in a manner consistent with faculty primary obligations to the University. Faculty, with prior review and approval from their department head or chancellor, may engage in consulting up to four days per month during their appointment period (see [HR80](#)). Special care should be exercised in executing private consulting contracts or arrangements. 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](#)); and, private consulting activities and any associated

compensation will likely require a financial disclosure by the faculty involved (see [RA20](#) and “Outside Financial Commitments” above).

More information is available in [HR80](#), [RA20](#) and [RA12](#).

Credit for Scholarly Works and Coauthorship

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](#), "Coauthorship of Scholarly Reports, Papers and Publications."

Integrity in Research

The University places a very high value on the integrity of faculty research and scholarship. Misconduct in research or other scholarly activities is prohibited, and allegations of such misconduct shall be investigated thoroughly and resolved promptly. Faculty 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 or foreign national restrictions, 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, other biohazardous materials, and outside financial/business interests. Formally appointed committees comprised of faculty and administrators review 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, other biohazardous materials, and outside financial/business interests must be considered for peer review by the relevant committees. Most public granting agencies require compliance documentation to accompany grant proposal submissions, which leads to approval by possibly more than one committee. 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 and university policy require projects that involve human participants to be reviewed and approved by Penn State's Institutional Review Board (IRB) before they are initiated. Although certain categories of human participant research are exempt from IRB review; Penn State policy dictates that ORP must make exempt determinations. In general, if an activity meets the definition of a "human participant" AND "research" as defined in 45CFR46.1 02, the activity must have prior IRB/ORP review. See the Web: <https://guru.psu.edu/policies/RA14.html> and www.research.psu.edu/orp/humans.

Health Insurance Portability & Accountability Act (HIPAA): Researchers utilizing health information obtained from a third party and not directly from the research participant may be accessing protected health information (PHI). In order to utilize PHI in connection with research, researchers must (a) obtain written authorization from the research participant, (b) obtain a waiver of the authorization requirement from the 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: Federal regulations and university policy regulate activities involving vertebrate animals. Approval by the University's Institutional Animal Care and Use Committee (IACUC) is required prior to the actual involvement of a vertebrate animal in any University research, testing or teaching procedures. Any such project involving an external sponsor must be reviewed and approved by the IACUC before funding is accepted. Failure to obtain proper IACUC approval for activities involving vertebrate animals may result in the suspension of animal care and use privileges. The University Park and College of Medicine locations 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/animals.

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 any radioactive 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/radioisotopes.

Biosafety: Any activities involving biohazardous materials as described in Penn State Policy SY24 must be reviewed by Penn State's Institutional Biosafety Committee (IBC). The IBC reviews, for example, research and teaching activities involving recombinant DNA technology,

the use of carcinogens and/or toxins in conjunction with animal research, pathogens, and Select Agents. Laboratories using these materials are inspected by the University's Office of Environmental Health and Safety and the ORP. See the Web:

<http://guru.psu.edu/policies/SY24.html> and www.research.psu.edu/orp/lbiohazardous.

Outside Financial/Business Interests (also known as “conflicts of interest”): Federal regulations and Penn State policy, [RA20](#), require researchers to disclose “significant financial or business interests” (“SFBI”) (e.g. consulting relationships, equity/ownership interests in a start-up or publicly-traded company, intellectual property rights (such as royalty rights, patents, etc.) and management/business positions (such as BOD, CTO, scientific advisory boards, etc.)) that are related to the researchers’ Penn State research and other scholarly activities. The Individual COI Committee at University Park and the Conflict of Interest Review Committee (“CIRC”) at the College of Medicine review all disclosures of SFBI’s in order to determine whether there is the potential for a real or perceived conflict of interest that could introduce or be perceived to introduce bias or lack of objectivity in the related research. Release of awarded funds for the research and/or IRB approval of the associated protocol will not be approved until the University has put into place a plan to minimize, reduce or eliminate the identified conflict. See [RA20](#).

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, who is not on a J-1 or F-1 visa, 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 Preferred Provider Organization (PPO). See www.ohr.psu.edu/benefits/benefits.htm for a description of the medical

plan. A decision about participating in health care coverage may be elected each year in November to be effective January 1.

-- Dental and vision

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

-- Accidental Death and Dismemberment (AD&D) (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, state and local 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. Roth 403(b) are also available. Since contributions to a Roth 403(b) plan are made with after-tax money, those funds are not subject to federal income tax when they are withdrawn.

-- 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

Full-Time Employees Hired before January 1, 2010:

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.

Full-Time Employees Hired on or after January 1, 2010:

The University will contribute funds each month on your behalf to a retirement healthcare savings plan to help you pay for qualified medical and health-related expenses in retirement, including the purchase of a health insurance policy.

You will be eligible to access your Penn State Retirement Savings Account when you are no longer actively employed at Penn State AND have:

- a. Completed twenty-five years of continuous full-time service and are age sixty or older,

-OR-

- b. Completed a minimum of fifteen years of continuous full-time service and are age sixty-five or older.

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 www.ohr.psu.edu/WorkersComp/home.cfm).

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 State College Area Child Care Facilities Guide and through on-site child care centers at several campus locations. On-site licensed and accredited child care centers are located at the College of Medicine, Penn State Altoona, 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 assistance from the Dual Career Employment Assistance Program in the Office of Human Resources. Penn State recognizes and is supportive of the employment needs of dual career partners. The Dual Career Coordinator is available to meet with dual career partners to explore employment interests and to discuss job search strategies. For further information, contact the Dual Career Coordinator in the Office of Human Resources, 5th Floor, James M. Elliott Building, 120 South Burrowes Street, 814-865-3419.

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, financial questions, 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 and their household members. EAP services may be obtained by calling 1-866-749-1735. For general information about the EAP, call Health Matters at 814-865-3085.

Health Promotion Programs and Services

Health Matters, in the Employee Benefits Division of 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.

[Professional Development](#)

The Center for Workplace Learning and Performance (CWLP) offers professional development programs for Penn State faculty and staff, as well as customized services for work units at any Penn State location. CWLP programs and services are designed to refine faculty/staff skills and enhance organizational performance. Program schedules can be found at the Workplace Learning Gateway at ohr.psu.edu/learning. For questions or to discuss customized programs and services, call CWLP at 814-865-8216.

DISABILITY SERVICES FOR FACULTY

Penn State complies with the Americans with Disabilities Act, as Amended (2008), which prohibits discrimination against qualified persons with disabilities in all facets of employment, such as hiring, training, benefits, and promotion. Faculty with disabilities who want to request reasonable accommodations related to the workplace can make requests in a variety of ways, either directly with their department chair or their Human Resources Representative, or they may contact the [Affirmative Action Office](#). 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). [University Policy HR09](#) addresses the procedures for University employees requesting reasonable accommodations.

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

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. Maintaining, supporting, and expanding the University's commitment to these principles is a top priority at Penn State.

Nondiscrimination Statement

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, [Affirmative Action Office](#), The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Email: kfl2@psu.edu, Tel 814-863-0471.

Equal Opportunity and Affirmative Action

The University's policies and practices are consistent with all federal and state legislation directed toward taking steps to promote equal opportunity in all aspects of employment. (See [HR-1](#), "Fair Employment Practices.")

The University is committed to the concept of affirmative action to ensure equal opportunity in all aspects of employment for those historically excluded and to foster diversity in the University community. The University has a comprehensive Affirmative Action Plan which sets forth programs and goals for increasing the representation of historically excluded groups in all employment categories, at each campus location and administrative unit at University Park. (See [HR-11](#), "Affirmative Action in Employment at the Pennsylvania State University.")

Sexual Harassment

Sexual harassment of faculty, staff, or students is prohibited and will not be tolerated at The Pennsylvania State University. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff, and students through education and by encouraging faculty, staff, and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

Consensual Relationships

Romantic and/or sexual relationships between faculty and students, staff and students, or supervisors and subordinate employees are strongly discouraged. Such relationships 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.

Even when both parties have consented to the relationship, there may be perceptions of conflict of interest as well as unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. (See [AD-85](#) for policy statement on sexual harassment and consensual relationships.)

Statement on Intolerance

The University is committed to creating an educational environment which 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 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.

Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety, and well-being of those who experience this pernicious kind of discrimination but also threaten the reputation of the University and impede the realization of the University's educational mission.

If any violation of University policy, rule or regulation is motivated by discriminatory bias against or hatred toward an individual or group based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation, gender identify, or veteran status, the sanction will be increased in severity and may include termination or expulsion from the University. (See [AD-29](#), "Statement on Intolerance.")

The expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States' Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to University values and objectives. Nevertheless, the University cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with University regulations.

Inquiries or complaints should be directed to the [Affirmative Action Office](#), 328 Boucke Building, University Park, 814-863-0471 (V/TTY), or the [Office of the Vice Provost for Educational Equity](#), and in cases involving students, reports may also be made to the [Office of Student Conduct](#).

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

Office of Ethics and Compliance

The Office of Ethics and Compliance assists the University and its community in achieving its commitment to the highest standards of ethics, honesty, and integrity. Penn State believes that employees should be able to raise questions or voice concerns about workplace issues, including fraud, theft, conflicts of interest, or other misconduct or violations of University Policy without fear of retaliation.

The [Ethics and Compliance Hotline](#) can be accessed either by phone at 1-800-560-1637 or online at www.mycompliancereport.com/brand/psu. All reports to the hotline can be anonymous. An independent third party, Compliance Concepts, Inc., administers the hotline on behalf of Penn State. Operators answering the calls are available 24 hours a day, seven days a week. All complaints are forwarded to the Office of Ethics and Compliance for investigation.

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. Smoking also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. 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. (See University Policy [AD-32](#), "Smoking Policy and Guideline.")

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.

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.")

Office of General Counsel

The Office of General Counsel represents the University in all legal matters, working with many parts of the University in order to achieve the best legal outcomes. All legal matters should be referred first to the Office of General Counsel which will determine where the matter is to be sent for resolution. The Office works closely with the Risk Management Department to properly manage legal matters. For information on contacting the Office, see University Policy [AD49](#), Office of General Counsel.

Travel

Approved Travel Agencies: Faculty members are encouraged to use approved travel agencies when booking travel. A list of approved travel agencies, which includes Penn State's Travel Services Office as well as Penn State's online booking system, is available at the [Travel Services](#) website. Airline travel booked outside of the approved system requires documentation if it will be charged to federal funding sources, otherwise it must meet a reasonableness test. Please note that tickets purchased outside the University's designated travel sources are not accessible by Travel Services for assistance with changes in scheduling, reissuing, or problem solving. More detail is available in the [Transportation section of the University Travel Policy](#).

Payment for Travel: There are several options to pay for University travel. A purchasing card can be obtained to pay for most travel expenditures, including transportation, lodging and meals. Information on Penn State's purchasing card program is available at

www.purchasing.psu.edu/purchasingcard. It is highly recommended that travelers utilize the University's Purchasing Card for business travel expenses, which are then direct billed to the University, and the data from the charges is fed into the ERS Expense Management System. Airfare can be direct billed to the department through a DBAF form. Penn State also offers the Diners Club/MasterCard Corporate Card Program. Contact [Travel Services](#) regarding use of the DBAF and corporate card program. Travelers may also use personal funds or credit cards and request reimbursement. In special circumstances, a travel advance may be issued. The Financial Officer for the administrative area should be consulted for more information.

Travel expenses are reported and settled through the Employee Reimbursement System (ERS), and expenses must be settled within 60 days of the end of a trip. More detail on ERS is available at www.ers.psu.edu.

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 Policy](#). Reimbursement rates may be found on the [Travel Services](#) website.

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. Regulations related to professional meetings are covered in the [Travel Policy](#).

TRANSPORTATION AND PARKING

The [Department of Transportation Services](#) is your source for up-to-date information on the many ways to get around the University Park Campus – Campus Shuttle, CATA bus, bicycle, motorcycle, or car.

A Rideshare program and discounted bus passes are available for University employees at University Park. Applications for parking permits are made through the parking chairperson in each department or the director of business services. Permits are valid at the issuing campus or college and in open staff areas at University Park. Contact the [Parking Office](#), 1 Eisenhower Parking Deck, 814-865-1436, for further information, including parking options for faculty with disabilities, parking maps, and parking regulations.

PUBLICATIONS OF INTEREST AND SOURCES OF FURTHER INFORMATION

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)

Penn State Online

www.worldcampus.psu.edu

(Penn State World Campus)

Penn College Online Catalog

www.pct.edu/catalog

(Pennsylvania College of Technology)

Teaching, Advising, and Curricular Information

Library Services for Faculty, Instructors and Staff

<http://www.libraries.psu.edu/psul/infosvcs/faculty.html>

(University Libraries)

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

www.gradsch.psu.edu/council

(The Graduate School)

eLion

<https://elion.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)

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

www.gradsch.psu.edu/prospective

(The Graduate School)

Research Opportunities for Undergraduates

<https://undergradresearch.psu.edu/>

(Undergraduate Education; a listing of faculty research for students who are interested in conducting research)

Schedule of Courses

schedule.psu.edu

(Office of the University Registrar)

Student Organization Directory

www.sa.psu.edu/usa/studentactivities/UserMain.asp

(Division of Student Affairs)

The Senate Agenda

www.senate.psu.edu/agendas-records.html

(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/agendas-records.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

Policies and Rules for Undergraduate Students

www.psu.edu/ufs/policies

(University Faculty Senate)

University Undergraduate Advising Handbook

handbook.psu.edu

(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

www.research.psu.edu/osp/prepare-proposals/proposal-guides

(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 to

www.libraries.psu.edu/content/dam/psul/up/pram/documents/124607_LibraryGuide_WEB.pdf

(University Libraries)

Intellectual Property, Technology Transfer, and Entrepreneurial Activity: Policies and Procedures

(Office of the Vice President for Research)

University Visual & Editorial Standards

ur.psu.edu/stylemanual/

(Department of University Publications)

Employee Benefits

Employee Benefits

ohr.psu.edu/benefits

(Office of Human Resources)

Insurance Benefits

ohr.psu.edu/benefits/insurance

(Office of Human Resources)

Retirement Benefits

ohr.psu.edu/retiree/benefits

(Office of Human Resources)

Part-time Faculty Handbook

www.psu.edu/dept/vprov/pdfs/pt_faculty_handbook.pdf

(Vice Provost for Academic Affairs)

Staff Employee Handbook
ohr.psu.edu
(Office of Human Resources)

Institutional Facts and Information

Penn State Fact Book
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/this-is-penn-state/rankings
(Office of University Relations)

Penn State Live
<http://live.psu.edu>
(Office of University Relations, official source for news about Penn State)

Innovation Park at Penn State
www.innovationpark.psu.edu/
(Office of the Vice President for Research)

Penn State Historical Markers
www.psu.edu/ur/about/markers/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)

[Campus Maps and Directions](#)
(Maps of 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

Penn State News and Announcements

www.psu.edu/ur/news.html

The Library: The Heart of the University

www.libraries.psu.edu/psul/development/newsletters.html

(Newsletter of the University Libraries)

The Global Lion

www.global.psu.edu

(University Office of Global Programs, international initiatives at Penn State)

Outreach Magazine

www.outreach.psu.edu

(archived issues located at www.outreach.psu.edu/news/magazine/index.html)

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 Magazine

alumni.psu.edu/publications/the-penn-stater-magazine

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

Public Broadcasting

[WPSU](#)

Delivery Channels:

[WPSU-TV](#)

[WPSU-FM radio](#)

[Penn State ON DEMAND](#)

[Penn State on YouTube](#)

[Penn State on iTunes U](#)

[Facebook](#)

[Twitter](#)

[Flickr](#)

Student Newspapers (University Park campus)

Newspaper Readership Program

www.newspapers.psu.edu/papers.shtml

(A selection of newspapers is 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 Daily Collegian Online

www.collegian.psu.edu

(Daily electronic version; archives available)

APPENDIX 1. University College

Created in July 2005 and comprising 14 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 is the 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

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.

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