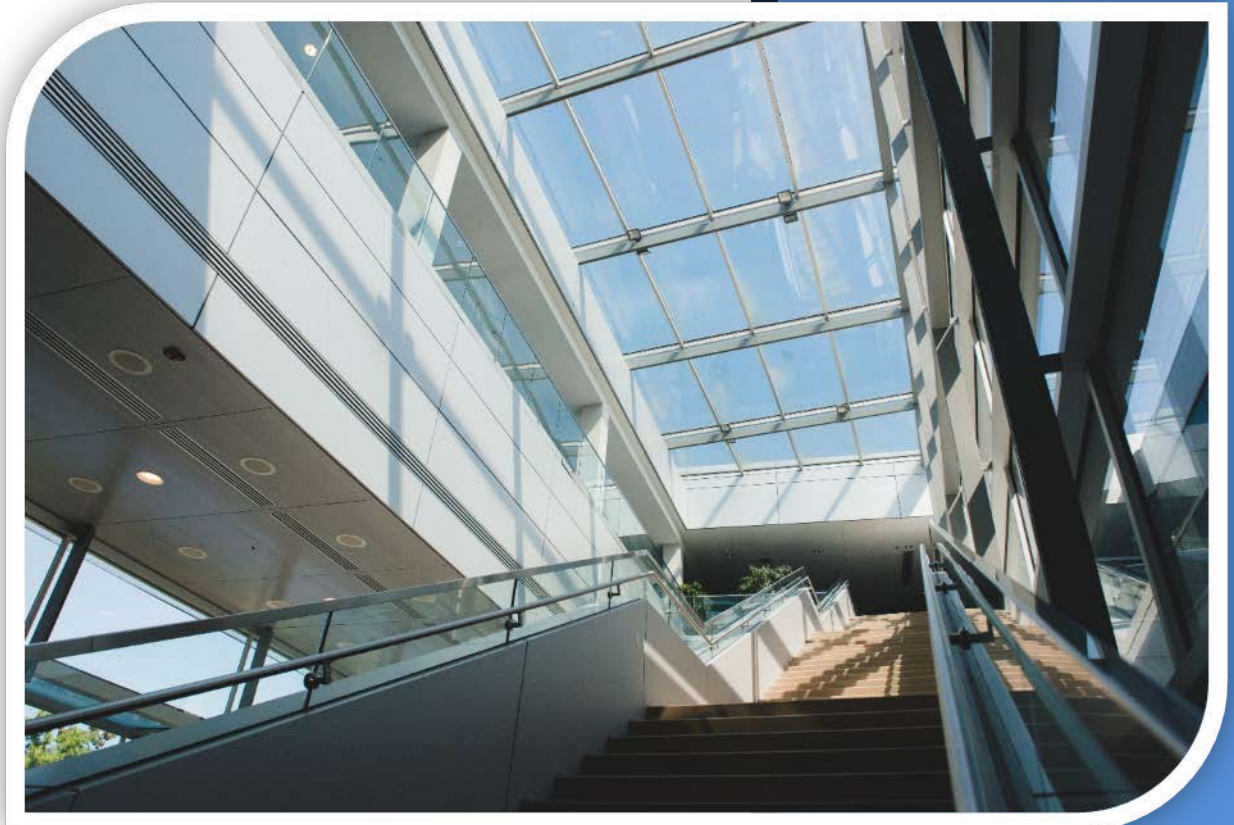


2019



**Faculty Handbook**  
**College of Information Sciences and Technology**



**PennState**  
College of Information  
Sciences and Technology

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## COLLEGE OF IST FACULTY HANDBOOK

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This handbook aims to acquaint faculty employees with the University's various policies, services, and facilities that will directly affect them during their careers at Penn State and in the College of Information Sciences and Technology. This resource is prepared as a ready reference to answer the questions most frequently asked by employees. However, it is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees.

Please contact [Karen Brewster](#) if you have suggested additions or revisions to this handbook.

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## WELCOME TO IST

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We are delighted that you have chosen to join us. We hope you will find the College of Information Sciences and Technology to be an environment that is stimulating for your research, collegial for your teaching and scholarship, and welcoming as you make your transition to Penn State.

### Dean's Welcome

To read a welcome message from the Dean of the College of Information Sciences and Technology, please visit <https://ist.psu.edu/college/about/welcome>.

### About the College

At IST, we're about creating intelligence. The digital age has made the world smaller, faster, more interactive and increasingly mobile. But no matter how fast and smart machines become, they still rely on the power of human creativity. It's people that create new ways to look at and evaluate the infinite opportunities of the digital age. IST draws on a variety of knowledge disciplines to help individuals unlock the power of their own creativity and fuel the world's most powerful problem solving machine—the human mind.

### IST Core Values

The core values of IST form the foundation on which we perform work and conduct ourselves. These common threads are woven into our decision making and planning processes. In an ever-changing world, values remain constant. In 2006, the College of IST identified the following six core values for our college:

- Community
- Diversity
- Respect
- Open Communication
- Work/Life Balance
- Customer Service

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# INFORMATION FOR NEW EMPLOYEES

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## New to Penn State

- [College of IST Office of Faculty Affairs](#)
- [IST Office of the Dean Website](#)
- [About Penn State](#)  
Review information on Penn State's mission, budget, facts, history, rankings, etc.
- [IST Intranet](#)  
Access a one-stop shop for information for current faculty and staff.
- [Campus Maps](#)  
View maps of campus, get directions to University Park, find buildings, and find out where to park.
- [ID Card Services](#)  
Secure Penn State's official photo ID, which permits you to borrow books from the University Libraries, purchase food and beverages from on-campus dining facilities, utilize on-campus fitness centers, participate in Faculty/Staff programs, and more.
- [Dual Career Resources](#)  
Access resources to assist partners of new or recently hired faculty and staff in locating a job locally.
- [Parking/Transportation Services](#)  
IST's Facilities Office can assist you with inquiries regarding parking and all other means of transportation on campus. This office also issues parking permits for IST visitors.

## New to State College

- [Central Pennsylvania Convention and Visitors Bureau](#)
- [State College Information for Prospective Employees and Visitors](#)

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# FACULTY PERFORMANCE

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## Faculty Annual Reviews (FAR)

It is Penn State policy that each member of the faculty undergo an annual performance evaluation. This is an opportunity for each faculty member's performance in the areas of teaching and learning, administration, outreach, research, and service to be reviewed by the college. The purpose of the evaluation is to improve communication about performance expectations, accomplishments, opportunities for professional development, and prospects for promotion, re-appointments, and salary increases. Please contact the [Office of Faculty Affairs](#) for information regarding Faculty Annual Reviews.

## Faculty Activity Insight System (FAIS) Digital Measures Database

The Faculty Activity Insight System (FAIS) is an online tool used in the college and across the University to input faculty information for preparation of Promotion and Tenure dossiers and Faculty Annual Reviews. The FAIS Digital Measures Database includes the ability to produce a Curriculum Vitae from an individual's data that has been entered into the system. The tool allows for standardized reporting for Promotion and Tenure dossiers across the University and for Annual Faculty Activity and Goal Setting reports across the college. For more information, please contact [Penn State Activity Insight](#).

## Promotion and Tenure

An equitable and widely-understood Promotion and Tenure system contribute to academic excellence and ensure that considerations of academic quality are the basis of academic personnel decisions. The Promotion and Tenure process in the college is overseen by the Dean's Office.

- [College Guidelines for Promotion and Tenure](#)
- [Penn State Academic Affairs Promotion and Tenure](#)
- [College of IST Promotion and Tenure Information – College Intranet](#)
- [Penn State Activity Insight](#)

## Fixed-Term promotion and tenure

- [College Guidelines for Fixed-Term Promotion and Tenure](#)
- [Policy HR21 Definition of Academic Ranks](#)

## Sabbatical Leaves

The typical purpose of a sabbatical leave of absence is to perform intensive study or research which enables the individuals to increase the quality of contributions in their work to the University. A sabbatical leave with pay is awarded in the year after tenure and is a privilege granted to an individual who has demonstrated by publication, teaching, exhibition or performance, an above average ability in scholarship, research, or other creative accomplishment. The sabbatical leave process is managed by the Office of the Faculty Affairs.

For information regarding Sabbatical Leaves, please contact [facultyaffairs@ist.psu.edu](mailto:facultyaffairs@ist.psu.edu).

## **Faculty Mentoring**

The faculty mentoring program is focused on the mentee's career and individual development, with the goal of providing guidance and support for professional development that leads to promotion and/or tenure and to fixed-term promotion. The Dean selects internal mentors for new faculty. External mentors, from outside Penn State, may be established for tenure-track faculty. The faculty mentoring process is managed by the Office of the Faculty Affairs. For information, please contact [facultyaffairs@ist.psu.edu](mailto:facultyaffairs@ist.psu.edu).

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## RESEARCH

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As one of the top i-Schools, IST strives to produce scholarly insights in leading-edge research that facilitates discovery, capture, retrieval, security, privacy, and connectivity of various forms of information as related to human and global challenge problems. [Our website](#) provides a biography of each faculty member so you are able to learn and interact with them. Many are renowned leaders in their respective disciplines. Our Grants and Contract Management Staff are located in E308 Westgate Building and are available to assist in pre-award services and proposal submission. Post-award services are provided by the IST Finance and Business Office, which is located in E306 Westgate Building. Please visit IST's Research website at <https://ist.psu.edu/research>.

### Export Control

Export control regulations can impact University researchers—including faculty, postdocs, and graduate students—in many ways (e.g., shipping certain items, hosting a visiting scientist in a lab, traveling internationally). All university researchers are encouraged to review the Export Control Fundamentals for PSU Researchers.

- Penn State Policy [RA40 Compliance with Federal Export Regulations](#)
- Penn State Policy [RAG40 Guidelines for Ensuring Compliance with Export Control](#)

If you have questions or additional concerns regarding Export Control, please contact Penn State's [Export Compliance Office](#).

### Undergraduate research

About 10% of our undergraduate students participate in faculty research labs. To learn more about undergraduate research opportunities, see the following links:

- [IST Undergraduate Research](#)
- [Schreyer Honors College Research](#)

If you would like to post research positions to the student class or the College of IST/Schreyer Honors College listservs, send announcements directly to:

- [L-ISTUP-FR@LISTS.PSU.EDU](mailto:L-ISTUP-FR@LISTS.PSU.EDU)
- [L-ISTUP-SO@LISTS.PSU.EDU](mailto:L-ISTUP-SO@LISTS.PSU.EDU)
- [L-ISTUP-JR@LISTS.PSU.EDU](mailto:L-ISTUP-JR@LISTS.PSU.EDU)
- [L-ISTUP-SR@LISTS.PSU.EDU](mailto:L-ISTUP-SR@LISTS.PSU.EDU)

To post research positions to the University's Research Opportunities webpage, complete the [Faculty Posting Form](#).



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# TEACHING

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## Teaching Resources

Since the college's inception, faculty members and graduate teaching fellows have contributed to a vibrant teaching community. The teaching community in IST has been characterized as "open door, open mind." The following information is available to support your efforts in teaching:

- [Penn State Faculty Handbook](#)
- [University Handbook for Part-Time Faculty](#)
- [Office for Disability Services](#)
- [IST Office of Learning Design](#)
- Educational Technology Tools
  - Canvas (course management system) assistance
- [Office of Undergraduate Academic Affairs](#)
  - Teaching Methods
  - Course Design
  - Course Administration
  - Course and Curriculum Materials
  - Teaching Community Seminars
- Course Development Materials for Undergraduate Courses
  - Course proposals, descriptions, and goals for undergraduate courses can be found at <https://teaching.ist.psu.edu/courses>
  - Copies of course syllabi can be found at <https://learning.ist.psu.edu/ist-sra-courses/>
  - For many undergraduate courses, IST's [Office of Learning Design](#) can provide a copy of the latest version of the online course already built out in Canvas. Many faculty find this a good place to start. Faculty members have generally been using this either to review content or to use the content in Resident Instruction sections.
    - If you want to receive a copy of a course, complete a [Course Request Form](#).
    - After you fill out the form, you will be given access to a Box location that will contain the most-up-to-date version of the course. This will be a mechanism for you to access future course updates as well.
- Instructional Support is offered through the [Undergraduate Advising Center](#)
- [Baccalaureate Degree Road Maps](#)
- [Office of the Associate Dean for Undergraduate Studies](#)
- [University Libraries](#)

## FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974. FERPA protects the privacy of the student education records. All education institutions that receive federal funding must comply with FERPA. Please see [FERPA Guidelines for Faculty and Staff](#).

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# UNIVERSITY POLICY AND PROCEDURES

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## **Academic Integrity**

Academic Integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic Integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. For information regarding The College of IST's Academic Integrity Committee, please contact the [Associate Dean for Undergraduate and Graduate Studies](#).

- [Academic Integrity \(Faculty Senate Policy: 49-20\)](#)
- [University Undergraduate Advising Handbook](#)

## **General University Reference Utility (GURU)**

[GURU](#) is intended to be a one-stop interlinked source for official Penn State general policies, procedures, form usage instructions, and other business information and tools commonly used by Penn State personnel in daily operations.

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## ETHICS AND RESPONSIBILITIES

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### **Office of Inclusion and Diversity Engagement**

The [Office of Inclusion and Diversity Engagement](#) aims to create a welcoming climate that is open to inclusive excellence defined by the full integration of every member of the IST community and an engagement of diversity that empowers every student, faculty, and staff member to develop their unique talents to make the broadest impact on the world.

### **Background Checks at Penn State**

Background checks will be completed for any individual, 18 or over, paid or unpaid, who is engaged by Penn State in any work capacity. This includes all employees (full-time, graduate assistants, part-time/wage payroll), volunteers, working with minors, adjunct faculty, consultants, contractors, or other similar positions.

Penn State [policy HR99](#) outlines the process for conducting background checks. For questions regarding Penn State background checks, please contact IST's Office of Human Resources.

### **Sexual Harassment**

Sexual harassment of faculty, staff, or students is prohibited and will not be tolerated at Penn State. 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.

- [Policy AD85: Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct](#)
- [Penn State Affirmative Action Office](#)
- [Student Affairs Counseling & Psychological Services](#)

### **Reporting wrongdoing and Mandatory Employee Training**

If you see something, say something!

Visit the [Office of Ethics and Compliance website](#) or contact IST's Office of Human Resources for inquiries regarding reporting wrongdoing and mandatory employee trainings at Penn State.

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# DIRECTORY OF IST SERVICES

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## Administrative IST Guidelines

Guidelines and procedures related to IST's administrative processes can be found at [https://ist.psu.edu/directory/office/dean/admin\\_guidelines](https://ist.psu.edu/directory/office/dean/admin_guidelines).

## Benefits

Penn State provides a comprehensive benefits program to attract and retain high quality faculty and staff. Learn about benefits at <http://ohr.psu.edu/benefits>.

## Box

[Box](#) enables you to securely share files. For more information or for assistance in using Box, please contact the [Office of Information Technology](#).

## Computer

The Office of Information Technology (OIT) maintains the computers in the college for both administrative and classroom use. If you need computer-related assistance, please contact the [Office of Information Technology](#).

- College of IST Remote File Access Server: <https://remotefiles.ist.psu.edu>
- Virtual Desktop Interface (VDI): <https://vdiweb.ist.psu.edu/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>

## Construction Updates

To view the Office of Physical Plant construction updates, visit

<https://psu-opp.maps.arcgis.com/apps/webappviewer/index.html?id=0a5fd97b273e46c8b87f685eb253e320>

## Faculty & Staff Directory

The IST Faculty Staff Directory can be found at <http://ist.psu.edu/directory>.

## First Aid (AED and CPR)

Please see the [General Information](#) on the Facilities intranet site for individuals are trained and certified in AED and CPR in our college.

## IST Events Calendar

The College of IST maintains a college-wide events calendar. This calendar can be viewed at

<https://ist.psu.edu/college/events> If you would like an event added to this calendar, contact the [IST Events Office](#).

## IST Finance Office

The [Finance Office](#) staff works closely with faculty and staff members to provide financial services while maintaining prudent fiscal controls through adherence to the University policies and procedures. In addition, this office ensures that all expenses are allowable, reasonable, and allocable. This office also processes and distributes all salaries and provides faculty member assistance with spend out of budgeted effort on research projects.

The [Finance Officer](#) is the College Risk Manager and may be consulted in any activities that could impact financial or reputational risk or any contracts requiring signature on behalf of the college or University. The Finance Officer also monitors, tracks and disseminates information on college key performance indicators. The IST Finance Office can assist faculty members with monitoring various expenses and funding balances. Faculty members can also review their research and matching account balances via the [My Research Portal](#).

The [Finance Officer](#) is the College Risk Manager and should be consulted in any activities that could impact financial or reputational risk or any contracts requiring signature on behalf of the college or University. The Finance Officer also monitors, tracks and disseminates information on college key performance indicators.

It is important to note that no University employee may sign a contract on behalf of Penn State. Please contact the [Finance Office](#) for inquiries regarding contracts.

## IST Intranet

The [intranet](#) exists to support the academic mission of the College of IST and Penn State University through enhanced communication, collaboration, and information management. This is a private, internal online work environment for the administrators, faculty, staff, and graduate student members of IST. The intranet is accessible from anywhere, using any web browser. To fulfill our mission, we advocate a continuous improvement approach to the intranet on the part of all users. The value of the intranet is in all of our hands.

## Keys/Card Access

To secure keys and card access to the building, contact the [IST Facilities Office](#).

## Listservs

[IST's Office of Human Resources](#) handles listservs for IST staff. The Dean's Office, Office of Faculty Affairs handles listservs for faculty.

The [Office of Information Technology](#) (OIT) handles all other listservs.

## Lost and Found

Lost and found items can be dropped off and/or picked up in the IST Facilities Office. To inquire about an item, you can also email [lostandfound@ist.psu.edu](mailto:lostandfound@ist.psu.edu)

## Mail

For information on mail pickup and delivery locations/times, please contact the [IST Facilities Office](#).

Please complete a metered mail slip for outgoing USPS mail. For questions regarding metered mail cards, please contact the Dean's Office.

## Office Supplies

The Dean's Office, Office of Faculty Affairs (E397 Westgate Building) maintains an inventory of office supplies for IST faculty members. Any additional teaching supply needs should be requested via the Office of the Associate Dean for Undergraduate Studies (E397 Westgate Building).

## Parking (including Midnight Clear Information)

The [Facilities Office](#) is available to assist you with your parking needs. One-day, Red A parking permits for visitors can be obtained from the [Facilities Office](#). The host unit will be responsible for providing one-day permits for large IST events (Future Forum, Pro Expo, etc.). Subscribe to list serve by sending an empty e-mail message to [L-PSUPARK-SUBSCRIBE-REQUEST@LISTS.PSU.EDU](mailto:L-PSUPARK-SUBSCRIBE-REQUEST@LISTS.PSU.EDU).

## Phones

The [Facilities Office](#) coordinates the repair, addition, removal of phones, phone lines, fax lines, and voice mail. If you have a phone-related inquiry, please contact the Facilities Office. *Please do not contact the University Office of Telecommunications and Networking Services directly.*

## Procurement of Goods and Services

The Dean's Office, Office of Faculty Affairs is available to assist faculty members with the procurement of goods and services. The procurement of computers, printers, and computer-related equipment must be coordinated with IST's Office of Information Technology (OIT). The OIT will place the order for computers and computer-related items.

Faculty members are encouraged obtain a Penn State Purchasing Card. To obtain this card, please [click here](#). You will then need to click on PSU Purchasing Card in the section "Reference Document Collections" and use your PSU login and password to access the site.

## Room Scheduling

Classrooms and meeting rooms can be scheduled via [25Live College Net](#). For information regarding 25Live College Net or if you need assistance with room scheduling, please contact the [Facilities Office](#).

## Safety

Please contact the [Facilities Office](#) for College safety policies and evacuation plans.

The use of portable heaters is prohibited. If there is a heat problem in your work area, please report it to the [Facilities Office](#). Portable heaters may be confiscated if they are found in the Westgate Building.

Subscribe to [PSUALERT](#) to receive emergency notifications from Penn State.

## Secure ID Tokens/eLion Access

Secure ID tokens are obtained through the [Facilities Office](#).

## Shared Drives/Common Drives

The Office of Information Technology (OIT) maintains Shared Drive access for the college. If you need access to a shared drive or to the common drive, please contact the [IST Helpdesk](#).

## Strategic Plan

The [College of IST's Strategic Plan](#) helps to establish priorities, allocate resources, and pursue our mission of excellence.

## Travel Planning and Travel safety network

The [Finance Office](#) (E304 Westgate Building) assists faculty members and students with travel planning and travel expense reimbursement. ***All faculty and students traveling internationally must register with the [Travel Safety Network](#) before departure.***

The Penn State Office of Global Programs can provide useful information for faculty, postdocs and graduate students who are planning to travel internationally.

## Wage Payroll Appointments and Payments

The IST Human Resources Office (E304 Westgate Building) can assist with your questions regarding wage payroll appointments. The [Finance Office](#) (E304 Westgate Building) can assist you with the processing of biweekly wage payroll payments.

## Website

IST's Web Implementation and Multimedia Design teams are now a part of the Office of Information Technology (OIT). If you require assistance with web implementation and/or multimedia design, please contact the [OIT Helpdesk](#). The Office of Marketing and Communication will oversee the maintenance and update the content of the IST website and work in collaboration with OIT to preserve the College's brand on the web. If you require assistance with website content, please contact the [Marketing and Communication Office](#).

## WorkDay

[WorkDay](#) is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to gain access to information regarding attendance, payroll, benefits, and personal information.

## WorkLion

[WorkLion](#) is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to submit and track general inquires to HR Staff, access news, announcements, FAQs, and other technologies including WorkDay and the Learning Resource Network.

## Visitor wireless internet access

Visitors to Penn State can use the SSID: attwifi for free internet access. This will require an acceptance of the Terms of Service through a web browser.