

Office of the Dean

College of Information Sciences and Technology The Pennsylvania State University Eric J. Barron Innovation Hub 123 S. Burrowes Street State College, PA 16801-3867 814-865-3528 Fax: 814-865-5604 ist.psu.edu

Faculty Regalia Purchases IST FN-21 Administrative Guidelines

Each year the college rents regalia for a number of faculty who attend commencement. For faculty members who would like to own their own regalia, the college will cover the cost of the purchase price up to \$500. Any full-time faculty member who does not already have their own regalia is eligible for this offer.

The college will purchase the regalia in exchange for a commitment to participate in at least two regalia-requiring events each year (December, May or August commencement ceremonies, or August New Student Convocation) – one of which should be the college's spring undergraduate graduation – for a period of three years. Failure to meet these minimum requirements or departure from the College of IST will require repayment of the costs.

The Dean's Office will oversee this process and will communicate with faculty once a year to gather and process requests. Questions should be directed to: ist-deansoffice@psu.edu

We will continue to rent regalia for those who do not have it and wish to attend the events listed above.