



## **Faculty and Staff Social Events**

### **IST\_FN-12 Administrative Guidelines**

#### **Staff Events**

##### **New Arrivals**

- The Staff Advisory Committee will host a welcome reception once a semester (or on an as-needed basis) to welcome all new staff members to the College of Information Sciences and Technology.
- If the individual work unit wishes to host a welcome event for a new staff member, those expenses must be covered by personal funds provided by individuals in the work unit. College funds cannot be used for these events. It is recommended that individual work unit celebrations include only members of the work unit.

##### **Departures:**

- Staff departures are typically not celebrated at the college level.
- If the individual work unit wishes to host an event celebrating one's departure, those expenses must be covered by personal funds provided by the individuals work unit. College funds cannot be used for these events. It is recommended that individual work unit celebrations include only members of the work unit.

##### **Memorials or Tributes**

- For the passing of college employees or students, Dean's Office general funds may be used for memorials or tributes in an amount up to and not exceeding \$75, 02-025-01 UP 10010, Dean's Admin cost center.
- For the passing of IST Advisory Board members and/or donors, Development Office general funds may be used for memorials or tributes in an amount up to and not exceeding \$75, 02-025-03 UP 10010, ADMIN-DEV cost center.
- The coordination of administrative staff memorials will be handled by the staff members' immediate supervisor.
- The coordination of student and faculty memorials will be handled by the Dean's Office.
- If a work unit wishes to provide a memorial or tribute to the immediate family member of an administrative staff member, the supervisor of the work unit needs to coordinate the gathering of personal funds collected by members of the respective work unit.

### **Retirement Celebrations**

- The college will cover the amount equivalent to the cost of large, engraved Nittany Lion Statue. Statue Dimensions: Base measures 9.5"l x 4.5"w x 1.25"h: Lion measures 3.75"w x 8"l x 4.5"h.
- The college can cover up to \$50 from Dean's Office general funds for a retirement gift, 02-025-01 UP 10010, Dean's Admin cost center. If the gift amount exceeds \$50, those funds need to be covered by unrestricted funds, 02-025-01 UP 356E0, OGE Dean cost center. For administrative staff, the employee's supervisor is responsible for coordinating the gift. For faculty, the Dean's Office is responsible for coordinating the gift purchase and distribution.
- If a work unit wishes to host a retirement celebration, those costs need to be covered from personal funds contributed by members of the work unit.

### **Faculty Events**

The Dean's office will be responsible for the oversight of all faculty-related arrival, departure and retirement celebrations, memorials and tributes.

Approved by: Dr. Andrew Sears, Dean 04/30/2019