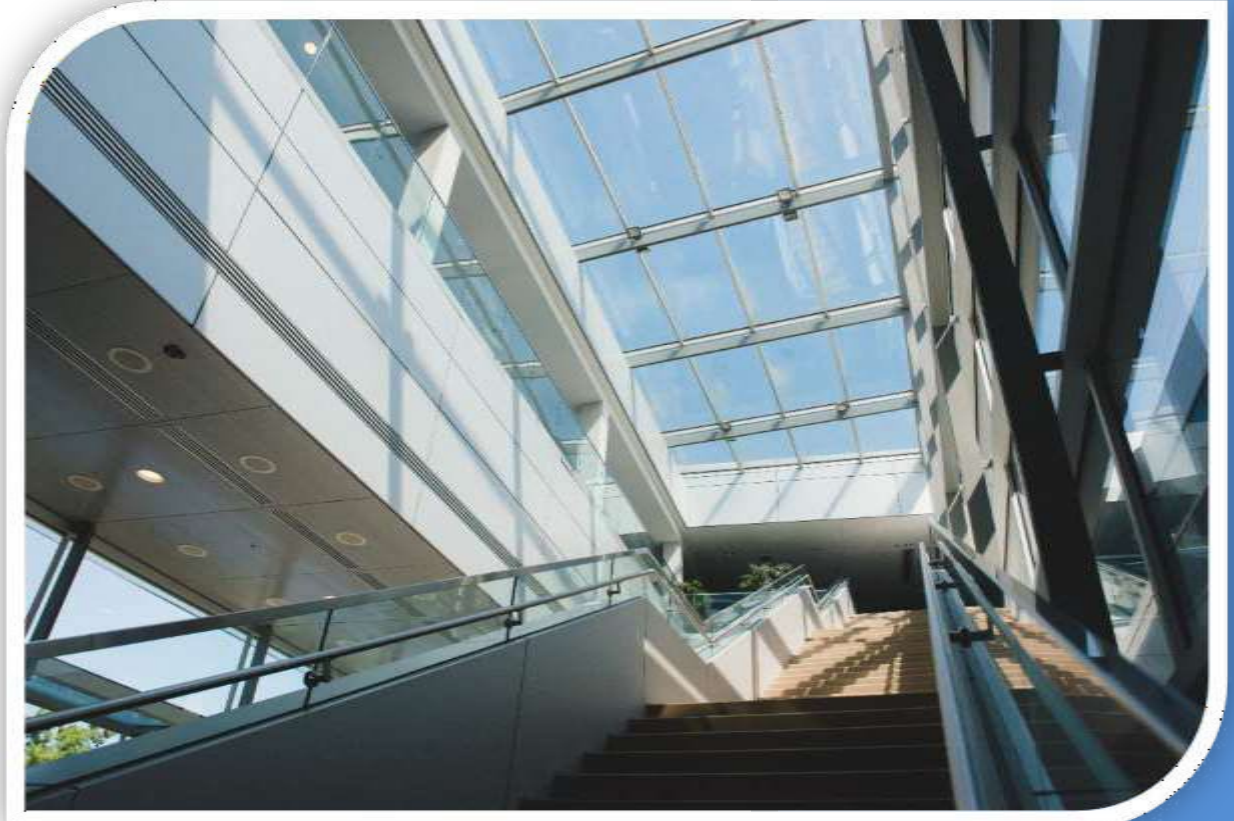


2020-21



Faculty Handbook
College of Information Sciences and Technology



PennState
College of Information
Sciences and Technology

College of IST Faculty Handbook

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

We are delighted that you have chosen to join us. We hope you will find the College of Information Sciences and Technology (IST) 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

The College of Information Sciences and Technology at Penn State is dedicated to educating the next generation of leaders for the digital 21st century. Our student-centric, problem-based learning approach allows us to deliver a curriculum that is continuously updated to ensure it addresses the rapidly evolving information technologies that are changing the way we work, communicate, and play.

Read the full message [here](#).

About the College

In Penn State's College of Information Sciences and Technology, our staff support students, faculty, and programs that use technology and leverage information to solve real-world problems. We offer associate, bachelor's, master's, and doctoral degrees – both in-residence and online – in emerging fields such as information sciences, cybersecurity, enterprise architecture, and data sciences.

The backbone of our college is built on IST faculty partners like you. We aim for our faculty to be recognized as the best and the brightest at the University. They strive to be self-motivated innovators and knowledge workers in their own right, and they collaborate to find new and better ways to provide higher value in all that we do.

IST Core Values

The College of IST's core values are those that form the foundation on which we perform work and conduct ourselves. Our core values are a common thread that is woven into our decision making and planning processes. In an ever-changing world, core values remain constant. In 2006, we identified the following six core values for our college, and we aim to uphold them through our work every day:

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

Ethics and Responsibilities

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.

University information related to diversity and inclusion can be accessed through the [Office of Educational Equity](#).

Background Checks at Penn State

Background checks must 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. All individuals must have a completed and favorable background screening on file prior to engaging in any work.

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.

Information for New Employees

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](#)
Faculty will receive their Penn State official photo ID at new hire orientation. Your photo ID will permit 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
- [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](#)

Faculty Performance

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.

Activity Insight System/Digital Measures Database

The Activity Insight System (AIS) 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 AIS 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 contributes to academic excellence and ensures 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 of IST Information Regarding Promotion and Tenure](#)
- [Penn State Office of the Vice Provost for Faculty Affairs](#)
- [Activity Insight](#)

Fixed-Term Promotion

- [College of IST and University Information Regarding Fixed-Term Promotion](#)

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 the [Office Faculty Affairs](#).

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. Please [visit the IST website](#) for sabbatical leave information or contact the [Office Faculty Affairs](#).

Research

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 E339 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 E339 Westgate Building. Please visit IST's [Research website](#).

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](#)

Teaching

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](#)
- [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 in Canvas. Many faculty find this a good place to start and have generally used 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](#)
- [Red Folder](#) – The Red Folder initiative is a guide to help faculty, staff, and others who interact with students recognize, respond effectively to, and refer distressed students at PennState.

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](#).

University Policies and Procedures

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 \(Faculty Senate Policy: 49-20\)](#)

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.

College of IST administrative guidelines can be found [here](#).

Directory of IST Services

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.

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](#).

[Box Update](#) - Box is transitioning to O365 by June 2021.

Business Cards

The [Dean's Office & Office of Faculty Affairs](#) can assist you in placing orders for business cards.

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>

Construction Updates

To view the Office of Physical Plant construction updates, visit

<https://www.opp.psu.edu/planningdesignconstruction/project-gallery/currentupcoming-projects>.

Faculty & Staff Directory

The IST Faculty Staff Directory can be found at <http://ist.psu.edu/directory>. To update information on your directory entry, navigate to your directory entry page on the IST website, scroll to the bottom of the page, and select "Login" in the footer. Click the "Edit" tab at the top of your directory entry and update your information as appropriate. If you do not have access to your directory page, please contact the [Office of Information Technology](#).

First Aid (AED and CPR)

Please contact the [IST Facilities Office](#) for a list of individuals who are trained and certified in AED and CPR in the college.

IST Events Calendar

The College of IST maintains a college-wide events calendar. This calendar can be viewed at ist.psu.edu/events. If you would like to promote an event on this calendar, please contact the [Office of Marketing and Communications](#).

IST Finance Office

The [Finance Office](#) 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.

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/Distribution Lists

[IST's Office of Information Technology](#) handles listservs for IST staff. The Office of Faculty Affairs and the Academic Services Office handles listservs for faculty. Information regarding faculty list serves/distribution lists can be found [here](#).

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

Lost and Found

Lost and found items can be dropped off and picked up in the IST Facilities Office. To inquire about an item, you can also email 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 [IST Facilities Office](#).

Office Supplies

The [Dean's Office](#), Office of Faculty Affairs (E397 Westgate) 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 and Graduate Studies](#).

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, such as career fairs. Subscribe to the parking listserv by sending an empty e-mail message to 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, Professional Memberships

The [Dean's Office](#), Office of Faculty Affairs is available to assist faculty members with the procurement of goods and services

Computers: The procurement of computers, printers, scanners, 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 equipment.

Office Furniture: The procurement of office furniture, e.g., office chairs, standing desks, book cases, must be coordinated with [IST's Facilities Office](#). The Facilities Office will work with you to obtain your needed office accessories and furnishings.

Professional Memberships: Memberships and membership renewals to professional societies are coordinated by the [IST Finance Office](#). The Dean's approval is required for all professional memberships/renewals.

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 IST Building.

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

Secure ID Tokens

Secure ID tokens are obtained in 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](#).

SIMBA

[SIMBA](#), or the System for Integrated Management, Budgeting and Accounting, is the replacement for IBIS. The University announced its [intent to replace IBIS](#) in 2017, and the widely-used business suite SAP S/4HANA was selected as the best solution to meet the University's financial needs. The system will increase the University's business agility through improved processes, reporting, budget forecasting, and integrated functions, while at the same time introducing a contemporary user interface. SIMBA went live in July 2020.

For questions regarding SIMBA in IST, please contact the [Finance Office](#).

Strategic Plan

The College of IST's Strategic Plan for 2020-2025 is in draft form. A final draft of the plan will be available in December 2020 with the completed plan being available in Spring 2020. For questions regarding the Strategic Plan please contact, [Karen Brewster](#).

Stationary (Business Cards and Letterhead)

Faculty should contact the [Dean's Office](#) to have IST business cards and letterhead purchased.

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.

*[COVID-19 Travel Alert](#)

Inviting a Visitor

Please see information [here](#) regarding inviting a visitor/scholar to IST. Additional resources for visitors can be found [here](#).

Visitor wireless internet access

Information regarding visitor wireless internet access in IST can be found [here](#).

Wage Payroll Appointments and Payments

The [IST Human Resources Office](#) (E397 Westgate) can assist with opening a job posting to hire part-time employee or answer your questions. [Finance Office](#) (E339 Westgate Building) can assist you with the processing of biweekly wage payroll payments.

Website

The Office of Marketing and Communications manages the content of the public IST website and works in collaboration with the Office of Information Technology to preserve the college's brand on the web.

If you require assistance with website content, please contact the [Marketing and Communication Office](#). If you require assistance with web implementation and/or multimedia design for sites not related to the college's public site, such as faculty or research lab sites, please contact the [OIT Helpdesk](#).

WorkDay

[WorkDay](#) is the Human Resources system where Penn State employees gain access to information regarding payroll, benefits, and personal information.

WorkLion

[WorkLion](#) is a site designed by the University Office of Human Resources to assist Penn State employees in accessing HR announcements, [guides](#) to post positions and hire employees, as well as updating information within Workday. WorkLion also includes links to the Learning Resource Network, Job Responsibilities Worksheet system, and policies. Employees can [ask general HR questions](#) or contact HR Services at (814) 865-1473 (M-F 8:30am-4:30pm EST).