

**COLLEGE OF INFORMATION SCIENCES AND TECHNOLOGY (IST)**

**FACULTY ORGANIZATION AND OPERATING GUIDELINES**

**PREAMBLE**

The purpose in establishing the faculty organization of the College of Information Sciences and Technology (referred to as the "Faculty" in the rest of this document) is to facilitate the efforts of the Faculty to achieve academic and scholarly excellence in keeping with the vision and mission (detailed in the 2005-2008 Strategic Plan and subject to change for each planning period) of the College (referred to as "IST"). The organization serves as the voice of the Faculty in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University, recognizing the authority vested in and delegated by the University Faculty Senate.

The College has strong multidisciplinary and interdisciplinary roots that are part of its organization and which, in turn, serve as the foundation for its research and curricular offerings. Accordingly, the Faculty strives to recognize and leverage this strength in the College's processes, committee membership, and policy decisions. In addition to valuing the contributions in teaching, research, and service that are made by all faculty, this community of scholars also strongly encourages and strives to act with respect and civility toward the differences in the individual characteristics, academic backgrounds, and scholarly pursuits of its members.

**ARTICLE I-- MEMBERSHIP**

The Faculty of the College of Information Sciences and Technology shall consist of tenured faculty of all ranks; persons on tenure-track appointments with IST or on tenure-track joint appointments involving IST; and those faculty who hold a Fixed-term 1 and multi-year appointment in IST whose primary responsibilities include faculty roles such as teaching, research, or service (hereafter referred to as "Fixed-term"). Fixed-term faculty are involved in all aspects of organization and procedures unless otherwise noted in this document.

**ARTICLE II-- FACULTY ADVISORY COUNCIL**

The Faculty Advisory Council (FAC) advises the College on matters of faculty development, issues, and policy. The FAC has five members. It meets at least twice each academic year. The Faculty annually elects three of its members and, as much as possible, from different ranks to serve on the FAC. One additional member is appointed by the Dean of the College.

The FAC shall be chaired by a Professor-in-Charge (PIC), who is included in the total membership of the FAC. The PIC shall hold the same responsibilities as a department head and shall be selected in accordance with HR 22.

**ARTICLE III -- RESPONSIBILITIES OF THE  
FACULTY ADVISORY COUNCIL**

The functions and purpose of the FAC are: (1) to make recommendations to the PIC regarding annual faculty merit raises after reviewing the annual reports of the Faculty; (2) to consider applications for sabbatical leave and to make recommendations on such applications, (3) at the request of the Dean or the PIC, to consider concerns or complaints about faculty actions inconsistent with the value expectations identified in the Preamble and make recommendations to the Dean regarding possible remedies for addressing the concern, (4) to make recommendations to the Dean, after review of appropriate materials and with advice from the Faculty, on the hiring of Fixed-term faculty members, and (5) to make policy recommendations to the Dean as the FAC deems appropriate.

**ARTICLE IV -- FACULTY MEETINGS**

The PIC meets regularly with the Faculty as a whole to determine: the policies regarding academic programs, in the matter of curricula revisions, deletions and expansion; (2) faculty recruiting decisions (both interview and job offers); and (3) other items as determined by the PIC or requested by the Dean. The PIC determines the agenda for these meetings and chairs such meetings.

The Dean may call other meetings of the Faculty during each academic year, sets the agenda for such meetings, and chairs the meetings.

**ARTICLE V-- QUORUM**

A simple majority of the Faculty constitutes a quorum. A quorum is necessary to convene a Faculty meeting in which decisions are to be made and/or votes taken. All votes relating to those decisions specified in this document require a quorum.

**ARTICLE VI -- RULES OF PROCEDURE**

*Robert's Rules of Order*, latest revision, serves as the official document governing rules of procedure. FAC has the authority to appoint a Parliamentarian.

## ARTICLE VII -- COMMITTEES

### **1. Standing Committees**

The College has the following Standing Committees:

#### **A. Promotion and Tenure (P&T) Committee**

Eligible members of the P&T Committee include all tenured faculty members with a majority appointment in IST. The Committee has five tenured faculty members. The faculty elects four members, and the Dean of the College appoints one member. Two faculty members (one Full Professor and one Associate Professor) are elected each year to serve a two-year term. In the event of tie votes, a fair coin toss will be used to determine the outcome. Members can serve multiple, successive terms.

Each year the Dean appoints one member of the Committee for a one-year term. Elections take place prior to the member appointment by the Dean. In consultation with the PIC, the Dean annually selects the Committee chair once all five members are in place.

In the event that a member cannot serve a second year, depending on the category of membership, a replacement for that one year will be determined by election or appointment (i.e., elected or appointed).

For 4<sup>th</sup> year and 6<sup>th</sup> year reviews, an external member may be added to the Committee according to the following procedure: The candidate who wishes to have an external member on his or her P&T Committee needs to provide two names of tenured faculty at Penn State to the Dean. Through consultation with the PIC and the Committee Chair, one of them will be appointed to the P&T Committee for that candidate.

For promotion decisions, all members of the Committee with rank higher than or equal to the rank to which a promotion applies serve on the Committee. The addition of external members follows the procedure described above.

#### **B. Undergraduate Advisory Committee (UAC)**

The Chair of the Undergraduate Advisory Committee (UAC) is the Assistant Dean for Undergraduate Programs. In addition to the Chair, the Committee has four elected faculty members. The PIC serves as an ex-officio member. The Dean of the College appoints two additional members, who represent the Faculty of non-University Park campuses/colleges offering IST degrees. These two members have one-year terms.

Two faculty members are elected each year to serve a two-year term. In the event of tie votes, a fair coin toss will be used to determine the outcome.

The UAC has responsibility for all undergraduate curriculum matters of the College, specifically including undergraduate curricular revisions. The undergraduate curriculum of the College is the responsibility of the Faculty. To that end, the Committee is charged with the responsibility of ensuring that the curriculum is integrated and protected from compartmentalization and/or redundancy. The entire Faculty has final authority (in accordance with the principles of shared governance and curricular rules and procedures of Penn State) over all undergraduate curricula matters of the College.

### **C. Graduate Advisory Committee (GAC)**

The Chair of the Graduate Advisory Committee (GAC) is chaired by the Senior Associate Dean (or appropriately named administrator) in charge of graduate programs. In addition to the Chair, members of the Committee include the Graduate Programs Advisor (a faculty member appointed by the dean for a three-year term), four elected faculty members, and one appointed by the Dean. The PIC serves as an ex-officio member. Two faculty members are elected each year to serve a two-year term. In the event of tie votes, a fair coin toss will be used to determine the outcome. Members can serve multiple, successive terms. Each year the Dean appoints one member of the committee for a one-year term after the election takes place.

In the event that a member cannot serve a second year, depending on the category of membership, a replacement for that one year will be determined by election or appointment (i.e., elected or appointed).

The GAC reports to the Faculty. The functions and purposes of the GAC are as follows:

- 1) to initiate and review policy matters pertaining to the graduate programs in the College and to recommend resolution of questions pertaining to graduate student or graduate program concerns, as requested by the Senior Associate Dean in charge of graduate programs (or the appropriately named administrator in charge of graduate programs);
- 2) to initiate and review all additions and revisions to graduate curriculum;
- 3) to advise the faculty and administration on matters pertaining to the relationships between graduate and other academic programs and activities in the College; and
- 4) to make recommendations to the Senior Associate Dean concerning the resolution of grievances brought before the Committee by the Graduate Programs Advisor on behalf of graduate students.

### **D. Faculty Search Committee**

At the request of the Dean of the College, the Faculty determines any recruiting priorities in the beginning of each academic year in a faculty meeting chaired by the PIC. On the basis of the recruiting priorities, the PIC selects a number of its tenured or tenure-track members to form a Faculty Search Committee and any appropriate subcommittees. When deemed appropriate by the PIC, Fixed-term faculty may also serve on the Committee.

The Dean of the College appoints the Chair of the Faculty Search Committee. One member has the responsibility to assure that the University's diversity goals are observed. The Dean of the College may appoint an additional non-voting member of the Committee to perform that function. The other functions and purposes of the Committee are:

- 1) to generate an announcement of the position(s) to be filled;
- 2) to help in disseminating the faculty recruiting announcements;
- 3) to evaluate applications for faculty position(s) and to obtain letters of reference for those considered for interviews; and
- 4) to recommend to the Faculty a short list of candidates for interviews.

The PIC reviews with the Committee all advertisements, interview schedules, and voting procedures for recommending interviews and offers of appointment.

The Faculty votes to recommend the candidates to be invited for interviews. Following interviews, the Faculty votes to make recommendations to the Dean regarding which candidate(s) (and if appropriate, in what order) should receive an offer or offers of appointment.

#### **E. Research Advisory Committee**

The Research Advisory Committee has four members of the graduate faculty, appointed by the Dean of the College in consultation with the Associate Dean for Research, who serves as Chair, and the PIC. The functions and purposes of this Committee are as follows:

- 1) to recommend to the Dean policy matters regarding establishing, reviewing, and sustaining research laboratories and centers;
- 2) to conduct periodical reviews of the progress of research laboratories and centers;
- 3) to evaluate and make recommendation to the Dean regarding proposals for forming new research laboratories and centers;
- 4) to review and make recommendations to the Dean regarding policies and models for sustaining research laboratories and centers; and,

- 5) to address any other matters regarding research facilities and resources about which the Dean may desire faculty input.

## **F. Educational Software Committee**

The Educational Software Committee, working with the Chief Technology Officer (CTO) and representatives from his office, annually recommends to the PIC appropriate software to be included in classrooms in the IST building and other educational/learning venues as appropriate. More specifically, the Committee performs the following tasks:

- 1) collects faculty input regarding software needs in classrooms and other learning environments for planning the purchase of new software in future semesters;
- 2) evaluates and ranks these needs based on the criticality of the software based on price, number of students, impact to courses, and possible alternatives etc.;
- 3) recommends ways to reduce classroom software costs by merging multiple requests, identifying cost savings, and reusing software if possible;
- 4) reports other matters it finds that influence educational software use (such as classroom layout, distance learning venues, hardwired and wireless computers, computer support, and scheduling issues) to the PIC for action; and
- 5) considers research uses, but does not recommend research software, nor addresses hardware, except when it relates to educational software issues (e.g., server needs for a classroom software).

The Committee consists of a Chair and three to five other Faculty representatives whom the PIC appoints. Non-members of the Committee are welcome to attend the meetings. The CTO is a non-voting member of the Committee. The CTO can invite one or more colleagues to help with deliberations. The PIC office provides support for scheduling the meetings. The Committee reports significant results and recommendations to the Faculty at faculty meetings as required. The Committee also provides a forum for informal discussions and consultations between the CTO Office and the Faculty.

## **G. Academic Integrity Committee**

The Academic Integrity Committee, consistent with Senate Policy 49-20, enforces the College's and University's Academic Integrity policies. The Committee also orients and educates incoming students and faculty of the College with respect to these policies. The Committee further serves as the hearing board for any alleged violations of the policy.

The Committee has three faculty members (at least one tenured member who serves as Chair) appointed by the Dean of the College and two students chosen by the Dean from a list of nominees provided by the IST Student Government. The Assistant Dean for Undergraduate

Programs provides administrative support. The faculty members serve two-year terms. The student members may be appointed for one or two years and must have declared a major in the College.

The three faculty members also serve as the *ad hoc* **Grade Mediation and Adjudication Committee** per Senate Policy G-10. The Dean of the College may add members to this Committee if an appropriate area of expertise is needed for a particular adjudication event.

## **H. Student Scholarships Committee**

The Assistant Dean for Undergraduate Programs annually appoints a number of faculty members (as from time to time determined by the Dean of the College with the advice and consent of the PIC) to form the Student Scholarships Committee, which also includes such consultants as the Dean may appoint. A representative from the Office of Finance and Budget and a representative of the Development and Alumni Relations Office serve as members of the Committee. The Assistant Dean for Undergraduate Programs serves as Chair. The functions and purposes of this Committee are as follows:

- 1) to process applications and select recipients for scholarships. The chair may assign either or both of these duties to a subcommittee consisting at a minimum of the chair, the appointed faculty members, and other appropriate staff members;
- 2) to exercise central oversight authority for scholarships in the College. As such, it has the responsibility for reviewing all scholarships awarded by individual academic units in the College for compliance with general University regulations, donor stipulations, and academic requirements;
- 3) to consult and cooperate, when necessary, with the Office of Student Aid and the Office of the Bursar in discharging its administrative duties;
- 4) to serve as the principal advisory group to the Dean concerning matters related to scholarships and awards: and
- 5) to facilitate application by IST students for university and other scholarships.

## **I. Distinguished Lecture Series (DLS) Committee**

The main purpose of the Distinguished Lecture Series (DLS) Committee is to select and confirm DLS speakers for each academic year. The Committee consists of faculty members appointed by the PIC and the College's Development Officer, and is chaired by the PIC. The Committee solicits nominations of DLS speakers from the faculty and Dean's Office, and ranks these nominations on the basis on criteria it establishes. Any faculty member or College administrator, whether serving on the Committee or not, who nominates a chosen DLS speaker may serve as the host of the speaker.

## **J. George McMurtry Teaching and Learning Award Committee**

The main function of the Committee is to select an IST faculty member (tenure track or Fixed-term) for George McMurtry Teaching and Learning Award. The award recognizes those IST faculty members at University Park who provide an exceptional learning environment for undergraduates in the classroom (or “On-Line IST”) by means of their innovative teaching, commitment to student learning, and creative interface with students. The awardee’s name becomes a permanent part of the award plaque displayed in the IST Building. A recipient may receive the award only once every four years. Any student or faculty member may make nominations.

The Committee consists of the President of the IST Student Government (or their designee), the Director of the IST Solutions Institute, the Director of Undergraduate Advising, the PIC, and at least two faculty members appointed by the PIC. Any faculty members on the Committee nominated for the award are replaced.

## **K. Graduate Recruiting Committee**

The Graduate Recruiting Committee is chaired by the Senior Associate Dean (or appropriately named administrator) in charge of graduate programs. In addition to the Chair, members of the Committee include the Graduate Programs Advisor (a faculty member appointed by the dean for a three-year term), four elected faculty members, and one appointed by the Dean. The PIC and the Dean serve as ex-officio members. Two faculty members are elected each year to serve a two-year term. In the event of tie votes, a fair coin toss will be used to determine the outcome. Members can serve multiple, successive terms. Each year the Dean appoints one member of the committee for a one-year term after the election takes place.

In the event that a member cannot serve a second year, depending on the category of membership, a replacement for that one year will be determined by election or appointment (i.e., elected or appointed).

The Graduate Recruiting Committee reports to the Faculty. The function and purpose of the Graduate Recruiting Committee is to review application materials of graduate students to recommend admission decisions to the Senior Associate Dean in charge of graduate programs.

## **2. Operation of Standing Committees**

The Chair of each standing committee, unless otherwise provided, shall be selected by the Committee members. A standing committee will meet on the call of its Chair. Reports from standing committees will be submitted to the Faculty when appropriate.

## **3. Special Committees**

Special Committees may be appointed by the Dean of the College, with the advice and consent of the Faculty, at the request of the FAC, the Dean, PIC, or the Faculty.

**ARTICLE IX-- OMBUDSPERSON**

In accordance with the Pennsylvania State University Policy Manual (PS 76, Faculty Rights and Responsibilities), an Ombudsperson serves as conciliator in disputes between/among faculty and administrators in the College, when requested by any of the parties involved. The Ombudsperson is elected by the Committee of the whole Faculty.

**ARTICLE X -- AMENDMENTS**

This document and the provisions hereof shall be subject to change by a two-thirds vote of Faculty with the advice of the Dean of the College, in any regular meeting of the Faculty, provided that the amendment has been circulated in writing in the immediately preceding regular meeting.