

**DEPARTMENT OF GEOSCIENCES
GOVERNANCE PROCEDURES, POLICIES, AND GENERAL PROCEDURES**

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GOVERNANCE PROCEDURES

Approved by faculty May 1988

Modified: November 2000

Department Executive Committee

Membership: Department Head, two Associate Heads, the departmental representative to the College's Diversity Council, and two at-large members. The representative to the Diversity Council will be appointed by the Department Head and serve a two-year term, non-renewable. The at-large members will be elected by the faculty and serve a one-year term, non-renewable. At least one member of the committee, if possible, will be a tenure-track Assistant Professor. Representation of ranks by the at-large members will be considered by the faculty prior to the annual election.

Duties and Responsibilities: The Executive Committee is intended to advise and assist the Department Head in Department-wide activities. In general, this committee should have a responsibility to develop long-term plans on department growth, new research and educational initiatives and facilities, appoint faculty search committees, have major input in the selection of faculty members, develop policy for department-wide finances, and establish priorities for expenditures for department-wide purposes. The committee should be the conduit for expression of faculty concerns to the Department Head.

With regard to faculty hiring, a recommended procedure is for the Executive Committee, in consultation with the faculty and Department Head, to develop a long-range plan encompassing desirable characteristics of new faculty members, and to appoint faculty search committees, followed by faculty discussion of candidates after visits by prospective faculty, leading to recommendations to the Department Head and Executive Committee by the search committee and the faculty, followed by decision by the Department Head with approval of the Executive Committee. Another responsibility of the Executive Committee will be oversight on the promotion and tenure process

Graduate Program Administration

Associate Department Head for Graduate Programs & Research (AHG) (Graduate Chairperson)

Term of Office: 3 years, with possible re-election to a second 3-year term; can serve again only after at least a 1-year interval.

Selection Procedure: The elected members of the Graduate Program Committee will act as a Search Committee for this position and will elect a chairperson for this purpose.

From nominations submitted by the faculty or from nominations developed by the search committee, the committee will submit to the Department Head a list of at least 2 candidates from which the Department Head will appoint the Associate Head. A member of the committee may be a candidate for Associate Head, but cannot vote on his or her own election. If appointed as

Associate Head, a committee member will be considered to have resigned as an elected member of the Graduate Program Committee, and a replacement shall be elected.

Duties:

- Has executive authority for all Graduate Program activities, including communications with the Graduate School, calling meetings of the graduate faculty to consider graduate program matters, certification of satisfactory completion of degree requirements, assignment of T.A.'s (in collaboration with Associate Department Head for Undergraduate Programs), appointment of R.A.'s with approval of project supervisors, assigning of student offices, scheduling of graduate courses and instructors (in consultation with Associate Department Head for Undergraduate Programs), and development of graduate courses and curricula (with advice of Graduate Program Committee).
- Chairs Graduate Program Committee.
- Appoints Initial Advisory, Candidacy, M.S. and Doctoral Committees, and the Admissions and other Graduate Program Committees with approval of the Graduate Program Committee.
- Administers annual review of student progress, and reviews at other times as needed. A clear timing and procedure should be developed for this review process in order to ensure that M.S. and Doctoral Committees are functioning to give the student clear and timely advice and recommendations.
- Coordinate acquisition, use and maintenance of department-wide research facilities, such as computers, field equipment, rock cutting and grinding equipment, etc. (in coordination with Department Head).
- The AHG should have adequate office and secretarial staff, a clear mandate from the Department Head, and an annual budget adequate to conduct a high-quality graduate program.

Graduate Program Committee

Membership: Associate Department Head (AHG, also serving as Graduate Chairperson) plus 5 elected members. In case of a tie vote, the vote of the AHG shall determine the decision. A non-voting student liaison shall also be elected by the graduate students.

Term of Office: 2 years, with re-election permissible up to a total of 6 years; an individual is then precluded from serving for at least 1-year. Terms are staggered so that three members are elected in the first year of a 2-year cycle, and two members are elected in the second year of the cycle.

Nomination and Election Procedure: A nomination by at least 4 faculty or the AHG or the Department Head is required, to be submitted to the AHG by March 31. An individual faculty member (other than AHG or Department Head) may not participate in more than one nomination in a given year. The permission of the candidate must be obtained at the time of nomination. The election is held in April, with all tenured and tenure-track faculty eligible to vote. The election procedure will be the Borda Method whereby each of N nominees is ranked by the voter as his or

her 1st choice, 2nd choice, ... and Nth choices. A voter's 1st choice is given N points, his other 2nd choice is given N-1 points, etc. The candidates with the most points win the election. Elected candidates take office on July 1. Should a member resign for any reason, a special election will be held to finish out his or her term of office.

Duties:

- Advise and assist the AHG and Department Head on all graduate program activities.
- Act as a Search Committee for the Associate Head for Graduate Programs.
- Approve (by majority vote) all appointments of Candidacy Committees, M.S. Committees, Doctoral Committees, Initial Advisory Committees, the Admissions Committee, and other committees considering Graduate Program activities.
- Approve specialized M.S. programs.
- Represent the Graduate Program on Initial Advisory Committees and the Admissions Committee.
- Annually review the progress of graduate students as documented by Initial Advisory, M.S., and doctoral Committees.
- Serve as appeals board for all other actions and decisions of AHG, by a majority vote (4 of 6 members). The appeal may be by a member of the Graduate Program Committee, a faculty member, or a graduate student.

Rationale: In view of the large size and diversity of the Graduate Program, this committee provides input and advice by a relatively large group of faculty representing the diversity of the faculty. This group will have a more detailed knowledge of the character of various sub-disciplines and the interests and strengths of various faculty and graduate students. In addition, the committee provides a balance to the relatively concentrated authority of the AHG and the Department Head, and a conduit for faculty input into the operations of the Graduate Program.

The procedure of electing two or three members by the Borda Method is intended to ensure that this committee will be more representative of the diversity of the faculty, and can discharge its responsibility for communicating the views, unique characteristics, and requirements of faculty and students throughout the department.

The requirement for approval of M.S., Doctoral and Candidacy Committees reflects the importance these committees should have in guiding the graduate education of a student. The Graduate Chairperson and the Graduate Committee must assure that these committees require high standards of graduate education and a balance of breadth and depth within the committee, as discussed below.

Admissions Committee

Membership: The Admissions Committee will consist of 5 members, which will normally include 2 members of the Graduate Program Committee, plus 3 graduate faculty selected to make the committee representative of as wide a range of sub-disciplines as possible. A Chairperson of the Admissions Committee will also be designated and will be responsible for administering the evaluation of dossiers and chairing the deliberations of the committee. Each applicant will be evaluated by at least 2 members of the Admissions Committee plus 2 or more

other Graduate Faculty selected by the committee and representing sub-disciplines of interest to the student.

After evaluation, the Admissions Committee will consider each applicant and recommend action to the AHG. The selection of students offered admission with or without support will be based on a weighting of potential for success in the program, balance of advisees among faculty, and financial resources for support. Guidelines for weighting these factors should be furnished to the Admissions Committee by the Graduate Program Committee. The AHG will then act on the committee's recommendation, though he or she is not required to accept the committee's recommendation. The Graduate Program Committee is available to serve as an appeals board for any faculty member who perceives unwise decisions by the AHG or Admissions Committee.

Rationale: The evaluation and rating of applicants should be conducted at least partly by faculty in the sub-disciplines of interest to the applicant. Based on this evaluation, the Admissions Committee must rank all applications, in a manner similar to the present Admissions Committee of the three graduate programs, taking into account the factors listed above. The AHG also serves as a second level of judgment on the proper weighting of the various factors, analogous to the current program chairman and graduate coordinator.

Undergraduate Program Administration

Associate Head for Undergraduate Program (AHU)

Term of Office: 3 years, with the possibility of a second 3-year term, after which at least 1 year must pass before further services.

Method of Selection: The elected members of the Advisory Committee for Undergraduate Programs will act as a Search Committee for this position. The members of the Search Committee will elect a Chairperson from this group.

From nominations submitted by the faculty or from nominations developed by the Search Committee, the committee will submit to the Department Head a list of at least two candidates from which the Department Head will appoint the Associate Head. A member of the committee may be a candidate for Associate Head, but cannot vote on his or her own nomination. If appointed as Associate Head, a committee member will be considered to have resigned from the Committee, and a replacement shall be elected.

Duties: The Associate Department Head for Undergraduate Programs will chair the Undergraduate Program Committee and administer all activities of the undergraduate program, including:

- Supervision of course offerings and registration activities, including apportionment of senior thesis advising and evaluation.
- Assigning of teaching responsibilities (in coordination with the Associate Head for Graduate Programs in order to balance teaching loads).

- Organization and supervision of the undergraduate advising system including 6th semester monitoring of student progress in relation to stated program requirements.
- Assignment of Teaching Assistants to undergraduate courses, in collaboration with the Associate Head for Graduate Programs.
- Development and modification of curricula and courses as needed.
- Promotion of undergraduate enrollment and of undergraduate non-course activities, including recruitment of new majors through outreach activities such as EMEX, Spend A Summer Day, and Freshmen Seminar presentations.
- Participation in selection of scholarships, awards and aid to undergraduate students.
- Calling meetings of faculty to discuss undergraduate program matters.
- Annual assessment of the undergraduate program as directed by the Office of Undergraduate Education.

Undergraduate Program Committee (UPC)

Membership: Associate Head for Undergraduate Programs (AHU) plus four elected members. A non-voting student liaison member shall also be elected by the undergraduate students.

Term of Office: Two years, with re-election to a maximum of 6 years; further service requires a waiting period of at least one year. Terms are staggered as described below.

Nomination and Election Procedure: Candidates may be nominated to the AHU by four or more faculty members, by the Department Head, or by the AHU. An individual faculty member may not participate in more than one nomination in a given year. Permission of the nominee must be obtained by the nominators. Two faculty members are elected each year. Election procedures are identical to those for GPC.

Duties: This committee will assist and advise the Associate Head for Undergraduate Programs on all matters involving the Undergraduate Program, including the following duties of the AHU:

- Oversee the advising system for undergraduates.
- Monitor student progress annually.
- Certify completion of degree requirements.
- Approve petitions for exceptions to degree requirements.
- Oversee teaching of core courses.
- Oversee General Education Courses taught in Department.
- Develop and oversee undergraduate thesis procedures.
- Develop and modify curricula.
- Select recipients for scholarships and awards.
- Serve as appeals board for actions of AHU by majority vote (3 of 5 members).
The elected members of this committee will also act as a search committee for the Associate Head for Undergraduate Programs.

Faculty Meetings

Frequency: Faculty meetings are called by the Department Head and normally should be held monthly during the academic year. Special faculty meetings may be called by an Associate Head, by a majority vote of the Executive Committee, or by petition by a minimum of 10 Voting Faculty members. An agenda for all meetings should be distributed no later than 3 days before the meeting.

Quorum: A quorum at a meeting is achieved when one-half of the tenure-line faculty members are present at the meeting or represented by proxy.

Voting Faculty: Voting faculty as defined here includes those with academic ranks of assistant, associate, or (full) professor, and their instructional or research equivalents according to Penn State policy HR-21: lecturer, senior lecturer, research associate, senior research associate, senior scientist, and the equivalent librarian ranks. All faculty members will have full voting privileges at faculty meetings. However, the department head may call for a separate discussion and vote of the tenured and tenure-track faculty members. This would normally be restricted to personnel decisions (e.g, hiring) concerning tenured or tenure-track faculty members.

Graduate Student Representatives: Two Geosciences graduate students shall be provided by the graduate student body as non-voting representatives to faculty meetings. They will be free to participate in all discussions except personnel matters or other matters deemed confidential by the Department Head.

Method of Voting: A quorum of the voting faculty must be present for a vote to occur. All personnel-related votes must be taken in writing and be approved by a super-majority of 2/3 of the voting faculty present at the meeting. A simple majority vote will be accepted in all other cases. Other votes may be by show of hand or declaration.

Parliamentary Procedure: Normally Roberts Rules of Order will be followed except where they conflict with other provisions of this document.

Approved by the Faculty on 13 November 2015

Changes to the Governance Procedures

Any significant changes in degree requirements and departmental procedures and organization shall have the approval of the faculty.

DEPARTMENTAL POLICIES

Graduate Faculty Appointment

(Guidelines for nomination to Graduate Faculty membership are available at <http://www.gradschool.psu.edu/faculty-and-staff/faculty/criteria/>)

Geoscience faculty members who hold courtesy or fixed-term appointments or who hold appointments on the faculty of our commonwealth campuses may be recommended for membership in the Penn State Geosciences Graduate Faculty. Nomination is most appropriate for qualified individuals who will make a sustained, substantial and broad contribution to graduate education in Geosciences. The nomination should follow the guidelines provided by the Graduate School. Nominations may be submitted by either two members of the Geoscience Graduate Faculty serving as advocates or by the Department Head. The nomination is evaluated by the Geosciences Graduate Program Committee, which will make a recommendation to the faculty. With approval of the departmental faculty, the Geoscience graduate program head recommends the candidate to the Graduate School; the recommendation must be approved by the department head, the corresponding college evaluation committee, college dean, and the Dean of the Graduate School.

Approved by the Faculty on 16 April 2007

Approved as modified by the faculty on 12 November 2015

Graduate Students and Postdoctoral Associates as Instructors

Experience as classroom instructors is an important part of the professional development of graduate students and postdoctoral associates. This experience can be gained in a number of ways, but with some restrictions that ensure the quality of the Departmental educational offerings:

- A graduate student may serve as a teaching assistant under the supervision of the faculty instructor during the academic year or summer.
- A graduate student may serve as the primary instructor for a module (1-2 weeks) under the direct supervision of the faculty instructor during the academic year or summer.
- A post-comprehensive Ph.D. student may serve as the primary instructor of a 0xx-1xx-level class (online or face-to-face) during the summer.
- A postdoctoral associate may serve as the instructor of an undergraduate course during the academic year or summer semesters under the mentorship of a faculty member.

Approved by the faculty, May, 2012

Faculty Annual Performance Evaluation (Tenure Line)

Purpose: This yearly evaluation is to provide a relative measure of an individual's contribution towards the Department's mission and will be used by the Department Head for the purpose of rewarding merit and to provide feedback to each faculty member on his or her performance of duties as perceived by the Department Executive Committee and the Department Head. This evaluation will be used by the Head in making recommendations to the Dean of the College of Earth and Mineral Sciences with regard to annual compensation increases, when available. It also will be used for other Considerations, including making committee and other assignments, projecting future needs, and allocating Departmental resources.

Evaluators: The evaluation will be conducted by the Head, with the advice of the Tenured and Tenure-Track Faculty Evaluation Committee (subsequently referred to as FEC) shall be composed of all tenured members of the Department Executive Committee, supplemented by two additional tenured faculty members, selected by the Department Head to provide disciplinary balance to the evaluation committee and to ensure that all faculty participate in the process as frequently as possible. The FEC will fully participate in evaluating all faculty, with the exception of themselves, in accordance with the procedure outlined below. However, the recommendations of the FEC are advisory only, and the Head will have discretion over the final evaluations.

Procedures: Three areas of effort are to be considered: teaching, research, and service to the university, profession, and society. It is recognized that as long as the Department maintains an overall balance in these efforts, individuals can emphasize one or more of the categories over the other(s). There will undoubtedly be cases where teaching and/or service will be more heavily weighted (e.g., in the case of Associate Head for Undergraduate Programs, etc.) as well as when research effort will prevail (e.g, particularly for sabbatical leave but also in cases of heavily funded research efforts with considerable release time).

Every two years in a memo to the Department Head, each faculty member will state the weightings he or she would like to have applied for the next two-year period. The following rules apply: research shall constitute not less than 40% and teaching shall constitute not less than 30% of a faculty member's time. Service shall constitute not less than 10% nor more than 20% without special arrangement with the Department Head. If no memo is received, the default proportions of 50-40-10 will be used.

Criteria: The following description of an ideal professor in the Department presents the criteria that will be considered by the FEC and sets the standards towards which we all can aspire. Of course it should not be construed as a rigid formula because none of the items is a necessary condition; it is the ensemble that matters.

Criteria for Teaching Performance

An excellent teacher is one who:

- teaches >13 credit hours per year to classes meeting the Department requirements for enrollment
- is an effective teacher as measured by SRTE scores that are consistently above the average for faculty in the College of EMS and by scores on the Department Survey consistently of B or better
- advises >2 graduate students
- mentors undergraduates by supervising more than one senior thesis or by including them in research group activities and by involving them in funded research projects
- develops new courses or new classroom methodologies
- obtains external funds to improve teaching/learning or develop new courses
- teaches laboratory sections or closely supervises TA through frequent classroom visits and pre-lab discussions

Criteria for Research Performance

An excellent researcher is one who, on an annual basis:

- publishes significant papers and books, some first-authored, that establish the author as a recognized leader, expert, or innovator in the profession
- maintains a research program with high national and international visibility that attracts standing graduate students, visiting scientists, and post-doctoral scholars
- provides RA support for more than two students each year over the past two years
- acquires funding for multiple grants and/or has multiple proposals pending
- receives invitations to speak at national/international meetings
- receives invitations to speak at departmental colloquia across nation
- presents or contributes to multiple abstracts at national/international meetings

Criteria for Service Performance

A professor providing excellent service to his or her university¹, profession, and society is one who:

- serves on and in particular, chairs national or international government or professional scientific committees
- serves on and in particular, chairs university committees
- serves as an administrator or Faculty Senate officer in the university
- serves as an editor or associate editor for professional scientific journals
- reviews many proposals for funding agencies and manuscripts for professional scientific journals
- is an officer in one or more professional scientific societies
- organizes meetings, workshops, and short courses for professional societies
- provides public outreach

Data: The following information will be used by the FEC in arriving at its evaluations:

Faculty Activity Summary (FAS-this document is to be submitted annually to the EMS Dean by each faculty member, with a copy to the Department, and is the primary basis for evaluation. Faculty should note each criterion as outlined in the previous section and include the relevant information in the FAS. Information for which there is no obvious section on the FAS form, such as names of undergraduates included in research projects, should be entered under the section most closely related. Be sure to document the ways in which you have improved teaching/learning and the specific proportions of time spent in the class room if team teaching and the proportion of time you spent in lab. Include the names of post-doctoral associates working with you, committees on which you have served over the past year, and specific numbers of proposals reviewed for funding agencies.

Departmental Data on Teaching—the Department will compile a record of all courses taught (and sections), numbers of students in each course, assignment of advisees, senior thesis advisors, and responses of present Geosciences and Earth Science majors and recent graduates to the Departmental Review form (evaluation of Departmental educational programs). These data will be used in evaluating teaching contributions and effectiveness.

University SRTEs—the department will compile these data annually.

¹ University as used here includes department and college level units.

Salary Release and Overhead Return—the department will compile these data annually.

Graduate Student Support Database —prepared by the Associate Head for Graduate Programs

Period Considered: The evaluation will use the last 2 years of the above data with emphasis placed on the current fiscal year of the evaluation. This is done in the recognition of vagaries of funding, students, and available monies for raises.

Timing: The evaluation will take place in April after all data are compiled. This will also require that faculty submit their FAS no later than April 15th to the Department. Late submissions cannot be considered.

Procedure: Each member of the FEC will be provided with a copy of the data listed above. The evaluators will grade all faculty in each of the three categories using a scale of 1 to 4, where a 4.0 indicates an individual personifies the ideals described above. A summary score will be computed by multiplying each category score by each individual's weighting factors. The FEC will then meet with the Head to discuss the results and provide an initial ranking of faculty on the basis of the composite scores of the 5 evaluators.

Feedback: Following the completion of the evaluation, the Head will prepare a written evaluation for each faculty member providing them with his or her ranking. Although there is no formal procedure for “negotiating” the results, the Head will consider reasonable appeals and/or requests for illumination.

Approved by the faculty, March 1999

Modified December, 2012

Teaching Load (Tenure-Line)

The expected teaching load for tenure-line faculty in the Department of Geosciences is four three-credit courses per year (12 credits)^{2,3}. Faculty can make up these credits through any combination of lecture-, seminar- online-and field-based courses as long as they meet minimum enrollment levels (8 students for 0-400-level courses and 5 students for 500-level courses). Faculty receive credit for team-taught courses as follows: 75% for a course or seminar taught by two faculty and 40% for a course or seminar taught by three faculty. Every week of instruction at field camp counts for 25% of the total 6 credits. Faculty may buy out from teaching a course by releasing enough salary from a research grant to hire a PhD-level instructor as a replacement.

Faculty who direct vigorous research programs and/or who are heavily engaged in service qualify for a three-credit reduction per year, i.e. from 12 to 9 credits. The criteria for research vigor include a vital publication record, serving as PI or co-PI on federal-, state-, or industry-funded research programs, and supervising undergraduate and graduate students and postdoctoral associates. The criteria for service engagement include membership of departmental, college and university committees, advising undergraduates, mentoring of junior faculty, involvement in diversity initiatives, journal editorships and associate editorships, leadership in professional societies, and membership of government and professional panels.

Approved by the faculty, April 2010

² New tenure-track Assistant Professors teach two courses in their first year and receive one semester off teaching in the year prior to tenure. These reductions lower the expected teaching load accordingly.

³ Department administrators including the Head, Associate Heads and Center Directors receive a one course per year reduction in teaching load.

Graduate Student Support

The Department of Geosciences strives to support all graduate students in good standing. We will support graduate students on Teaching Assistantships (TA) upon request, when funds are available. The need for a TA in a given course is identified by the Undergraduate Program Head. The Graduate Program Head will approve TA support to specific graduate students and assign TA duties to specific courses.

We believe that graduate students should have both a strong connection to funded research and high quality, mentored teaching experiences. Therefore, our goal is for students to be supported by a combination of TA and Research Assistantships (RA) during their graduate student tenure. Teaching assistantships will be provided to graduate students based on a variety of factors, including academic performance and length of time in degree program. When RA funding is not available, priority for TA funds will go to students of Assistant Professors, faculty who maintain a strong ratio of RA to TA support within their research group, and to faculty with strong track records of funded research and mentoring of graduate students. TA funds will normally support students working with tenure-track faculty, although students working with other faculty may receive support. The Graduate Program Head and the graduate admissions committee will work closely to ensure that students are admitted into active, well-funded research groups, and to minimize the chances of admitting students who will be supported solely or primarily via teaching assistantships during their tenure. Our expectation is that TA funding will normally constitute no more than 50% of the support a student receives during their graduate studies.

Approved by Faculty on October 17, 2013

Peer Evaluation of Teaching

Schedule: Evaluation of tenure-track Assistant and Associate Professors will take place at the beginning of their second year and in the third and fifth years of their appointment. Evaluation of fixed-term Professors will take place at the beginning of their appointment and every third year thereafter. Tenured faculty will be reviewed in the years prior to promotion and fifth-year post-tenure review.

Committee: New professors will be assigned a teaching committee to give them advice and information about on-campus resources. Faculty may also request informal classroom evaluations that do not become part of their file.

Review Panel: Two Associate or Full Professors appointed by the Department Head

Review Process and Report: The individual under review will meet with her/his committee at the beginning of the academic year. This forum will establish expectations and guidelines for the review. The goal of the review process is to evaluate teaching ability and effectiveness. The criteria for evaluation will depend on class size and type, pedagogical styles, and characteristics of the learners. While there are no universal criteria for the evaluation of teaching, certain factors are considered common to many teaching situations. For traditional resident courses, these include adequate background preparation of lecture materials, the ability to articulate the main themes of a lecture, willingness to help students, and the ability to engage students in critical thinking, as evidenced by attention to- and participation in the classroom. For on-line and e-education courses the same factors will be considered, including adequate background preparation of on-line materials, the ability to convey the main themes via a well-designed web site, willingness to help students via discussion boards and/or chat sessions, and the ability to engage students in critical thinking as evidenced by meaningful exercises, logical progression of concepts, and stimulating, on-line discussion sessions.

The individual will provide the committee with a syllabus for each class. Committee members will arrange to visit at least one class session each semester.

Each committee member will write an evaluation of the teacher's performance. The report will include two parts: 1) an evaluation of the candidate's teaching strengths and weaknesses, and 2) suggestions as to how the candidate might improve or enhance his/her teaching skills and performance.

The evaluation will be given to the candidate and it will become part of his/her dossier.

Revised Version Approved April 13, 2010

Promotion and Tenure

Criteria

Working within the framework established by University regulations (HR-23) and the College of Earth and Mineral Sciences (as detailed in the statement of Criteria to be used for Promotion and Tenure), the Faculty Promotion and Tenure Review Committee in the Department of Geosciences will base its recommendations on the scholarly achievements of the faculty members. This concept, in our interpretation, encompasses research, teaching, and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production, as reflected by peer-reviewed publications. The most critical measure in our evaluation will be the individual's impact on science and higher education, i.e. his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above.

Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors or the evolution of new educational trends, these factors will not be considered in tenure and promotion recommendations.

Thus, the three main criteria are teaching ability and effectiveness; research, creative accomplishment and scholarship (including, where appropriate, the scholarship and research of geoscience pedagogy); and service to the University, the public, and the profession. The relative weighting given to these three criteria may vary amongst individuals and through a faculty member's career.

Revised and approved by the Geosciences Faculty, September 14, 2010

Ratified by the Geosciences Faculty on September 8, 2011

Ratified by the Geosciences Faculty on September 6, 2012

Ratified by the Geosciences Faculty on November 14, 2013

Ratified by the Geosciences Faculty on September 11, 2014

Ratified by the Geosciences Faculty on August 27, 2015

Selection of College and Departmental Committees

There shall be a single departmental committee to consider matters of promotion and tenure of tenure-line faculty members on the University Park Campus. This committee shall be composed of five tenured faculty members elected by the tenure-line faculty. At least three must be at the rank of professor. Three members of the committee shall be elected each year. The two eligible faculty members who receive the most votes will serve two-year terms; the third will serve a one-year term. After completion of a two-year term of service, the member may not serve on the departmental promotion and tenure committee for the following two years. Each faculty member may vote for two committee members in the election. The Chair of the committee shall be elected annually by the membership of the committee. The Head of the Department of Geosciences shall

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be excluded from membership on the committee.

The departmental representative to the College Promotion and Tenure Committee serves a three-year term. Therefore, every three years an election for this position shall be held with votes being cast by all tenure-line faculty, with the Department Committee Chairs from two, three, and four years prior as candidates for election to the College P&T Committee. For example, in Spring 2016 the Departmental Committee Chairs from spring 2012, 2013 and 2014 will form the slate of candidates. The candidate with the most votes will be appointed to a three-year term. At the discretion of the Department Head, the serving chair could be reappointed to serve a second term.

Promotion (Fixed Term)

Purpose: Working within the framework established by University regulations (HR-21, -23, -24) and the College of Earth and Mineral Sciences guidelines for the Fixed Term and Research (FT&R) Faculty (hereafter Document A), the Faculty of the Department of Geosciences wishes to establish criteria and procedures for professional advancement of outstanding faculty members who are not eligible for tenure.

Personnel Covered: This procedure applies to all FT&R faculty members who have a continuing, mission-defined status, i.e., with titles of equivalent rank to assistant professor, associate professor, or professor (research associates or lecturers, senior research associates or senior lecturers, senior scientists or professors of practice).

The Department recognizes three mission-defined appointments for which expectations for promotion will differ: 1) Research, 2) Instruction, 3) Joint (research, teaching, and service). Assignment to one of the above appointments, and the details of the job description and duties, are determined at the time of employment by the Head of Department and Dean. Job descriptions may evolve with time, and are given explicitly in the annual performance evaluation statements.

Expectations

Research Appointments

For those with research appointments, a record of accomplishment is expected in research and service. Working within the framework established by University and College regulations (HR-21, -23, and the College's *Fixed Term & Research Faculty Advisory Committee Promotion Guidelines Document*), the evaluation committee will base its recommendations on the scholarly achievements of the faculty members guided by the job description of the appointment. This concept, in our interpretation, encompasses research and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production. The most critical measure in our evaluation will be the individual's impact on science, i.e., his or her impact on the field of specialization, colleagues, departmental programs, and students. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotional recommendations.

Thus, the two main criteria are: 1) research, creative accomplishment and scholarship and 2) service to the department, the public, and the profession.

Instructional Appointments

For those with instructional appointments, a record of accomplishment is expected in teaching and service. Working within the framework established by University and College regulations (HR-21 and the College's *Fixed Term & Research Faculty Advisory Committee Promotion Guidelines Document*), the review committee will base its recommendation on the scholarly achievements of the faculty member, guided by the job description of the appointment. Specifically, the committee will consider the following criteria: (1) demonstrated effectiveness and productivity in the practice of teaching and learning; (2) contributions to the literature on teaching and learning; (3) evidence of impact beyond Penn State; and (4) participation in College and University service. The most critical measure in our evaluation will be the individual's impact on higher education, i.e., his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotional recommendations.

Thus, the two main criteria are: 1) demonstrated effectiveness and productivity in the practice of teaching, and 2) service to the College and University.

Joint Appointments

A record of accomplishment is expected in multiple areas of assignment. Working within the framework established by University and College regulations (HR-21 -23, and the College's *Fixed Term & Research Faculty Advisory Committee Promotion Guidelines Document*), the review committee will base its recommendations on the scholarly achievements of the faculty members, guided by the job description of the appointment. This concept, in our interpretation, encompasses research, teaching, and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production. The most critical measure in our evaluation will be the individual's impact on science and higher education, i.e., his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotion recommendations.

Thus, the three main criteria are teaching ability and effectiveness; research, creative accomplishment and scholarship; and service to the University, the public, and the profession.

Selection of Committees: The promotion committee will consist of the Geosciences Promotion and Tenure Review Committee for tenure-eligible faculty in the Department of Geosciences plus a non-tenure track joint appointment faculty member of higher rank if possible from the Department, otherwise from the College of EMS (hereafter P&T+1).

Frequency of Reviews and Initiation of Promotion Procedures: FT&R faculty will be reviewed every year by their supervisors, as required by College policy. The supervisor for those faculty of rank equivalent to professorial ranks will be the Department Head.

Procedures: Promotion to or beyond the equivalent rank of assistant professor requires recommendation by the P&T+1 Committee as appropriate, and a recommendation from the Department Head to be forwarded to the College FT&RP Review Committee, and then to the Dean for approval. Any level of review may recommend to not promote a candidate, but the candidate's file must proceed to subsequent levels unless the candidate elects to withdraw.

The Promotion Dossier: The College's Fixed Term and Research Promotion Guidelines will be followed. Those guidelines state that the dossier consists of the most recent annual review and preceding reviews, a précis that includes a brief summary of the past six (sic) years of contributions, the supervisor's and/or unit leader's recommendation, and external letters of support. Specifically, the dossier should include:

- Part A - Personal Statement (The argued case for promotion and the specific plans for continued development)
- Part B – Curriculum vitae
- Part C – Unit leader Statement (Department or Institute Head)
- Part D – Letters of Support from areas relevant to the position (Letters of support will be solicited by the unit head in cooperation with the candidate. Letters may be internal or external, depending on the scope of the candidate's work. Three to four letters are recommended.)
- Part E – Other summative evidence from previous year's reviews

The P&T+1 Committee Chair will prepare: 1) a summary document on each candidate for promotion, indicating the overall vote of the committee and 2) a brief statement as to why that candidate is or is not being recommended. The Department Head will evaluate the recommendations of the Committee, prepare a memo for each candidate containing his or her recommendation, and forward the recommendations for promotion to the College FT&RF Promotion Review Committee for consideration. Following evaluation and determination of promotion eligibility, the Head of Department and supervisor/mentor will meet with the candidate to orally review the Committee's evaluation.

Important Dates: The following dates are offered as a guide:

October 1	Dossier made available to the Head of Department for consideration by the Promotion Committee
December 15	Promotion Committee Chair provides the committee's recommendations to the Department Head
January 2	Department Head forwards dossiers and accompanying documents to the Dean
May 31	Candidates notified of the result

DEPARTMENTAL PROCEDURES

Colloquium Speaker Meal and Alcohol Allowance

When hosting a meal for a colloquium speaker the meal allowance is \$41/per person (including tip) and \$14/per person for alcohol. Any overage of the above allowances may result in a payroll deduction. Please limit your meals to 5 or fewer people including the visitor and always get an itemized receipt.

Office and Laboratory Space Allocation

The allocation of office and laboratory space in the Department of Geosciences ultimately is the responsibility of the Head of Department who must respond to the requests and demands of the Dean of the College. The distribution of office space among faculty, students, postdoctoral researchers, visitors, Commonwealth Campus faculty and administrative and research staff may change as the needs of the Department change. The Associate Head for Graduate Programs is responsible for the assignment of rooms to the graduate students from among those allocated by the Head of Department for graduate student use. The University standard for Assistant, Associate and Full Professors office space is 150 sq. feet, approximately the size of the offices on the west side of Deike Building. When available, senior faculty may occupy larger offices; priority will be based on years served and University and national recognition such as distinguished or Evan Pugh professorship, membership in the National Academy, etc. Occupancy in these larger offices is a privilege and is limited. Laboratory space is communal and subject to reassignment by the Head of Department based on evolving research needs of the Department. Preference for laboratory space reassignment and renovation will go to those faculty promoting the shared use of facilities.

Emeritus Faculty Privileges

In addition to the privileges described in policy **HR25 Emeritus Status**, emeritus faculty in the Department of Geosciences will be afforded the following privileges by the Department, *contingent upon availability*:

- Continued participation in Department faculty meetings and other Departmental functions as before retirement, but without voting rights.
- Continued access to computer support technical staff.
- For up to one year following retirement, continued occupancy of the faculty member's assigned office;
- After one year, access to emeritus community office space;
- In the unusual case where emeritus faculty have continuing sponsored projects run through the University, access to necessary laboratory space and equipment and administrative support of those projects, recognizing that said space and equipment likely will be repurposed for use by active faculty and students.
- Any materials not directly related to active research must be removed from all laboratory or storage spaces previously occupied.
- Any arrangement for continued use of space and services will be reassessed on an annual basis.

It is the University's practice to extend liability coverage to emeritus faculty when they are asked by the University to participate in University-sponsored activities. Emeritus faculty will be subject to all applicable University policies.

Computer Replacement

The Department of Geosciences will match the College contribution to the replacement of personal-use computers following the College procedure and guidelines for frequency and cost of replacement.

Research Incentive Funds

At the discretion of the Head of Department, a fraction of the Research Incentive funds provided to the Department will be provided to departmental faculty in proportion to their generation of RIF funds through their sponsored projects in the previous year. Multi-PI projects will be credited to each co-PI as a fraction of the total number of Departmental co-PIs on the project. The use of these funds must be in accordance for the rules set forth for the use of general funds and the guidelines for RIF use set out by the Provost.

Department Funding of Field Trips

The Department of Geosciences strives to provide funding for field trips that are embedded within courses offered by the Department as well as special field trips not associated with courses. Priority for funding will go to embedded field trips and to trips that are consonant with the source of funding, typically oil and gas industry sponsors.

Courses that have an embedded field trip of at least 5 days duration with at least 8 students enrolled will be provided supplemental funding, if available. For each Geosciences or Earth student, the Department will strive to contribute up to \$500 of match to student contributions for travel related expenses (including transportation, food and lodging, fees and other on-site expenses) and will cover the reasonable travel costs of the faculty member leading the trip. Travel support for an additional faculty member will be provided for trips with more than 12 student participants.

Requests for field trip support should be made to the appropriate Associate Head at least one semester in advance of the semester in which the course for which field trip is embedded is offered. The Associate Head will make a recommendation to the Head of Department for final approval. The Head of Department will receive special field trip requests directly.

Department Reimbursement Policies for Graduate Student Hosting of Visiting Students

Geoscience graduate students may be asked to host visiting students as part of Department- sponsored activities or programs (e.g., Prospective Graduate Student Weekends). Reimbursement guidelines for expenses incurred by the graduate student as part of the hosting responsibilities are as follows:

1. Only meals are reimbursable; alcohol and entertainment are not allowable expenses.
2. Per meal reimbursement is limited to the visiting student, the host Geosciences graduate student and a maximum of one additional Geosciences graduate student.
3. Meal costs should not exceed \$20.00 (including tip) per person for each meal.
4. A grocery store receipt is acceptable in lieu of restaurant meal expenses, but should not exceed the \$20.00 per person limit (Item 3) and the limit on the number of persons (Item 2).
5. An itemized receipt, along with the names of the persons whose meals are covered by the receipt, are required for reimbursement.
6. The itemized receipt and the list of meal attendees covered by the receipt must be attached to a completed and signed Group Meal Form and submitted to the Department's Financial Assistant in 503 Deike.

Guidelines for Leaders of and Student Drivers on Field Trips Basic

Driving Requirements:

1. Must have a successfully completed the Motor Vehicle background checks (ALL students) please see Tina Vancas (505 Deike) for paperwork
2. Must be an employee, paid specifically to drive on the field trip
3. Must be 21 or over
4. Must have a valid US driver's license
5. Must take the maxivan online course
6. Must be present for the vehicle sign out and inspection
7. Must return vehicles in good shape

Everyone must study and know Penn State policies relating to risk:

1. <https://guru.psu.edu/policies/psu/BS20.html>
2. <http://www.controller.psu.edu/divisions/riskmanagement/docs/walletcard.pdf>
If a student becomes sick on the trip out you cannot leave them to fend for themselves. An instructor/TA must stay with the student until they are conveyed home safely (through contact with Risk Management).
3. <http://studentaffairs.psu.edu/conduct/>
You should also familiarize yourself with the Office of Student Conduct: they can help you if a student is posing a problem, including helping arrange for the student to be removed from the group.
4. <http://guru.psu.edu/formpublic/8-05IncidentFormERM3.pdf>
Risk Management Incident Reports - If a student is physically injured during the trip (not including general illness), the college/campus must complete an Incident Form and submit it to the Risk Management Office as soon as possible.
5. (<http://guru.psu.edu/policies/SY03.html>)
Assistant VP for Student Affairs at UP or Chief Student Affairs Officer at Campus to be notified of all emergencies involving students
6. Manage situation at the most informal and appropriate level possible; serious incidents will require a more centralized approach.
7. Maintain a log of events, actions taken, and follow-up documentation.
8. You can also always contact University Police and they can transfer your call to the appropriate person (for student illnesses, accidents, conduct problems, legal altercations, etc.): Penn State UP Police Services (24/7) at +1.814.863.1111

Keys

University building keys are the property of the University and may not be duplicated. Loss of keys must be immediately reported to Police Services (863-1111) and to your Access Coordinator in room 503 Deike. No replacement key will be issued with payment of the replacement cost (\$20/key)

Keys must be returned to the Access Coordinator upon termination of employment and/or student status or transfer from the Department of Geosciences.

Failure to return keys upon termination or transfer may result in the withholding of the appropriate amount from the employee's paycheck or a charge to a student's account until the keys are returned.

Vehicle Use

Drivers of Departmental and University vehicles must meet the following basic requirements:

1. Must have a successfully completed the Motor Vehicle background checks; please see the Administrative Assistant for paperwork
2. Must be an employee of the University
3. Must be 21 or over
4. Must have a valid US driver's license
5. Must take the maxivan online course
6. Must be present for the vehicle sign out and inspection

The Department of Geosciences currently owns a metallic tan Chevy Suburban that seats 8 - 9 persons. It is parked in the Nittany Parking Deck, usually on the 4th or 5th floor. As a vehicle with university plates, there is no charge for the Suburban use of the Nittany Parking Deck.

Vehicle Sign-Out

1. Make a request in person or via email to Jo Ann Lehtihet or Jennifer Billett (503 Deike) to reserve the vehicle. If the vehicle is available for the date and time you request, please provide the name of the driver (if not yourself), your destination and purpose for the trip, and the budget number against which vehicle mileage will be charged. This will be entered into both the on-line vehicle reservation system and the hard copy vehicle reservation sheet.
2. On the day of vehicle use (or the previous business day if you need the vehicle when the main office is closed), go to 503 Deike to pick up the vehicle key and a copy of this Document (Use of Departmental Vehicle). You will also need to check the hard copy vehicle reservation sheet to determine where the last user parked the vehicle and the ending gas level of the previous use.
3. When picking up the vehicle at the Nittany Parking Deck, please note the beginning mileage. A parking ticket from the last entry into the parking deck should be in the glove compartment. You will need this ticket to exit the parking facility.

Fuel Card

A departmental fuel card is located in the glove compartment of the vehicle (along with the vehicle's registration and insurance documents) and may be used to purchase fuel at any gas station. When using the card, you will be prompted to enter the odometer reading and a PIN before fueling. **The PIN number for the fuel card is 1001.** As a courtesy to the next user, please return the vehicle to the Nittany Deck after your use with **no less than** one-half tank of fuel.

Cleanliness

We expect that the departmental vehicle be clean inside and out when returned to the Nittany Parking deck. This is the user's responsibility. Cleaning expenses, such as at a Car Wash, incurred by individuals may be reimbursed with submission of a receipt to Jennifer Billett.

Returning the Vehicle

Please do not keep the vehicle past your scheduled time as others may have reserved it in your absence. Return the departmental vehicle to the Nittany Parking Deck, if possible parking on either the 5th or 4th floors. Place the parking ticket you obtained upon entry in the glove compartment. Make note of the ending mileage and the fuel level. Return the keys to 503 Deike and complete the hard copy vehicle reservation sheet with the beginning and ending mileage, ending fuel level, and the location of the parked vehicle.



DEPARTMENT OF GEOSCIENCES

2001 Chevy Suburban

Color: Metallic Tan

Plate Number: A2337P (Navy Penn State Plate)

Parking Instructions

Enter the Nittany Parking Deck on the visitor side and take a ticket. Likewise, exit the deck on the visitor side, handing the ticket to the staff manning the exit booth. Because the Suburban has a university license plate, you will not be required to pay for parking. Note that there is a parking attendant at the exit booth between 7:30 am and midnight.

Maintenance

Inspection, servicing, and periodic detailing of the Suburban are managed by Don Voigt and Denny Walizer. Drivers are asked to immediately report damage to and/or problems with the Suburban to the Geosciences Main Office (865-6711), Denny Walizer (227 Deike, dpw3@psu.edu, 863-2023), or Don Voigt (209 Deike, dev2@psu.edu, 865-3732).

Driver Requirements

Drivers of the Suburban must be at least 21 years of age with a valid driver's license issued by a state of the United States or by a province of Canada. In addition, the Suburban may only be driven by paid employees of the Penn State University. Non-employees may be passengers, but not in the capacity of driver. Fines (for violations such as parking and speeding) are the responsibility of the Suburban user.