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CONSTITUTION
Faculty Organization and Operating Guidelines

College of Information Sciences and Technology

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 revised in the 2012 Strategic Planning Document 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 interdisciplinary roots and a high degree of intellectual diversity that establish its organization, 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 with regard to the differences in the individual characteristics, academic backgrounds, and scholarly pursuits of its members.

For information related to IST operations, please see the Faculty Handbook.

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 faculty who hold a fixed-term appointment in IST whose primary responsibilities include faculty roles such as teaching, research, or service. Fixed-term faculty members are involved in all aspects of organization and procedures unless otherwise noted in this document. Types of faculty appointments are summarized in Table 1 below. The table provides a summary of the types of faculty appointments, typical faculty ranks, the primary roles and functions for each type of appointment, and a brief summary of the voting and committee privileges.
Table 1: Types of Faculty Appointments

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Typical Faculty Ranks</th>
<th>Primary Functions/Roles</th>
<th>Voting/Committee Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenured¹</td>
<td>• Full Professor</td>
<td>Tenured and tenure track faculty are expected to participate in a combination of research, teaching, and service activities (with an approximate focus of 40%, 40% and 20% of their time).</td>
<td>Full voting privileges &amp; eligible for all committees</td>
</tr>
<tr>
<td></td>
<td>• Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Track²</td>
<td>• Associate Professor</td>
<td></td>
<td>Full voting privileges &amp; eligible for all committees with the exception of P&amp;T Committee</td>
</tr>
<tr>
<td></td>
<td>• Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-Term 1</td>
<td>• Professor of Practice³</td>
<td>Professors of Practice, Senior Lecturers, Lecturers, Senior Instructors and instructors are typically focused primarily on the function of teaching. A typical mix of focus is 60–80% teaching, 0 – 20% research, and 20% service</td>
<td>Full voting privileges &amp; eligible for all committees with the exception of P&amp;T Committee</td>
</tr>
<tr>
<td></td>
<td>• Senior Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior Scientist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-Term 2</td>
<td>• Lecturer</td>
<td>Function depends upon contracted effort of less than six months (e.g., research or teaching.)</td>
<td>Non-voting privileges</td>
</tr>
<tr>
<td></td>
<td>• Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate Faculty Member</td>
<td>• Assistant, Associate or Full Professor</td>
<td>Conduct research, co-advising graduate students and participants in collaboration with IST faculty.</td>
<td>Non-voting privileges; may serve as an ad hoc member on selected committees</td>
</tr>
<tr>
<td></td>
<td>• Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Faculty Member</td>
<td>• Visiting Professor</td>
<td>Act as a temporary member of the IST faculty primarily conducting research. May be requested to teach more specialized courses in their area of expertise.</td>
<td>Non-voting privileges; may serve as an ad hoc member on selected committees</td>
</tr>
<tr>
<td></td>
<td>• Visiting Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Visiting Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Visiting Scholar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Scholar</td>
<td>• Senior Research Associate</td>
<td>Conduct research in support of sponsored research projects. May teach one or two courses if so contracted.</td>
<td>Non-voting privileges</td>
</tr>
<tr>
<td></td>
<td>• Research Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Postdoctoral Fellow</td>
<td></td>
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</tr>
</tbody>
</table>

Note that faculty appointments are independent of Graduate Faculty status/appointments (see http://www.gradsch.psu.edu/facstaff/forms/admin.html). Graduate Faculty status may affect the ability to serve on some College committees as noted in this document. In addition, it should be noted that the primary functions and roles are generic, rather than specific to a particular faculty member. For example, an individual faculty member’s functions and roles may differ from the generic set based on special administrative duties (e.g., Director of a Research Center), contractual obligations, special assignments, and other factors. The general teaching load for

¹ It is possible to have a tenured Assistant Professor rank although ordinarily, tenured faculty have a rank of at least the Associate level.
² It is possible to have a tenure-track faculty member at any rank (Assistant, Associate or Full), although typically a new tenure-track faculty member would be recruited at the Assistant Professor rank.
³ Guidelines for the title of Professor of Practice are provided by appendix I of the Senate Committee on Faculty Affairs (4.24.12); http://www.senate.psu.edu/agenda/2011-2012/apr2012/appi.pdf.
faculty members is described in the College Teaching Load Guidelines, which in turn is commensurate with directions from the University Provost and Faculty Senate guidance.

**ARTICLE II: FACULTY COUNCIL**

The Faculty Council advises the College on behalf of the IST faculty on matters of faculty development, issues, policy, and faculty governance.

The Faculty Council is composed of an elected representative from each of the Scholarly Interest Groups (SIGs). The representative is chosen by a majority of votes cast by members of each SIG. Two additional representatives may be appointed from the faculty at large to augment the representation of the Scholarly Interest Groups. These extra appointments (if deemed necessary) are made by the Dean for the purpose of creating balance in council membership and shall be voting members of the Faculty Council. At least one voting member of the Faculty Council is a fixed-term faculty member.

The Faculty Council shall be chaired by a tenured faculty member, who is included in the total membership of the Faculty Council, but who does not act as the representative from his or her SIG. Elections to fill the position of Chair of Faculty Council will be held every other year during the spring semester. The term of the Chair of Faculty Council shall be two academic years. The Chair of the Faculty Council will serve on the Dean’s Executive Council and the Dean’s Administrative Council as an appointed member by the Dean.

SIGs are groups composed of IST faculty members (tenure-track and fixed-term) who share an interest in a particular area of scholarship and research. SIGs are formed and maintained to provide fellowship and networking opportunities for their members and to support scholarship, pedagogy and mentoring in that particular area. SIGs, via their representation on the Faculty Council, provide guidance and support to the College in areas such as course development and evaluation, recruiting of graduate students, strategic planning, new faculty selection, recommendations on College operations, and support in providing guidance in areas such as faculty evaluation and promotion and tenure guidance, e.g., understanding the specifics of scholarship in the SIG domain. New faculty members will be assigned to a SIG in consultation with the Associate Dean for Research, Graduate Studies and Academic Affairs.

Please see Faculty Council and SIG Administrative Guidelines.

**ARTICLE III: FACULTY COUNCIL RESPONSIBILITIES**

The Faculty Council meets nominally once a month; and meetings are open to all Faculty. The functions and purpose of the Faculty Council are: (1) gather feedback regarding SIG processes, individual and faculty concerns; (2) provide feedback to the Dean via the Faculty Council Chair; (3) interpret, maintain and evolve the College Constitution or other administrative policies related to faculty rights and responsibilities; (4) select and oversee college-wide initiatives aimed at enriching the interdisciplinary mission in research and teaching in the College of IST, such as inviting and approving external visitors, teaching/research workshops, shared infrastructure; (5) oversee allocation of discretionary funds; (6) assist in annual faculty merit evaluations; and (7) review and make recommendations on sabbatical leave applications.
ARTICLE IV: FACULTY MEETINGS

The Chair of the Faculty Council meets regularly with the Faculty as a whole to determine: (1) 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 Chair of the Faculty Council or as requested by the Dean. The Chair of the Faculty Council determines the agenda and chairs these meetings.

The Dean may call other meetings of the Faculty during each academic year. In these cases the Dean sets the agenda and chairs the extra 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. The Faculty Council shall appoint a Parliamentarian.

ARTICLE VII: COMMITTEES

Sections A, B and C include College committees that are deemed essential by the University. These committees must be carried out according to University policy and procedures. Section D includes College-level committees, Standing Committees; that are put into place for the purpose of faculty governance and College operations. These Standing Committees are not deemed to be essential at the University level. Section E describes Special Committees which may be appointed by the Dean with advice and consent of the faculty.

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 is composed of 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 Associate Dean for Research, Graduate Studies and Academic Affairs, 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 by the Dean.

For 4th-year and 6th-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 must provide two names of tenured faculty at Penn State to the Dean. Through consultation with the Associate Dean for Research, Graduate Studies and Academic Affairs, 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.

Please see IST Promotion and Tenure Administrative Guidelines.

**B. Extended Review (HR-40 Post-Tenure) Committee**

The responsibility for post-tenure faculty performance evaluation reviews (in accordance with university policy HR-40) rests with the Dean. The evaluation process is coordinated by the Dean’s Office with input from the Promotion and Tenure (P&T) Committee. The P&T Committee will constitute the Extended Review Committee. The faculty member may nominate two Penn State faculty members external to the College to serve on the committee from which the Dean shall select one. The selected person will be a member of the Extended Review Committee.

Please see HR-40 Evaluation of Faculty Performance IST Administrative Guidelines.

**C. Fixed-Term Promotion Committee**

Eligible members of the Fixed-Term Promotion Committee are required to 1.) hold a full-time Fixed-Term or Multi-Year Fixed-Term majority appointment in the College of IST; and 2.) rank higher than or equal to the rank to which a promotion applies. The fixed term faculty elects four members, and the Dean of the College appoints one member from the faculty at large (fixed-term or tenure-track). 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. Elections take place prior to the member appointment by the Dean. In consultation with the Associate Dean for Research, Graduate Studies and Academic Affairs, 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 by the Dean.
Please see IST Fixed-Term Promotion Administrative Guidelines.

D. Standing Committees (College Directed)

The College of Information Sciences and Technology has nine standing committees. Each committee is summarized below. Elections will be held in the spring of each year to vote on membership for all standing committees. A summary of standing committees is provided in Table 2.

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.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Purpose</th>
<th>Reporting Chain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Advisory Committee</td>
<td>Has responsibility for all undergraduate curriculum matters of the College, specifically including undergraduate curricular revisions.</td>
<td>Associate Dean for Undergraduate Studies</td>
</tr>
<tr>
<td>Graduate Advisory Committee</td>
<td>Initiate and review policy matters pertaining to Graduate Programs, review additions/revisions to graduate curriculum, assist in resolving graduate student grievances, review and approve Graduate Faculty memberships (Forms B&amp;C).</td>
<td>Associate Dean for Research, Graduate Studies and Academic Affairs</td>
</tr>
<tr>
<td>Faculty Search Committee</td>
<td>Review faculty candidates for positions to be filled, generate and disseminate faculty recruiting announcements, review applicants, recommend to Faculty a short list of candidates for interviews.</td>
<td>Associate Dean for Research, Graduate Studies and Academic Affairs</td>
</tr>
<tr>
<td>Research Advisory Committee</td>
<td>Make recommendations to the Dean on laboratory space policies and allocation, review laboratory space, assist in annual review of Research Centers.</td>
<td>Associate Dean for Research, Graduate Studies and Academic Affairs</td>
</tr>
<tr>
<td>Academic Integrity Committee</td>
<td>Enforces the College’s and University’s Academic Integrity policies.</td>
<td>Associate Dean for Undergraduate Studies</td>
</tr>
<tr>
<td>Student Scholarships Committee</td>
<td>Provide central oversight for scholarships. Process applications and select recipients for scholarships.</td>
<td>Associate Dean for Undergraduate Studies</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>Provide recognition of faculty members in the areas of teaching, research and service.</td>
<td>Associate Dean for Undergraduate Studies and Associate Dean for Research, Graduate Studies and Academic Affairs</td>
</tr>
<tr>
<td>Graduate Recruitment Committee</td>
<td>Review application materials of graduate students to recommend admission decisions.</td>
<td>Associate Dean for Research, Graduate Studies and Academic Affairs</td>
</tr>
<tr>
<td>Diversity Committee</td>
<td>The Diversity Committee is to be concerned with and responsive to those behaviors that either enhance or threaten the sense of community and human support needed by stakeholders to ensure the sense of belonging, participation, and acceptance into the mainstream of everyday engagement in the offerings of the College through supportive strategies, programs, and processes.</td>
<td>Director for the Office of Multicultural Affairs</td>
</tr>
</tbody>
</table>
D1. Undergraduate Advisory Committee (UAC)

The Dean of the College appoints the Chair of the Undergraduate Advisory Committee (UAC) from the faculty. In addition to the Chair, the Committee has four elected faculty members. The Associate Dean for Undergraduate Studies and the Associate Dean for Research, Graduate Studies and Academic Affairs serve as ex-officio members. The Associate Dean for Undergraduate Studies of the College appoints two additional members, who represent the Faculty of non-University Park campuses/colleges offering IST degrees. These two members are appointed for 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.

D2. Graduate Advisory Committee (GAC)

The Graduate Advisory Committee (GAC) is chaired by the Graduate Program Director (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 member appointed by the Dean to ensure balance. The Associate Dean for Research, Graduate Studies and Academic Affairs 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 by the Dean’s appointment.

All members of the GAC must have graduate faculty status (Form A or B) with the Graduate School at The Pennsylvania State University.

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 Associate Dean for Research, Graduate Studies and Academic Affairs 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 the 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;

4) to make recommendations to the Associate Dean for Research, Graduate Studies and Academic Affairs concerning the resolution of grievances brought before the Committee by the Graduate Programs Advisor on behalf of graduate students; and

5) to review and approve Graduate Faculty memberships (Forms B and C).

D3. Faculty Search Committee

At the request of the Dean of the College, the Faculty determines recruiting priorities in the beginning of each academic year in a faculty meeting chaired by the Chair of the Faculty Council. On the basis of the resulting recruiting priorities and in consultation with the Dean, the Associate Dean for Research, Graduate Studies and Academic Affairs selects a number of its members with graduate faculty status with appropriate knowledge and expertise to form a Faculty Search Committee and any appropriate subcommittees.

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 Associate Dean for Research, Graduate Studies and Academic Affairs reviews with the Committee all advertisements, interview schedules, and voting procedures for recommending interviews and offers of appointment.

The Faculty with graduate faculty status vote to recommend the candidates to be invited for interviews. Following interviews, the Faculty with graduate faculty status vote to make recommendations to the Dean regarding which candidates(s) (and if appropriate, in what order) should receive an offer or offers of appointment. Faculty are invited to make recommendations to the Dean regarding which candidate(s) (and if appropriate, in what order) should receive an offer or offers of appointment.
D4. **Research Advisory Committee (RAC)**

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, Graduate Studies and Academic Affairs who serves as Chair. 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 recommendations 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;

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

6) to assist in the annual review of IST Research Centers.

D5. **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 is composed of three faculty members appointed by the Dean of the College, one undergraduate student chosen by the Dean from a list of nominees provided by the IST Student Government, and one doctoral student chosen by the Dean from a list of nominees provided by the Graduate IST Student Government. The Associate Dean for Undergraduate Studies 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.

D6. **Student Scholarships Committee**

The Associate Dean for Undergraduate Studies 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 Associate Dean for Research, Graduate Studies and Academic Affairs) 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, a representative of the Development and Alumni Relations Office, and a representative of the Office of Multicultural Affairs serve as members of the Committee. The Associate Dean for Undergraduate Studies 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 student scholarships and awards; and

5) to facilitate application by IST students for University and other scholarships, e.g., collating and publicizing announcements for relevant awards.

D7. Awards Committee

The purpose of the Awards Committee is to provide recognition of faculty members in the areas of teaching, research and service. The Chair of the Awards Committee is appointed by the Dean. In addition to the Chair, the Committee has four elected faculty members who will serve for a one-year term. The Associate Dean for Research, Graduate Studies and Academic Affairs and the Associate Dean for Undergraduate Studies serve as ex-officio members. The functions and purposes of this Committee are as follows:

1) to facilitate nomination of qualified IST faculty for University and external awards, e.g., collating and publicizing announcements for relevant awards, identifying suitable candidates whenever possible, forming nomination committees;

2) to exercise central oversight for awards nomination in the College. As such, it has the responsibility for reviewing all nomination packages to ensure the completeness and quality required for competitive awards; and

3) to serve as the principal advisory group to the Dean concerning matters related to faculty awards and recognition for outstanding research, teaching or service.

D8. Graduate Recruiting Committee (GRC)

The Graduate Recruiting Committee (GRC) is chaired by the Graduate Program Director (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 Associate Dean for Research, Graduate Studies and Academic Affairs and the Dean serve as ex-officio members. Two faculty members, who have graduate faculty status in the College of IST (Form A or B), 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 by the Dean.

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 Associate Dean for Research, Graduate Studies and Academic Affairs in charge of Graduate Programs.

**D9. Diversity Committee**

The Diversity Committee has thirteen (13) members, of which three are faculty appointed by the Dean, one member of the Dean’s Executive Council (Sr. Director of Operations), four staff, and five undergraduate and graduate students and functions to ensure implementation of the College’s and the University’s diversity goals as outlined in the Frameworks for Diversity from both sources. The committee is chaired by the director of the Office of Multicultural Affairs. The functions and purposes of this Committee are as follows:

1) to recommend, review and create policies and practices that enhance building climate so that College stakeholders matriculate in a physically, emotionally, and socially safe place;

2) to create and sustain positive, supportive, and creative classroom climates in which students can successfully, creatively, and confidently gain and demonstrate their knowledge and beliefs about the subject matter at hand;

3) to create, support, and implement programs that demonstrate, highlight and support awareness, respect, understanding, and acceptance of the diversity of intelligence, ideas, creativity, race, ethnicity, gender, and sexual preferences; and

4) to be responsive to issues and challenges to ethical behavior among the Colleges’ stakeholders.

The Diversity Committee is to be concerned with and responsive to those behaviors that either enhance or threaten the sense of community and human support needed by stakeholders to ensure the sense of belonging, participation, and acceptance into the mainstream of everyday engagement in the offerings of the College through supportive strategies, programs, and processes.
**E. 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 Faculty Council or the Dean.

**ARTICLE VIII: OMBUDSPERSON**

In accordance with The Pennsylvania State University Policy HR76, Faculty Rights and Responsibilities, an Ombudsman serves as conciliator in disputes between/among faculty and administrators in the College, when requested by any of the parties involved. The Ombudsman is elected by the Committee of the whole Faculty for a two-year term.

**ARTICLE IX: AFFILIATE FACULTY MEMBERS**

Affiliate faculty status within the College of Information Sciences and Technology (IST) recognizes the academic contributions individuals may make to the teaching, research, and outreach functions of the College. Affiliate faculty members encourage and facilitate the interdisciplinary mission of the College through research collaborations with other Colleges and Departments at Penn State. Affiliated faculty must: a) have a zero-percent appointment with IST; and b) have the appropriate qualifications in research, teaching and/or service to affiliate with the College of IST. An affiliate faculty member may work on research projects with IST faculty, teach specified courses (as determined by the Associate Dean of Undergraduate Studies), provide lectures, attend IST faculty meetings, and work with faculty in other specified ad hoc activities. Affiliate faculty members who have Graduate Faculty status in IST or elsewhere may serve as outside members on IST Ph.D. committees; however, only faculty members with an IST budgetary appointment of 49% or more may chair or co-chair a Ph.D. committee. An affiliate faculty member may not be a member of IST standing committees.

The Associate Dean for Research, Graduate Studies and Academic Affairs will review all the approved affiliate faculty members every three years to insure that there is active engagement with the College, where active engagement is defined by activities such as those mentioned above (research, teaching, service). The affiliated faculty member must send a letter to the Associate Dean for Research, Graduate Studies and Academic Affairs describing his or her engagement with the College of IST. If no letter is received, the appointment automatically terminates. The Associate Dean for Research, Graduate Studies and Academic Affairs makes a final determination about whether the affiliate faculty member status will continue and communicates this information with a) the affiliate; and b) the core faculty.

The College may grant affiliate status to individuals employed by Penn State using the following process:

1. IST faculty member submits the name, letter of recommendation, and appropriate curriculum vitae of the potential affiliate faculty member to the Associate Dean for Research, Graduate Studies and Academic Affairs for initial review. The candidate may also provide a memo of interest which indicates the individual’s interest in becoming an affiliate faculty. The memo of interest should also include the contributions the individual anticipates making to the College.
2. The Associate Dean for Research, Graduate Studies and Academic Affairs makes the determination whether or not to move the candidate forward to core faculty for further review:
   a. If yes, then the curriculum vitae of the candidate and a brief explanation as to why the person would be useful as an affiliated member is circulated to the core faculty prior to the faculty meeting in which the candidate will be voted on;
   b. If no, then the staff coordinator for the Associate Dean for Research, Graduate Studies and Academic Affairs communicates the outcome to the candidate.

3. For candidates approved for faculty consideration, their nomination is added to the agenda of the next scheduled faculty meeting, and the original nominator is asked to speak on their behalf. At this time, other faculty members may volunteer other information that will assist in determination of pros and cons. After this meeting, an e-vote is sent out by the Office of the Associate Dean for Research, Graduate Studies and Academic Affairs; a simple majority outcome determines whether the member is an affiliate faculty member (or not)
   a. NOTE: it may be recommended by the Associate Dean for Research, Graduate Studies and Academic Affairs that the candidate be given 10 minutes at a future faculty meeting for presenting and/or fielding questions on their research, prior to taking the e-vote;
   b. A quorum is required to complete the vote.

4. The Associate Dean for Research, Graduate Studies and Academic Affairs communicates results to the core faculty.

5. The staff coordinator for the Associate Dean for Research, Graduate Studies and Academic Affairs contacts the candidate of the outcome (approved or not).

6. If approved, the candidate is then added as an affiliate faculty member on the IST website.
   a. Information is also sent to the University Bulletin as an update to reflect the new affiliate faculty member’s status;
   b. Information on the new affiliate faculty member is added to the appropriate listservs.

7. If an affiliate faculty member requests consideration as IST graduate faculty, he or she will need to apply to the Associate Dean for Research, Graduate Studies and Academic Affairs to be reviewed according to the College’s graduate faculty appointment process.

ARTICLE X: GRADUATE FACULTY

Graduate Faculty Appointment Policy

The College of IST requires Graduate Faculty status (Forms A or B) for those faculty members who wish to participate in supervising/advising of graduate students, teaching of graduate-level classes (i.e., 500- or 800- level classes), serving on graduate student committees (Ph.D. or M.S.), and serving on the college’s graduate administrative committees such as Graduate Advisory Committee (GAC) or Graduate Recruiting Committee (GRC). Furthermore, Graduate Faculty
status (Forms A or B) is required to vote on issues related to Graduate Program, including curriculum changes.

This policy applies to the approval process for Form B membership. The initial application process for Form B membership will be handled by the office of the Associate Dean for Research, Graduate Studies and Academic Affairs. The applicant will be requested to submit the following items:

1) Statement of Research Interests and Current Activities (maximum of 2 pages);
2) Statement of Engagement with the IST Graduate Programs (maximum of 2 pages); and
3) Most recent Curriculum Vitae (CV).

The Associate Dean will then submit all statements and CV to the GAC. In a timely manner, the GAC will meet to review the material and screen the applicant. Upon recommendation by GAC, an e-vote will be requested by the IST graduate faculty. Final approval is given by the Dean’s Office and submitted to the Graduate School. The applicant will be notified of the decision (positive or negative) by the Associate Dean for Research, Graduate Studies and Academic Affairs.

ARTICLE XI: ENTIRE CONSTITUTION

This document contains the entire IST Constitution. Documents referenced herein, including, without limitation, the 2005-2008 Strategic Plan, 2012 Strategic Planning Document, Faculty Handbook, Faculty Council and SIG Administrative Guidelines, IST Promotion and Tenure Administrative Guidelines, HR-40 Evaluation of Faculty Performances IST Administrative Guidelines, and IST Fixed-Term Promotion Administrative Guidelines, are not to be considered part of the IST Constitution.

ARTICLE XII: 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.

Revised: 02.19.13
Approved by Faculty Council: 03.27.13
Approved by IST Faculty Members: 05.06.13
Ratified by University Senate Council 08.20.13