THE PENNSYLVANIA STATE UNIVERSITY
The University Faculty Senate
AGENDA
Tuesday, October 17, 2017 – 1:30 p.m.
112 Kern Graduate Building

Senators are reminded to bring their PSU ID cards to swipe in a card reader to record attendance.

In the event of severe weather conditions or other emergencies that would necessitate the cancellation of a Senate meeting, a communication will be posted on Penn State Live at http://live.psu.edu/.

A. MINUTES OF THE PRECEDING MEETING

Minutes of the September 12, 2017 Meeting in The Senate Record 51:1

B. COMMUNICATIONS TO THE SENATE

Senate Curriculum Report of October 3, 2017 Appendix A

C. REPORT OF SENATE COUNCIL - Meeting of October 3, 2017

D. ANNOUNCEMENTS BY THE CHAIR

E. COMMENTS BY THE PRESIDENT OF THE UNIVERSITY

F. COMMENTS BY THE EXECUTIVE VICE PRESIDENT AND PROVOST OF THE UNIVERSITY

G. FORENSIC BUSINESS

H. UNFINISHED BUSINESS

Senate Committee on Committees and Rules

Revision of the Bylaws, Article III Election to the Senate, Section 7 Appendix B
(Introduced at the September 12, 2017 meeting)
I. LEGISLATIVE REPORTS

Senate Committee on Admissions, Records, Scheduling, and Student Aid

Update Senate Policies to Replace/Remove eLion/ISIS - Revision to Senate Policy 48-30 Corrected Grades  
Appendix C

Senate Committee on Committees and Rules

Revisions to Bylaws; Article I – Officers, Section 1  
Appendix D

J. ADVISORY/CONSULTATIVE REPORTS

Senate Committee on Faculty Benefits

The Pennsylvania State University Smoke Free/Tobacco Free Task Force Report and Implementation Plan  
Appendix E

Senate Committee on Student Life

Endorsement of Deferred Rush for Fraternities and Sororities  
Appendix F

Senate Committee on University Planning

Dissolution of the Facilities Planning Advisory Board  
Appendix G

REPORT WITHDRAWN BY COMMITTEE

K. INFORMATIONAL REPORTS

Senate Committee on Faculty Benefits

2018 Medical and Prescription Drug Plan  
[20 minutes allocated for presentation and discussion]  
Appendix H

Senate Committee on Libraries, Information Systems, and Technology

Penn State University Press  
[10 minutes allocated for presentation and discussion]  
Appendix I

Senate Council

2016-2017 University Faculty Ombudsperson Report  
[10 minutes allocated for presentation and discussion]  
Appendix J
Senate Committee on University Planning

Overview of the Facilities and Administrative Rate Distribution Appendix K
by Colleges, Administrative Units, and Commonwealth Campuses
[10 minutes allocated for presentation and discussion]

L. NEW LEGISLATIVE BUSINESS

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE UNIVERSITY

The next meeting of the University Faculty Senate will be held on Tuesday, December 5, 2017, 1:30 p.m., Room 112 Kern Graduate Building.

All members of the University Faculty Senate are asked to sit in their assigned seats for each Senate meeting. The assignment of seats is made to enable the Senate Chair to distinguish members from visitors and to be able to recognize members appropriately. Senators are reminded to wait for the microphone and identify themselves and their voting unit before speaking on the floor. Members of the University community, who are not Senators, may not speak at a Senate meeting unless they request and are granted the privilege of the floor from the Senate Chair at least five days in advance of the meeting.
COMMUNICATION TO THE SENATE

DATE:          October 4, 2017

TO:            Matthew Woessner, Chair, University Faculty Senate

FROM:          Michele Duffey, Chair, Senate Committee on Curricular Affairs

The Senate Curriculum Report dated October 3, 2017 has been circulated throughout the University. Objections to any of the items in the report must be submitted to Kadi Corter, Curriculum Coordinator, 101 Kern Graduate Building, 814-863-0996, kkw2@psu.edu, on or before November 2, 2017.

The Senate Curriculum Report is available on the web and may be found at: http://senate.psu.edu/curriculum/senate-curriculum-reports/
Introduction

This section of the Bylaws is long-standing. A situation arose after the 2017 Senate election wherein a faculty member who had been newly elected for the subsequent four-year term resigned before their Senate term began. A question arose as to whether the single alternate from that unit’s Senator election should fill the vacancy, or if a new election was necessary. This Committee ruled that the alternate identified in the most recent election should fill the vacancy. The proposed wording change is intended to remove any perceived ambiguity about the succession of unit senators. Bold text indicates new wording; strikethroughs indicate deleted wording.

Section 7

In case an elected faculty senator is unable to complete fulfill the duties of their elected term, the University faculty of the senator’s voting unit shall identify a replacement in the following manner: In addition to identifying an elected senator for each vacant seat, regular Senate elections shall identify at least the highest ranking alternate, that is, the candidate receiving the highest number of votes of those not elected. If more than one alternate is identified, the alternates’ names should be submitted in order of rank, based on the number of votes. The names of the winner(s) and all of the alternate(s) shall be reported directly to the Senate office. First choice for replacement is to be the highest ranking alternate, as identified in the most recent regular Senate election; if the highest ranking alternate is not available, then the choice will move to all remaining alternates, in order of their rank by vote. If no alternates are available from the most recent regular Senate election, then the University faculty of the voting unit shall hold a special election to identify a new elected senator, who will complete the unfinished term. This same procedure shall be followed in the replacement of committee members elected at-large by the Senate.
• James Strauss
• Jane Sutton
• Ann Taylor
• Kent Vrana, Chair
• Nicole Webster, Vice Chair
• Matthew Woessner
SENATE COMMITTEE ON ADMISSIONS, RECORDS, SCHEDULING, AND
STUDENT AID

Update Senate Policies to Replace/Remove e-Lion/ISIS
Revision to Senate Policy 48-30 Corrected Grades

(Legislative)

Implementation: Upon approval by the Senate

Introduction and Rationale

Implementation of LionPATH has replaced the institutional student information systems and its
e-Lion interface, necessitating an update to the language in existing Senate policies.

Recommendation

Revise the language in Senate policy 48-30 to eliminate reference to the legacy e-Lion system.

Revised Policy

48-30 Corrected Grades
A corrected grade may be submitted by the instructor for a course taken in a previous semester to
correct a mistake made in calculating or recording a grade for a particular student. Each student is
responsible for checking the semester grade report for accuracy immediately upon receipt and for
informing the instructor of any course in which the student suspects an error has been made in
grading. Each instructor is responsible for checking the semester grade list on e-Lion after grades
have been recorded for a previous semester.

SENATE COMMITTEE ON ADMISSIONS, RECORDS, SCHEDULING, AND
STUDENT AID
• Steven Andelin
• Victoria Braithwaite
• Clark Brigger
• Wei-fan Chen
• Anna Griswold
• Harold Hayford, Vice Chair
• James Japp
• Robert Kubat
• Maura Shea
• Shuang Shen
• Jake Springer
• Darryl Thomas
• Mary Beth Williams, Chair
• Douglas Wolfe
SENATE COMMITTEE ON COMMITTEES AND RULES

Revisions to Bylaws; Article I – Officers, Section 1

(Legislative)

Implementation: UPON APPROVAL BY THE SENATE

Rationale:

Article I, Section 1 of the Senate Constitution states that the University Senate serves as “…the sole legislative body representing the University faculty as a whole.” [Emphasis added].

Article II, Section 2, defines the voting authority of the Senate members as follows: “All members of the Senate shall have full voting rights.”

Article II, Section 5, Paragraphs ‘a’ and ‘b’ provides that unelected (ex-officio and appointed) administrators shall serve as members of the Senate, provided that their numbers do not exceed 10% of the total elected faculty senators.

To provide for the efficient operation of the Senate, the Senate Bylaws established Senate officers to organize and carry out the directives of the legislative body. Article I, Section 1 of the Senate bylaws defines the electorate responsible for designating the offices of chair-elect and the secretary as “The Senate.”

One unintended consequence of designating “The Senate” as a whole as the body responsible for electing Senate officers, is that it opens the possibility that unelected members can override the judgment of the elected members. In any election where the margin of victory is under 10%, it is possible that the person who receives the most votes might not enjoy the support of the elected Senate. Until recently, this possibility seemed only theoretical.

Following the publication of Senate electoral statistics in 2014, the Senate learned that unlike regular legislation, which tends to pass overwhelmingly, leadership elections are often decided by very small margins. For instance, the most recent election for University Senate Chair was decided by a single vote. This fact reveals the inherent tensions between Article I, Section 1, and Article II, Section 2 of the University Faculty Senate Constitution. At least insofar as the University Faculty Senate is meant to represent the views of its elected members, in its current configuration, the Bylaws make these constitutional provisions inconsistent.

In the judgment of CC&R, the problems created by defining the electorate as “The Senate” extend far beyond specific instances where unelected members may alter the outcome of elections. In strongly criticizing administrative policies, candidates risk alienating potential voters who might decide the outcome of the leadership elections. To facilitate an open discussion of the issues, it is important that elected Senators are free to candidly discuss policy questions without fear that it will have an impact on their electoral prospects. In discussing the issue, CC&R recognizes that unelected members of the body are an invaluable resource to the Senate.
Their participation facilitates the communication that is at the heart of the Senate’s mission. However, voting in leadership elections may interfere with the free flow of information, and undermine the appointed members’ core function in the Senate.

There is strong precedent for having faculty and administrators sit together in decision-making bodies, while maintaining a degree of exclusivity in leadership elections. The Chair of the Senate sits with the Academic Leadership Council (ALC); the body of deans and chancellors that meet regularly to discuss university policy. When the ALC elects a chair, the Senate Chair is not invited to participate. While the chair is free to participate in meetings, and speak for the faculty, giving the Senate a say in the outcome of their elections would infringe on ALC’s autonomy as an administrative body.

Defining the electorate as “Elected senators” would apply equally to unelected administrators and unelected faculty members. In recommending revisions to the standing rules providing members of the Council of Past Chairs (CPC) with “membership” in the Senate, CC&R concluded that absent an electoral mandate, former chairs should not have a vote. Under the revised rules passed by the Senate (Article III, Section 11) on September 12, 2017, the CPC members enjoy floor privileges, and, by special request of CC&R, the right to serve on committees. However, the restriction on voting rights is a function of the standing rules, rather than the Bylaws. Defining the electorate as “Elected senators” would establish this electoral principle in the bylaws.

Historically, the purpose of a University Faculty Senate, is to give the faculty, an independent voice on matters pertaining to both education policy, and, in an advisory capacity, university operations as a whole. Defining the leadership electorate as “Elected senators” is the least restrictive means to protect the integrity of the electoral process, guarantee the free flow of information in open debates, and assure that Senate leaders enjoy the popular support of its elected members. The change has the effect of eliminating inconsistencies in the application of Article I, Section 1, Article II, Section 2, and Article II, Section 5 of the University Faculty Senate Constitution.

Recommendation:

That Article I, Section 1 of the Bylaws be and is hereby amended as follows:

Bold indicates new text; strikethroughs indicated deleted text.

_________

(a) The Senate Elected senators shall elect annually from among its elected faculty members a Chair-Elect and a Secretary from among faculty members who are serving as elected faculty senators in the current Senate year.

SENATE COMMITTEE ON COMMITTEES AND RULES

- Jonathan Abel
- Michael Bérubé
• Victor Brunsden
• Mark Casteel
• Ann Clements
• Amy Dietz
• Beth King
• Richard Robinett
• James Strauss
• Jane Sutton
• Ann Taylor
• Kent Vrana
• Nicole Webster
• Matthew Woessner
Introduction and Rationale

Penn State has been engaged in examination of the issue of smoking on campus since 1982 when the first smoking policy and guideline was created. In 1992, that policy was revised to make smoking prohibited in any living spaces in the University and in 2003, areas adjacent to facilities were included in that prohibition. In 2015, the University Park Undergraduate Association (UPUA) surveyed the University Park student body to gauge student opinion on making Penn State a smoke free university. With a 24.8% response rate, only 9% of the respondents were smokers. Forty-five percent of all respondents felt that Penn State should adopt a policy that enforced a smoke free campus. Further research done by UPUA identified that only 4 out of the 13 Big 10 Academic Alliance (BTAA) Universities did not have a smoking or tobacco prohibition on campus. The trend toward a smoke free and tobacco free university of our BTAA colleagues and the strong push for further examination of this issue from both the UPUA and the University Faculty Senate is supported by the literature. The following studies provide the empirical evidence for the recommendations to make Penn State a smoke free and tobacco free university.

Recommendation

Recognizing the link between health hazards and the use of tobacco and smoking products for both the smoker and those exposed to second hand smoke and the environmental impact of smoking, it is recommended that Penn State University be smoke free and tobacco free in its entirety.

The Senate recommends that the administration move to incrementally adopt a smoke free, tobacco free policy, and all recommendations as outlined in the aforementioned report by the Smoke Free/Tobacco Free Task Force for all 24 Penn State campuses.

SENATE COMMITTEE ON FACULTY BENEFITS

- Mary Beahm
- Renee Borromeo
- Lonnie Golden
- Galen A. Grimes, Chair
- Mark Horn
- Peter Jurs
- Cassandra Kitko
- John Liechty
- Kathleen Noce
- David Post
- Ira Saltz
- Geoff Scott
- Erica Smithwick, Vice Chair
- Gregory Stoner
- William Wenner
SENATE COMMITTEE ON STUDENT LIFE

Endorsement of Deferred Rush for Fraternities and Sororities

(Advisory/Consultative)

Implementation: Upon Approval by the President

Introduction and Rationale

Catalyzed by the recent death of student Timothy Piazza and the continued problems with misconduct, hazing and alcohol abuse associated with fraternity and sorority life, on June 2, 2017, Penn State’s Board of Trustees supported a comprehensive set of new University initiatives. These new measures focus on reforming the current culture of Greek-letter community life at Penn State, with particular attention on the safety and well-being of students at the University. In particular, the new measures focus on intensified social restrictions, accountability practices, and education.

In an effort to independently evaluate the reform proposals, The Student Life Committee asked the Office of Student Affairs for performance information concerning the policy of deferring recruitment of new fraternity and sorority members (rush) for one semester. Previously, entering freshmen could be recruited in their first semester.

Data collected at University Park during the period from Fall 2007 to Fall 2014 demonstrates that “men who join a fraternity in their first year significantly underperform compared to their expected first-year GPA, whereas men who never join, or join after their first year, perform more closely to their expected first-year GPA.”

For women, the story is a bit different from men. “Differences between expected and actual first-year GPA are essentially the same whether they never join a sorority or join in their first year. On average, women who join after their first year, outperform their expected GPA compared to those that never join or join in their first year.”

As with any social scientific question, it is difficult to definitively prove that participating in early recruitment causes a decline in GPA, as the decision to defer rush is correlated with other factors. The preponderance of the evidence suggests that delaying rush will, in all probability, have a positive impact on student academic performance.

Accordingly, the preliminary evidence justifies the initiative to delay recruitment of new members.

Recommendation

The university administration should continue efforts to defer recruitment for fraternity and sorority membership, defining eligibility requirements as follows:
“Full-time enrolled students who have already earned 14 credit hours at Penn State and meet a minimum 2.5 GPA are eligible to participate. New Member Education lasts up to six weeks (was up to 12 weeks previously).”

This report was approved by a Student Life Committee vote of 10 to approve and one abstention.

SENATE COMMITTEE ON STUDENT LIFE
- Hunter Debellis
- Kevin Harwell, Chair
- Katie Jordan
- Matthew Kaag
- Andrey Krasilnikov
- Mathew Kurian
- Martha Levine
- Mary Miles
- Sudarshan Nelatury
- Brianne Pragg
- Kevin Reuning
- Ira Ropson, Vice Chair
- Ling Rothrock
- Damon Sims
REPORT WITHDRAWN BY COMMITTEE

SENATE COMMITTEE ON UNIVERSITY PLANNING

Dissolution of the Facilities Planning Advisory Board
(Advisory/Consultative)

Implementation: Upon Approval by the President

Introduction and Rationale

At the Faculty Senate meeting on October 10, 1989, the Faculty Senate approved an Advisory & Consultative Report requesting that the Facilities Planning Advisory Board (FPAB) be formed to facilitate the input of faculty in the planning process for university facilities including: new buildings, significant building alterations, reconfiguration of roadways and pedestrian ways, land planning studies.

FPAB has usually met twice a year. The timing of the FPAB meetings is usually not aligned with the timing of construction projects, particularly projects during the summer. Since the time that FPAB was formed, there have been alternate and more effective ways for faculty to provide input into facilities decisions. Faculty are now actively involved in construction and renovation projects within their unit. Input from faculty for a particular construction project can occur in a more timely and impactful manner than through scheduled FPAB meetings.

Recommendation
It is recommended that the Facilities Planning Advisory Board be dissolved.

SENATE COMMITTEE ON UNIVERSITY PLANNING 2017-2018

- O. Richard Bundy
- Kevin Cockroft
- Ann Douds
- David Gray
- Lisa Grigley
- Nicholas Jones
- David Lieb
- Hector Lopez
- Frantisek Marko
- Margaret Michels
- Padma Patil
- Laura Pauley, Chair
- Nick Pearson
- Andy Reisinger
- Mark Sideck
- Steinn Sigurðsson, Vice-Chair
- William Sitzabee
• Charles Specht
• Mary Vollero
• Ming Wang
• Robert Zambanini
SENATE COMMITTEE ON FACULTY BENEFITS

2018 Medical and Prescription Drug Plan

(Informational)

Introduction

The contract with Highmark Blue Shield ends on December 31, 2017 and as a result, Penn State will be changing its third-party medical plan administrator on January 1, 2018 to Aetna. Penn State will also transition to a new pharmacy benefits administrator, CVS/Caremark at this time. In this report we will present some of the differences you will see in healthcare benefits design and delivery. Based on the guiding principle of providing choice, both plans, the PPO plan and the PPO Savings plans will continue to be offered just as before. The spending accounts (FSA/HSA) will be administered by HealthEquity. Unum will be the new Life and Disability insurance carrier, and for the first time, Penn State will also be offering an optional Short Term Disability plan. This Short Term Disability plan addresses a need for individuals with low accumulations of paid sick time. There are no changes to the Dental or Vision plans or the administrators of those plans.

Overview of the Changes

Unlike the contract Penn State had with Highmark during the past ten years, the new contract with Aetna is only for three years. It is common for employers to contract with third party vendors for limited periods of time, as the healthcare market continues to rapidly change. It is a healthy exercise to issue requests for proposals every few years to ensure that employees and the University are benefiting from access to high quality, in-network providers, steeper in-network discounts, and lower administrative fees. Projected estimates for savings over the duration of the three-year contract are $35M for the university and $5M for insured employees. The estimated savings for the prescription drug plan are $29M over three years. The majority of these cost savings come from more competitive negotiated rates with providers for what employees and Penn State are charged for each service.

The process describing the selection of the third-party administrators and the types of measures used to guide this selection were presented to the senate on December 6, 2016 [http://senate.psu.edu/senators/agendas-records/december-6-2016-agenda/appendix-l/](http://senate.psu.edu/senators/agendas-records/december-6-2016-agenda/appendix-l/)

If you are a retiree currently utilizing the Freedom Blue Medicare Advantage Plan through Highmark, you can continue to participate in this plan in 2018. If you are an Under-65 retiree, you will have Aetna as your plan administrator. If you have been using the Blue365 benefit, “HealthWays-Fitness Your Way”, you are grandfathered as an existing member of Highmark Blue Shield. As long as you continue to pay your monthly membership and keep your payment information up-to-date you can continue as a Fitness Your Way member. However, if you decide to cancel your membership, you will not be able to rejoin later and take advantage of the program discounts.
Medical Benefits

One of the first questions most of you will be asking is, “can I keep my current doctor(s)?” In most cases you can be assured that Aetna has longstanding provider agreements in Pennsylvania and many doctors, hospitals, and out-patient facilities make it a habit of establishing contractual agreements with most major insurance carriers. One of the easiest ways to determine if your doctor is in network is simply ask your doctor does he/she participate with Aetna? If not, you are encouraged to inform him/her of the opportunity to join their network as a means to retain Penn State employees and families as patients, since in-network charges are much lower than out-of-network. If you don’t have an appointment between now and the end of the year, Aetna has set up a website to allow you to check (http://www.aetna.com/dse/search?site_id=DirectLink&externalPlanCode=ACPMC|The_PPO_PPO_Savings_Plans). There is also a link on the benefits open enrollment site (http://openenrollment.psu.edu/).

Aetna also has contracts with many of the other healthcare providers in Pennsylvania ensuring continued access to doctors and facilities, including UPMC, Highmark, Pinnacle, Geisinger, and Mt. Nittany Medical Center.

Decisions were made last spring about changes to the cost structure and plan design of the Penn State medical plan that are unrelated to changes in the third-party administrators. The changes were presented on the senate floor on April 25, 2017 http://senate.psu.edu/senators/agendas-records/april-25-2017-agenda/appendix-s/ and also reviewed in the annual report of JCIB.

Changes in the plan design and cost sharing for healthcare benefits are based on Penn State’s annual review of healthcare expenses, projected costs, desired outcomes, guiding principles, and budgetary considerations, which is coordinated with the Senate Committee on Faculty Benefits, the Joint Committee on Insurance and Benefits (JCIB), and the Health Care Advisory Committee (HCAC). An overview of these committees’ roles in developing recommendations for executive leadership regarding healthcare benefits was prepared by Faculty Benefits and presented to the Senate on January 24, 2017. http://senate.psu.edu/senators/agendas-records/january-24-2017-agenda/

There are decreases in premiums for the PPO plan and increases in premiums for the PPO Savings plan. Changes for technical service employees are governed by the collective bargaining agreement. http://openenrollment.psu.edu/health-insurance-premium-comparison/

Employees can find information about all plan design and cost sharing changes at openenrollment.psu.edu. These changes were made to align with the guiding principle of (also presented to the Senate) a 75%/25% cost share between the University and employees.
There are several opportunities to determine which plan choice is right for you:

- An e-Magazine with all this information can be found on the openenrollment.psu.edu home page http://viewer.zmags.com/publication/51484122#/51484122/1
- You can download your claims into an Excel spreadsheet from the Highmark Claims page at http://www.highmarkblueshield.com— this can be sorted by person, service, plan charges/payments, etc.
- HealthEquity Comparison Tool: https://www.comparemyhsa.com/PennState/start (link also found in the E-magazine)
- Several opportunities for in-person meetings at all campuses, including University Park: http://openenrollment.psu.edu/in-person-meetings/
- Webinars http://openenrollment.psu.edu/webinar-schedule/
- HR, Aetna, and CVS Caremark representatives are present at all campus meetings across the Commonwealth

Your current medical coverage with Highmark will continue through December 31, 2017. If, however you have a claim incurred before the end of 2017 that is not paid you can continue to contact Highmark after December 31, 2017 by calling 1-800-914-4384.

Penn State will continue to offer through Aetna the Value-Based benefits for PPO Plan members who have been diagnosed with diabetes, high blood pressure, and/or high cholesterol. More details on the continuation of the VB plan can be found in the e-magazine.

**Prescription Benefits**

Penn State has contracted with CVS Caremark to cover your prescription drugs. CVS Caremark is a leading pharmacy benefits manager with nearly 90 million plan members, nearly 9,700 retail locations, and more than 1,100 walk-in medical clinics. CVS Caremark offers a dedicated senior pharmacy care business serving more than one million patients each year.

CVS Caremark can be used for both short-term and long-term prescription refills. You will also have the option of having your mail-order prescriptions shipped to your home, or if they are time or temperature sensitive, you can opt to have your prescriptions shipped to your local CVS pharmacy for pickup. If you are currently using University Health Services for your prescriptions, you may continue to use that facility.

CVS has a different prescription drug formulary than Highmark (although there is much overlap). If your drug is not covered on this formulary, it is possible to get prior authorization from your doctor; or, request that your doctor write a prescription for one of the formulary alternatives.

**Summary**

HR is endeavoring to make these benefit vendor transitions as seamless as possible. In addition to providing a representative to every unit and campus to personally answer your questions and concerns, HR has setup a website (http://openenrollment.psu.edu) to help explain all of the
healthcare plan options for the coming year which also includes an FAQ page (http://openenrollment.psu.edu/faqs-aetna-and-cvscaremark/). Faculty Benefits, JCIB, and HCAC will continue to monitor these transitions to ensure continuity of care and services for Penn State employees and families.

SENATE COMMITTEE ON FACULTY BENEFITS

- Mary Beahm
- Renee Borromeo
- Lonnie Golden
- Galen A. Grimes, Chair
- Mark Horn
- Peter Jurs
- Cassandra Kitko
- John Liechty
- Kathleen Noce
- David Post
- Ira Saltz
- Geoff Scott
- Erica Smithwick, Vice Chair
- Gregory Stoner
- William Wenner
Founded in 1956, Penn State University Press is an active member of the Association of University Presses (formerly the Association of American University Presses). The Press, reporting to the Dean of Libraries, publishes annually approximately 65 peer-reviewed books and more than 60 peer-reviewed journals. Areas of specialization in its book program include art and architecture, rhetoric and communication, history, religious studies, Jewish studies, African American history and culture, and medieval and early modern studies. Press books are always reviewed widely, and have been reviewed in the New York Times Book Review, The New Yorker, the Los Angeles Times, the Washington Post, and the New York Review of Books, as well as Science Magazine. The first title in our Graphic Medicine series, Graphic Medicine Manifesto, was nominated in 2016 for the highly competitive Will Eisner Awards, our Graphic Medicine book on Down Syndrome, Hole in the Heart, was named a 2016 Reviewers’ Choice title by Foreword Reviews, and Slate named Wood Hicks and Bark Pealers one of the Best Historical Coffee-Table Books of 2016.

The University’s Editorial Committee, which reviews the peer-review reports for all book projects under the PSUP brand, consists of faculty from the University, the University Libraries, and from the Faculty Senate Committee on Research and the Committee on Libraries, Information Services, and Technology. This Editorial Committee meets 5–7 times per year to review the peer-reviewed projects under consideration. These projects appear with the Penn State University Press imprimatur. A Press imprint whose titles are reviewed but with an eye also toward audience as well as scholarly rigor, Keystone Books focuses on content for the citizens of the Commonwealth and the mid-Atlantic region. Under this line, one would find our book on the history of Beaver Stadium (Lair of the Lion), the second edition of Bill Russell’s volume on mushrooms, and our award-winning photographic portrait of the clearing of the Old Growth forests of Pennsylvania, Wood Hicks and Bark Pealers.

The Press enjoys an international reputation for the high material and editorial quality of its more than 1500 titles in print. Its publications are collected by research libraries and scholars around the world, and the Press has distribution partners in the United Kingdom and EU, Australia and New Zealand, and Japan. We continually seek to expand our impact. We have editors and authors in Germany, England, Japan, South Africa, Israel, Australia, Korea, Turkey, Brazil, China, and numerous other countries. We conduct our operation in a manner that is fair, environmentally friendly, economically balanced, honest, and respectful of others.

The Press collaborates with a wide variety of institutions for copublishing opportunities or distribution arrangements. We have partnered with The Morgan Library, the Frick Collection, the National Gallery of Singapore, Princeton’s Index of Medieval Art, the Wolfsonian (Florida International University), the University of Michigan, New Jersey City University, Northern Illinois University, Nanjing University Press, and currently work with more than twenty
scholarly societies. The Press attends the London Book Fair and the Frankfurt Book Fair, where it buys and sells translation rights. Its volumes have been translated into Korean, Russian, Turkish, Italian, French, German, and various other languages. Working together with colleagues from the Libraries, we’ve also built inroads into the Beijing Book Fair and the Guadalajara Book Fair.

The Press, as a division of the University Libraries, shares a commitment to Open Access publishing. We currently publish two journals Open Access and utilize a platform for an open monograph series as well as more than 50 volumes from the Libraries’ Special Collections. An initiative to make available to the Penn State University community of faculty, staff, and students Open Access volumes from our backlist is underway.

The Press is a not-for-profit organization, and it must finish “in the black” each year. The University provides a budget allocation of roughly 10% of the Press’s operating expenses. Revenue generated from selling books, journals, rights and permissions (including translations), and income from outside project subsidies (especially in art and architectural history), contribute approximately 90% of the income target of $3.5 million dollars annually. This chart shows the distribution of costs. Salaries are only around 44% of our operating costs.

The Press’s strategic plan for 2017–2022 calls for aggressive growth, and it expects to increase its revenue from the sales of scholarly content (books, journals, datasets) to roughly $4.5 million dollars by 2022, a roughly 8% annual rate of growth. Acquisitions of assets figures into this calculation.

Key strategic priorities for 2017–2022:
- grow publishing output / increase revenue
- increase quality of book acquisitions
- expand journals program
- look for Open Access opportunities
- increase international presence of the Press
- create an endowment for the Press

SENATE COMMITTEE ON LIBRARIES, INFORMATION SYSTEMS, AND TECHNOLOGY
- Fred Aebli
- Robert Bridges
- Mary Beth Clark
- Barbara Dewey
- Roger Egolf, Chair
- Joseph Enama
- Mathew Krott
- Michal Kubit
- Anna Mazzucato
- John Messner
- Terry O’Heron
• Barry Pawlowski
• Jacqueline Reid-Walsh
• Jennifer Sparrow
• Eric Walker, Vice Chair
Penn State Policy AC 76, Faculty Rights and Responsibilities (formerly HR 76) states:

Colleges and campuses should have a person or group to serve in the role of ombudsperson. The objective is to enhance communication and clarify possible misunderstandings in situations which involve potential disputes, to advise faculty members and administrators as to appropriate courses of action, and to help settle matters before they become hardened into serious disputes. The individual or group should be selected by procedures approved by a majority of the faculty in the unit (https://policy.psu.edu/policies/ac76).

Penn State’s college and campus faculty ombudspersons serve voluntarily and abide by the principles of informality, impartiality, independence, and confidentiality. Informality means that communications to ombudspersons do not constitute notice to the university. If a colleague initiates a formal process (e.g., files a petition with Faculty Rights and Responsibilities), the role of the ombudsperson is over. Impartiality means that ombudspersons do not take sides in any dispute, although they may advocate for fair processes. They can discuss options but cannot impose solutions. To maintain independence, ombudspersons refer cases to alternate ombudspersons when there might be a conflict of interest. To maintain confidentiality, ombudspersons do not discuss any colleague’s concern, or even disclose that a colleague contacted them, without the permission of that colleague. (Note, however, that confidentiality does not apply if an ombudsperson is informed of sexual misconduct or abuse or of threats of imminent harm.)

In May 2017, college and campus ombudspersons and alternates were asked to report on their activities during the 2016-2017 academic year. Fifty-six of 66 (84.8%) ombudspersons and alternates returned reports. This response rate was substantially better than the 2016 response rate (50.8%). Responses came from 19 Commonwealth Campuses, 11 University Park colleges (including University Libraries), Great Valley, Penn State Law, Dickinson Law, and the College of Medicine.

College and campus ombudspersons reported handling 88 cases during the 2016-2017 academic year. This is an increase over the number of cases reported in the 2015-2016 and 2014-2015 years (33 and 48, respectively). This increase is due to the overall higher response rate by unit ombudspersons and higher than usual numbers of cases occurring in some units.

Many cases involved more than one issue. The most common concerns involved incivility and interpersonal conflict (including harassment, bullying, making threats, and spreading rumors), lack of communication, problems with unit climate or leadership (including disrespect, performance reviews, workload, and procedural fairness), or promotion and tenure problems.
Less common issues involved discrimination, dismissal, or compensation, among others. Most concerns or complaints involved administrators or division/department heads, followed by complaints about other faculty.

To help colleagues deal with their problems, ombudspersons listened and provided options, gathered and shared information on policies and procedures, held discussions with parties in the case (sometimes mediating or facilitating discussions between the parties involved), and made referrals.

Nineteen ombudspersons reported on the resolution of cases. Unit ombudspersons reported referring 16 cases to FR&R, Affirmative Action, or Human Resources. While responses indicated that only 54.5% of cases were “resolved at the ombudsperson level,” this figure does not include cases in which information provided by ombudspersons enabled their colleagues to resolve their problems without further consultation. An unspecified number of cases were ongoing at the time reports were filed.

On behalf of the faculty and administration, the University Faculty Ombudsperson would like to thank unit ombudspersons for their contributions to improved communications and problem resolution in their units. Prior to their retirements, Blannie Bowen, Vice Provost for Academic Affairs, and Ken Lehrman, Vice Provost for Affirmative Action, both provided valuable insights into ways to approach certain problems and they deserve our gratitude.

Senators can assist their unit ombudspersons “to help settle matters before they become hardened into serious disputes” by reminding their constituents and administrators that ombudspersons are available for informal consultation. A list of unit ombudspersons and alternates is available at http://senate.psu.edu/faculty/university-faculty-ombudsperson/unit-ombudspersons-2015-2016/. Links to helpful resources are available at http://senate.psu.edu/faculty/university-faculty-ombudsperson/, and materials specifically for unit ombudspersons are available on Box.

Pamela P. Hufnagel
University Faculty Ombudsperson

Senate Council
- Mohamad Ansari
- Michael Bérubé
- Victor Brunsden
- Caroline (Carey) Eckhardt
- Galen Grimes
- Rosemary Jolly
- Lisa Kitko
- John Nousek
- Judith Ozment
- Julia Plummer
- Lisa Posey
• Nicholas Rowland
• Robert Shannon
• Richard Shurgalla
• Erica Smithwick
• James Strauss
• Martha Strickland
• Bonj Szczygiel
• Ann Taylor
• Rodney Troester
• William Wenner
• Matthew Woessner
• Douglas Wolfe
The purpose of this informational report is to provide an overview of Penn State University’s Facilities and Administrative Rate (F&A Rate) distribution by Colleges, Administrative Units and Commonwealth Campuses. The F&A Rate is used to reimburse the University for Costs to support sponsored research. Part of these F&A funds charged by PSU’s administration is distributed to units across all the commonwealth campuses. The focus of this informational report is to provide an overview of how administrative units (colleges, administration units, campuses) further redistribute these funds recovered from PSU’s central administration.

The following information represents the distribution of the research incentive funds (RIF). RIF represents 12% of the funds recovered centrally through the application of the University’s facilities and administrative rate(s) (F&A) to sponsored awards. This 12% is distributed from central to the administrative areas. Below is the detail on how the funding is distributed by each administrative area who received RIF - the percentage retained by the Dean (or Chancellor/Executive), the amount distributed to the Department and the amount distributed to the faculty and any distributed for other purposes.

This information was first reported to the Faculty Senate in an Informational Report on April 28, 2015. The University Planning Committee considered it important to update this information and report every two years. In the current report, additional information was added describing how the units use the resources retained by the dean and how faculty are informed of the availability of research incentive funds.
## UP Academic Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>Retained by Dean</th>
<th>Distributed to Department</th>
<th>Distributed Directly to Faculty</th>
<th>Used for Other Purposes</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Sciences</td>
<td>17%</td>
<td>83%</td>
<td>-</td>
<td>-</td>
<td>Of the RIF returned to the departments; some retain all of the RIF at the departmental level with nothing going to PI, some keep anywhere from 50% to 33% and return the balance to the PI, some departments do not retain any RIF for departmental use and give 100% back to PI.</td>
</tr>
<tr>
<td>Arts &amp; Architecture</td>
<td>50%</td>
<td>-</td>
<td>50%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Business (Smeal)</td>
<td>-</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Communications **</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Earth &amp; Mineral Sciences</td>
<td>17%</td>
<td>83%</td>
<td>-</td>
<td>-</td>
<td>Departments and institutes which do not return all of their RIF to faculty typically use those funds for cost share on proposals, new faculty startup packages, equipment purchases for research, and in some cases support of research administration staff.</td>
</tr>
</tbody>
</table>
| Education                     | 75%              | -                         | 25%                            | -                       | 75% retained by the Dean, but the Associate Dean for Research distributes some of this funding back to Departments. The allocation is based on their research levels to be used to support research initiatives within the department. The breakdown is below:  
  Level 1: Total RIF of PI’s in dept. below $10,000: $5,000  
  Level 2: Total RIF of PI’s in dept. above $10,000: $10,000  
  Level 3: Total RIF of PI’s in dept. above $30,000: $15,000  |
<table>
<thead>
<tr>
<th>College</th>
<th>Retained by Dean</th>
<th>Distributed to Department</th>
<th>Distributed Directly to Faculty</th>
<th>Used for Other Purposes</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>17%</td>
<td>83%</td>
<td>*</td>
<td>-</td>
<td>*Departments reallocate 25 - 50% of their portion to faculty</td>
</tr>
<tr>
<td>IST</td>
<td>70%</td>
<td>-</td>
<td>30%</td>
<td></td>
<td>Dean's % subsidizes the College Research Office with 5% retained for Bad Debt; large research generating departments reallocate their portion to faculty.</td>
</tr>
<tr>
<td>Health &amp; Human Development</td>
<td>50%</td>
<td>50%</td>
<td>-</td>
<td>-</td>
<td>Dean and Department same for the Dickinson School of Law and the School of International Affairs</td>
</tr>
<tr>
<td>Law</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td>Awards given to faculty based on formula developed in the college (see below). Balance is retained by the Associate Dean for Research to fund new grant initiatives</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Approx. 60%</td>
<td>-</td>
<td>Approx. 40%</td>
<td>-</td>
<td>College of Health and Human Development keeps 6 % and sends The College of Nursing 6%. Of the 6%, 50% goes to the PI and 50% goes to support the college research administration office.</td>
</tr>
<tr>
<td>Nursing **</td>
<td>-</td>
<td>-</td>
<td>50%</td>
<td>50%</td>
<td>All Departments in the ECoS return a portion of the F&amp;A to the faculty. Typically, 50% goes to faculty who generated the F&amp;A and 50% stays in the Department.</td>
</tr>
<tr>
<td>Science (Eberly)</td>
<td>17%</td>
<td>83%</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
## UP Administrative Units

<table>
<thead>
<tr>
<th>Unit</th>
<th>Retained by Dean</th>
<th>Distributed to Department</th>
<th>Distributed to Faculty</th>
<th>Used for Other Purposes</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Office of Graduate Educational Equity Programs uses all of funds for graduate diversity recruitment initiatives.</td>
</tr>
<tr>
<td>University Libraries</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>VP Research **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Departments reallocate their portion to faculty</td>
</tr>
<tr>
<td>Outreach **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Directors of units have discretion on funds</td>
</tr>
<tr>
<td>World Campus</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Directors of units have discretion on funds</td>
</tr>
</tbody>
</table>

### Campuses

(Note: Most campuses do not have departments, so DEPT is used to represent DAA or Assoc. Dean)

<table>
<thead>
<tr>
<th>Campus</th>
<th>Retained by Dean</th>
<th>Distributed to Department</th>
<th>Distributed to Faculty</th>
<th>Used for Other Purposes</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abington</td>
<td>-</td>
<td>50%</td>
<td>50%</td>
<td>-</td>
<td>50% Associate Dean used for faculty research initiatives (no departments)</td>
</tr>
<tr>
<td>Altoona</td>
<td>25%</td>
<td>-</td>
<td>75%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Behrend</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Berks</td>
<td>-</td>
<td>55%</td>
<td>45%</td>
<td>-</td>
<td>55% Retained by Director of Academic Affairs</td>
</tr>
<tr>
<td>Brandywine</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Retained by Director of Academic Affairs</td>
</tr>
<tr>
<td>DuBois</td>
<td>20%</td>
<td>-</td>
<td>80%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fayette</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Retained by Chief Academic Officer who supports faculty travel and research</td>
</tr>
<tr>
<td>Great Valley</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Retained and managed by the Director of Academic Affairs</td>
</tr>
<tr>
<td>Greater Allegheny **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>Retained by Director of Academic Affairs, who supports faculty travel and research</td>
</tr>
<tr>
<td>Campus</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Hazleton</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs, supports faculty travel and research</td>
<td></td>
</tr>
<tr>
<td>Harrisburg</td>
<td>50%</td>
<td>50%</td>
<td>-</td>
<td>Dept 50% - Split evenly between five academic schools Other 50% - Retained by Associate Dean for Research for internal research grants</td>
<td></td>
</tr>
<tr>
<td>Lehigh Valley **</td>
<td>15%</td>
<td>-</td>
<td>85%</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>15%</td>
<td>-</td>
<td>variable</td>
<td>-</td>
<td>See Footnote a.</td>
</tr>
<tr>
<td>Mont Alto</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>New Kensington **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs, who supports faculty travel and research</td>
<td></td>
</tr>
<tr>
<td>Wilkes Barre **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs, supports faculty travel and research</td>
<td></td>
</tr>
<tr>
<td>Worthington Scranton</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs, supports faculty travel and research</td>
<td></td>
</tr>
<tr>
<td>York **</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>Retained by Director of Academic Affairs-Individual faculty may submit a request to DAA to receive up to 50% of the funds.</td>
<td></td>
</tr>
</tbody>
</table>

Footnotes

** College/Unit/Campuses marked with an asterisk show data from 2015. New information was not provided from these units.
How are the Resources Used by the College? Impact of Resources

UP Academic Colleges

Agricultural Sciences: The RIF retained by the college is reinvested into faculty research activities, especially those activities that incentivize collaborative research.

Arts & Architecture: One innovative use of funds are for seed projects in the Arts & Design Research Incubator, which has as its goal the facilitation of high impact, interdisciplinary arts research projects that have a high probability of attracting external funding and national/international visibility. This has been highly successful.

Education: Funds coming to the Associate Dean are spent on research office operations and research infrastructure (travel, computers, methodological consultation for researchers, faculty research office equipment: 6%), research initiation grants to faculty members to seed to new projects (30%), start-up research funds for new faculty (32%), and support for departments (32%).

EMS: The College reserves 5% of the RIF for addition to our "RIF Premium" account, and an additional 12% of the RIF for use in supporting research (more below). Hence, the College retains 17% of the RIF returned annually to the College. We have always taken an assertive approach to cost sharing new initiatives, particularly those which represent new research capacity and collaborative efforts with other colleges, institutes, and centers. Our participation in co-funding purchase and installation of many state of the art instruments in a variety of Institutes across campus is well known; some recent examples include:

- Micro CT scanner in the Center for Quantitative Imaging
- Transmission electron microscopes purchase in Materials Research Institute
- Multiple Collector Inductively Coupled Mass Spectrometer (MC-ICP-MS) for Multidisciplinary Biogeochemical Research
- 2D Crystal Consortium - Materials Innovation Platform (2DCC-MIP)
- Center for Innovative Materials Processing through Direct Digital Deposition (CIMP-3D)

Likewise, we have used our RIF to support numerous Centers, activities, and consortium memberships which benefit the broader Penn State community overall, e.g.:

- STEM Graduate Fall Openhouse
- Center for Microbiome Research
- Polar Ice Center
- Shale Alliance of Energy Research (SAfER-PA)
- Research Partnership for Securing Energy for America (RPSEA)
- Annual support for the Office of Government Affairs

Engineering: The College invests its RIF in competitive grants (e.g.. Interdisciplinary Seed Grants, ENGINE, Equipment, Strategic Thrust Area Tems); faculty development (e.g., CAREER Workshops); and travel funds. These grants have led to new research collaborations, follow-on funding from external sponsors (successful proposals), and products around which companies have been formed. Departments generally use their funds to support maintenance, equipment, travel, and new initiatives. In an environment of exceedingly tight budgets, they are often used to support the general activities of the department. Any RIF distributed to Faculty is via Departments. The portion varies by department, typically 25-50% of the departmental allocation. Faculty members generally use their funds to support research in the form of travel, students, and supplies.
HHD: Funds used e.g., for student and faculty travel, research equipment purchases, maintenance contracts, other purchases that benefit the faculty as a whole, support of research initiatives that are identified by an advisory board (intended to demonstrate to predominately business-oriented and not research-oriented stakeholders the value of research, particularly applied)

IST: Funds retained by the College are used to support research activities within the college.

Law: Funds are used to support the faculty and student activities as a whole.

Liberal Arts: Recognition Awards are given following College policy: The award amount is computed as 8% of the revenues generated by a grant in the form of (a) indirect cost recovery that comes to the College (note: the College recovers 12% of indirect costs when they are charged at a rate in excess of 15%), (b) academic year salaries for faculty in Liberal Arts, and (c) academic year stipends for graduate students in Liberal Arts. The cap for the award for any grant is set at $15,000; there is no cap on the number of recognition awards a faculty member may receive; competitive continuation awards are considered as separate from the initial grant.

Science: The ECoS uses the F&A that it retains on matching funds for grants that require a mandatory match. Department uses are varied.

UP Administrative Units

Libraries: Reallocated in the form of micro grants to Libraries faculty & staff - this leads to innovation and impact as the micro grant program is designed to support small projects that foster innovation in support of Libraries strategic initiatives

Campuses

Abington: Funds are used for research initiatives as needed. In FY16, F&A funds were only used to support faculty travel.

Altoona: Funds retained by the College are generally used for potential cost-sharing or other innovative research-related activities/costs (including undergraduate research).

Behrend: 100% used to support student undergraduate research college-wide; students work with faculty mentors to support research projects, travel, and regional conference participation. College funded $20,000 in student travel; $20,00 to support undergraduate research conference; and $30,000 to partially support 151 student projects including 221 students and 104 faculty members.

Berks: 45% is distributed to the PI; 35% Academic Affairs to help support Yearly Grants Training/Workshop; 20% Academic Affairs to help support Berks research administrative office.

Brandywine: Funds are used to provide seed funding for new grants and possibly support faculty development.

Dubois: Funds are used to support faculty research and research travel.

Fayette: Retained by the Chief Academic Officer who supports faculty travel and research.

Great Valley: The chancellor, who is also the Director of Academic Affairs (DAA), manages the distribution of RIF, which funds faculty initiatives in excess of the planned budget. It
typically will fund additional travel requests, though recently one of our faculty members was involved in developing the first MOOC at PSU and requested campus funding to support this effort; RIF was used.

**Harrisburg:** Retained by Associate Dean for Research for internal research grants

**Hazelton:** The monies become part of the general fund for faculty travel.

**Medicine:** The resources are used to support college research and education activities. Funds equivalent to 15% of the total F&A generated by a faculty member are placed in the Dean’s Research Incentive Fund (RIF). The incentive component of the faculty member’s salary is derived from the RIF. Once 25% effort is obtained from extramural sources and a minimum of $25K is generated in F&A, a faculty member can participate in the research incentive plan. The amount of the incentive component is based on the amount of F&A generated by a faculty member’s research funding and the percentage of their effort assigned to extramural support. For faculty members providing extramural support for 50% of their effort, one-half of the remaining RIF funds not used for salary compensation will be placed in the faculty member’s professional development fund. The remaining funds will be used at the discretion of the chair.

**How is the Information Disseminated to Faculty in the College?**

**UP Academic Colleges**

**Agricultural Sciences:** A request for proposals is distributed to faculty for the Strategic Networks Initiative Program

**Arts & Architecture:** Faculty are informed when we get our annual RIF allocation that 50% is available to them. An open call for new projects in the Arts & Design Research Incubator is announced to faculty. The announcement is every other year for a two year term as an embedded faculty member in the ADRI.

**Education:** Information regarding the uses of College of Education is posted with annual updates on the College website and presented each year to the College Faculty Council by the Dean.

**EMS:** The College distributes RIF funds to the departments and institutes immediately upon receipt from Central. Distribution of funds and dissemination of this information to faculty is at the discretion of the head of the department or institute.

**Engineering:** Information about how the College distributes and spends its RIF is disseminated through the department heads and directly to faculty members.

**HHD:** through the Executive Committee by the Dean and FO.

**Law:** No information on these fund in particular is distributed.

**Liberal Arts:** Faculty are notified of the RIF return policy, called “recognition award”, at the new faculty orientation.

**Science:** Each Department announces the distribution when the faculty distribution is announced, typically in the autumn and typically via email.
UP Administrative Units

Libraries: An informational page about the micro grant program on the Library intranet, that only library faculty and staff can access.

Campuses

Abington: An email is sent to the faculty who receive RIF funds indicating the amount given to the faculty member and availability of travel support.

Behrend: Information disseminated as it is expensed and school directors get copies of end-of-year summary

Great Valley: Faculty are not alerted to the RIF, due to it not being much funding.

Harrisburg: Internal research grant rounds are conveyed to the faculty at meetings organized by the Dean’s Office, through emails to the entire list serve and also through school directors. The Associate Dean of Research and Outreach also presents information at the new faculty orientation on campus. There is one call for internal research grants each semester.

Hazelton: We do not communicate with faculty directly about these funds. The monies become part of the general fund for faculty travel. The general fund is communicated in numerous venues and faculty use the funds each year.

Medicine: Information about the overall process is documented online in the Academic Compensation Plan. The Controller’s office distributes faculty member’s calculated research incentive. Any remaining departmental RIF funds available would be communicated to the faculty.

Discussion and Conclusion

This information is useful for both faculty and unit administrators. This report aims to inform how the unit level distribution works in all units. This report also lists what college funds might be available for faculty activities. The main highlight of this report is that the distribution process is varied, and likely determined by several factors specific to each unit. Future efforts could further look into the determination of RIF distribution, and the impact of these varied approaches. It is suggested that this report be updated and reported every two years.

SENATE COMMITTEE ON UNIVERSITY PLANNING 2016-2017
• James Adair
• Kevin Cockroft
• Peter Eberle
• David Gray
• Hengameh Hosseini
• Nicholas Jones
• Rodney Kirsch
• Binh Le
• David Lieb
• Frantisek Marko
• John Marsh
• John Messner
• Laura Pauley, Chair
• Nick Pearson
• Vansh Prabhu
• Andy Reisinger
• Gavin Robertson
• Jeff Robzen
• Ira Saltz
• Shuang Shen
• Steinn Sigurdsson, Vice-Chair
• H. Ford Stryker
• Ming Wang
• Jong Yun
MINUTES OF SENATE COUNCIL
Tuesday, October 3, 2017 – 1:30 p.m.
102 Kern Graduate Building


Absent: R. Jolly, L. Posey, B. Szczygiel

CALL TO ORDER

• Chair Woessner called the meeting to order at 1:30 p.m. on Tuesday, October 3, 2017, in 102 Kern Graduate Building.

MINUTES OF THE COUNCIL MEETING OF AUGUST 22, 2017

• The minutes of the August 22, 2017, meeting were approved.

ANNOUNCEMENTS AND REMARKS:

Additional announcements by Chair Woessner:

• The following topics were discussed at the Faculty Advisory Committee meeting:
  Discuss the guidelines used to distribute the 2 percent raises authorized by the Board of Trustees? Most units report 1.0 - 1.25 percent for “successful contributors.” It does not appear that the median faculty received a 2 percent increase. Clarify the policy and the typical increase would enhance transparency and bolster confidence in the distribution of merit increases; discrepancy between rates of promotion to full professor between the campuses (20 percent) and UP (45 percent); getting accurate, timely student data from the University's various systems (LionPATH, iTwo, local systems, etc.). To date, queries to multiple systems still return multiple results. You had shared that Michael Kubit was working on this issue. What progress has been made to date? Planned tuition increases for deferred maintenance and building upgrades in face of unknown State Appropriations; financial connections between Athletics, Corporate and Media Contracts,
and larger University needs; discussion of future needs and plans for the College of Engineering Infrastructure; Updates on Search, Admissions, Strategic Plan, LionPATH, WorkLion.

Chair Woessner announced that an FAC meeting and Senate Council meeting are scheduled for Tuesday, November 14, 2017.

- Executive Vice President and Provost Jones gave an update on searches and new hires. The Search for the new Dean for the College of Nursing is expected to conclude in December. Mary Lou Ortiz has been named the new University budget officer started October 1st. Suzanne C. Adair, Associate Dean of the Graduate School at Penn State, has been named Associate Vice President for Affirmative Action, effective November 1, after a national search.

Vice Presidents’ and Vice Provosts’ Comments

- Kathy Bieschke discussed the new WorkLion Advisory committee who will be doing user testing on the 6th. She discussed how the retitling of Fixed Term Faculty is ongoing with most University Park colleges finished. A few are waiting until contract renewal to change titles. Units can request exceptions for developing the review committees the first time.

- Madlyn Hanes, Vice President for Commonwealth Campuses and Executive Chancellor, announced that Richard Brazier is now Senior Associate Dean for Faculty and Research.

- Rob Pangborn, Vice President and Dean for Undergraduate Education, discussed the process of developing a new bulletin which will have a new look and more user friendly interface.

- Marcus Whitehurst announced that, President Barron has invited Dr. Lonnie Bunch, Founding Director of the National Museum of African American History and Culture to speak at Penn State on Wednesday, November 1st at 6:00 pm in Freeman Auditorium in the HUB.

- Renata Engel, Interim Vice Provost for Online Education, discussed the Moving Wall Exhibition that will bring an 80 percent replica of the Vietnam War Memorial to Innovation Park.

Comments from Senate Officers

- Immediate Past Chair, Jim Strauss, reminded the Council that the Senate Nominating process is beginning soon and that all members should begin to think of nominees.

- Executive Director, Dawn Blasko, announced that BoardEffect groups have been developed for colleges and campus leadership. The Senate is sponsoring a campus leadership forum via Zoom on October 30th for faculty leaders at the 20 campuses to discuss and share ideas.
ACTION ITEMS:

Revision of the Guidelines for Faculty Governance Organizations

- Senate Council discussed the guidelines and unanimously approved them to be placed on the Senate website.

P4 Closure of Dance Minor

- Senate Council unanimously approved the proposal.

P4 Closure of Teaching and Learning Online Minor

- Senate Council unanimously approved the proposal.

P4 Associate in Engineering Technology in Plastics Engineering

- Senate Council unanimously approved the proposal.

It was noted by Dr. Nicholas Rowland, Chair of Faculty Affairs, that the three proposals, although unanimously approved, were of poor quality in format and depth of content and it was suggested that they be improved in the future. Judy Ozment discussed the issue of adding the P4 to curriculum.psu.edu

DISCUSSION ITEMS:

The 2016-17 University Faculty Ombudsperson Report was presented by Pamela Hufnagel and per her recommendation, Senate Council approved a motion to place the report on the Senate Agenda in order to highlight the important role of the Ombuds role across the University. Ten minutes was allocated for presentation and discussion.

REPORT OF GRADUATE COUNCIL:

- Chair Woessner announced that Graduate Council will have their next meeting on Wednesday, October 18, 2017.

- Carrie Eckhardt reported that there was a great deal of discussion about the new graduate faculty categories.

SENATE AGENDA ITEMS FOR OCTOBER 17, 2017:

A. Forensic Business
   None

B. Unfinished Business
   None
I. Legislative Reports

- **Admissions, Records, Scheduling, and Student aid - Update Senate Policies to Replace/Remove e-Lion/ISIS.** Senate Council approved a motion to place this report on the Senate Agenda.

- **Committees and Rules - Revisions to Bylaws; Article I - Officers, Section 1.** Senate Council approved a motion to place this report on the Senate Agenda with slightly modified language to clarify intent.

J. Advisory/Consultative Reports

- **Faculty Benefits - The Pennsylvania State University Smoke Free/Tobacco Free Task Force Report and Implementation Plan.** Senate Council approved a motion to place this report on the Senate Agenda.

- **Student Life - Endorsement of Deferred Rush for Fraternities and Sororities.** Senate Council approved a motion to place this report on the Senate Agenda.

- **University Planning - Dissolution of the Facilities Planning Advisory Board.** Senate Council approved a motion to place this report on the Senate Agenda.

K. Informational Reports

- **Faculty Benefits - 2018 Medical and Prescription Drug Plan.** Senate Council approved a motion to place this report on the Senate Agenda. Twenty minutes were allocated for presentation and discussion.

- **Libraries, Information Systems, and Technology - Penn State University Press.** Senate Council approved a motion to place this report on the Senate Agenda. Ten minutes were allocated for presentation and discussion.

- **University Planning - Overview of the Facilities and Administrative Rate Distribution by Colleges, Administrative Units, and Commonwealth Campuses.** Senate Council approved a motion to place this report on the Senate Agenda. Ten minutes were allocated for presentation and discussion.

**New Business**

None

**ADJOURNMENT:**
Chair Woessner thanked Council members for their attendance and participation. The meeting was adjourned at 3:15 pm.

Dawn G. Blasko
Executive Director
Date: October 9, 2017
To: All Senators and Committee Members
From: Dawn Blasko, Executive Director

Following is the time and location of all Senate meetings October 16 and 17, 2017. Please notify the University Faculty Senate office and committee chair if you are unable to attend.

MONDAY, OCTOBER 16, 2017

6:30 p.m. Officers and Chairs Meeting – 102 Kern Graduate Building
8:15 p.m. Commonwealth Caucus Meeting – 102 Kern Graduate Building

TUESDAY, OCTOBER 17, 2017

8:00 a.m.
Intercollegiate Athletics – 613 Kern Building

8:30 a.m.
Committees and Rules – 201 Kern Graduate Building
Curricular Affairs – 102 Kern Graduate Building
Educational Equity and Campus Environment – 504 Ag Sciences & Industry Building
Faculty Affairs – Assembly Room, Nittany Lion Inn
Faculty Benefits – 519 James M. Elliott Building
Intra-University Relations – Assembly Room, Nittany Lion Inn
Libraries, Information Systems and Technology – 510A Paterno Library
Outreach – 114 Kern Building
Research, Scholarship, and Creative Activity – 502 Keller Building
University Planning – 324 Agricultural Sciences and Industries Building
9:00 a.m.
   Admissions, Records, Scheduling, and Student Aid – 203 Shields Building
   Global Programs – 412 Boucke Building
   Student Life – 409H Keller Building
   Undergraduate Education – 110C Chandlee Lab

11:00 a.m.
   Student Senator Caucus – 114 Kern Building

11:15 a.m.
   Commonwealth Caucus Meeting - Nittany Lion Inn-Assembly Room

1:30 p.m.
   University Faculty Senate – 112 Kern Graduate Building
Date: October 9, 2017

To: Commonwealth Caucus Senators (includes all elected campus senators)

From: Galen Grimes and Nicholas Rowland, Caucus Co-chairs

MONDAY, OCTOBER 16, 2017 – 8:15 PM
102 KERN BUILDING

Topic: "Changes to Health Care Insurance"
Speaker: Greg Stoner

To join the evening caucus meeting by phone or video, Zoom connectivity is listed below:

- Join from PC, Mac, Linux, iOS or Android: https://psu.zoom.us/j/524392737
- Or iPhone one-tap (US Toll): +16465588656,524392737# or +14086380968,524392737#
- Or Telephone: Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
  Meeting ID: 524 392 737
- International numbers available: https://psu.zoom.us/zoomconference?m=ORG2ULdEx31iTkpfwnWW6rAi6Z6RPOIz
- Or an H.323/SIP room system:
  H.323: 162.255.36.11 (US East)
  Meeting ID: 524 392 737
- SIP: 131291593@zoomcrc.com

TUESDAY, OCTOBER 17, 2017 – 11:15 AM
ASSEMBLY ROOM, NITTANY LION INN
A buffet luncheon will be provided at 12:15 p.m.

Agenda

I. Call to Order
II. Announcements
III. Committee Reports
IV. Other Items of Concern/New Business
V. Adjournment and Lunch