THE PENNSYLVANIA STATE UNIVERSITY

The University Faculty Senate

AGENDA

Tuesday, March 17, 2020
112 Kern Graduate Building

Senators participating via Mediasite due to Coronavirus Pandemic.

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 News at http://news.psu.edu/.

A. MINUTES OF THE PRECEDING MEETING

Minutes of the January 28, 2020 Meeting in The Senate Record 53:4

B. COMMUNICATIONS TO THE SENATE

Senate Curriculum Report of February 25, 2020 Appendix A

C. REPORT OF SENATE COUNCIL - Meeting of February 25, 2020

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

None

H. UNFINISHED BUSINESS

None
I. LEGISLATIVE REPORTS

Senate Committee on Education

Creation of Senate Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes when a Campus is Closed; Revisions to Senate Policies 34-83 Change in Class Meeting Time, 43-00 Syllabus, and 44-10 General Examination Policy

Appendix B

J. ADVISORY/CONSULTATIVE REPORTS

Senate Committees on Faculty Affairs, Intra-University Relations, and University Planning

Faculty Office Space Standards

Appendix C

K. INFORMATIONAL REPORTS

Senate Committee on Committees and Rules

Committees and Rules Nominating Report for 2020-2021

[10 minutes allocated for presentation and discussion]

Appendix D

Senate Council

Senate Council Nominating Report for 2020-2021

[10 minutes allocated for presentation and discussion]

Appendix E

Senate Committee on Admissions, Records, Scheduling & Student Aid

Annual Report on the Reserved Spaces Program*

Appendix F

Senate Committees on Faculty Affairs and Intra-University Relations

Promotion Flow Report, 2018-2019

(Clinical, Research, and Teaching Faculty)

REPORT POSTPONED UNTIL THE APRIL 28, 2020 MEETING

Senate Committee on Libraries, Information Systems, and Technology

Unizin*

Appendix H

*No presentation of reports marked with an asterisk.
L. NEW LEGISLATIVE BUSINESS

None

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE UNIVERSITY

The next meeting of the University Faculty Senate will be held on Tuesday, April 28, 2020, 1:00 p.m., via Zoom.

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.
I. LEGISLATIVE REPORTS

Senate Committee on Education

Creation of Senate Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes when a Campus is Closed; Revisions to Senate Policies 34-83 Change in Class Meeting Time, 43-00 Syllabus, and 44-10 General Examination Policy

J. ADVISORY/CONSULTATIVE REPORTS

Senate Committees on Faculty Affairs, Intra-University Relations, and University Planning

Faculty Office Space Standards

K. INFORMATIONAL REPORTS

Senate Committee on Committees and Rules

Committees and Rules Nominating Report for 2020-2021

[10 minutes allocated for presentation and discussion]

Senate Council

Senate Council Nominating Report for 2020-2021

[10 minutes allocated for presentation and discussion]

Senate Committee on Admissions, Records, Scheduling & Student Aid

Annual Report on the Reserved Spaces Program*

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Promotion Flow Report, 2018-2019

(Clinical, Research, and Teaching Faculty)

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COMMUNICATION TO THE SENATE

DATE: February 26, 2020
TO: Nicholas Rowland, Chair, University Faculty Senate
FROM: Mary Beth Williams, Chair, Senate Committee on Curricular Affairs

The Senate Curriculum Report dated February 25, 2020 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 March 26, 2020.

The Senate Curriculum Report is available on the web and may be found at: http://senate.psu.edu/curriculum/senate-curriculum-reports/
Creation of Senate Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed, Revisions to Senate Policies 34-83 Change in Class Meeting Time, 43-00 Syllabus, and 44-10 General Examination Policy

(Legislative)

Implementation: Upon Approval by the Senate and development of procedures when applicable

Introduction and Rationale
During the 2018-19 academic year, The University Park campus canceled classes and closed non-essential services an unprecedented six (6) times due to severe or inclement severe weather. Closures across the commonwealth show similar numbers. During these times, faculty were uncertain of how to ensure students received the entirety of the course content. Students were also uncertain of the methods their professors were allowed to use to teach content. These students reached out to the University Park Undergraduate Association’s (UPUA) Academic Affairs Chair with various questions regarding the methods professors used to make up for missed class periods. In response, the UPUA reached out to University Administration and Senate Leadership to interpret current Senate policy and provide the best answers possible. These closures brought to light a gap in Senate policy. The proposed Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed fills this gap by providing general guidelines as to what cannot be done in the event of a class cancelation due to campus closure. By doing so, faculty and students alike will have a policy to refer to in cases of confusion. The changes to complementary policies are simply to point faculty and students to the correct policy when questions arise. Changes to the policy 43-00 Syllabi, requires faculty to have a plan in place should closures occur, as to mitigate any confusion. Should these changes receive Senate approval, the UPUA will work with the Administrative Council for Undergraduate Education to draft potential syllabi statements.

Recommendations. Based on the above, our committee recommends the creation of Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed and changes to complementary policies 34-83, 43-00, and 44-10.

Please note that the following contains bold text for additions and strikeouts indicating deleted text. Deleted text is notated with [Delete] [End Delete]. Added text is notated with [Add] [End Add].
Appendix B
03/17/20

34-83 Change in Class Meeting Time

No [Delete] instructor [End Delete] [Add] faculty member [End Add] has the right to change the regular scheduled meeting day and time for a class or to [Delete] allow [End Delete] [Add] require [End Add] students to attend other sections of the same course without the consent of the dean of the college or the campus executive officer in which the course is taught, except when a student is directed to change from one section of a course to another section of the course by the [Delete] instructor's [End Delete] [Add] faculty’s [End Add] department head.

[Add] In the case of a campus closure, please refer to Senate Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed for more information. [End Add]

43-00 [Delete] Syllabus [End Delete] [Add] Syllabi [End Add]

A written (paper or electronic form) syllabus must be distributed to students in each course on or before the first class meeting. Changes to the syllabus shall also be given to the student in written (paper or electronic) form. In addition to course content, expectations, and location of the program, the syllabus must include the following information:

Inherent to course:

- Course examination policy;
- Grade breakdown by assessment type and percentage;
- Required course materials;
- Course Goals and Objectives.

Course Goals are broad educational benchmarks describing general understanding and knowledge domains in each course. Course Objectives are more specific, should map to broader course goals, and represent unique, focused skill sets with learning outcomes that are assessable. Both Goals and Objectives should reflect the most current course description on record. Each Penn State course should offer similar educational and knowledge domain experiences regardless of campus location and adhere to Senate Policy 42-10, referred to as the 80%/20% course content rule.

- [Add] Course instructions for a campus closure

Course instructions for a campus closure must include a communication plan to students about changes in exam procedures, assignment deadlines, submission procedures and any other necessary instructions. It is crucial that faculty provide timely communication to facilitate their students’ success. In the event of a closure, students do not have the same access to University resources, therefore demonstrating a need for reasonable accommodations to be made. [End Add]

- Academic integrity policy for the course;
Information on

- procedures related to academic adjustments identified by the Office of Student Disability Resources,
- reporting educational equity concerns through the Report Bias website, and
- available Counseling & Psychological Services.

Inherent to faculty

- Contact information for all course faculty

Related resources:

- Academic Integrity
- Student Disability Resources
- Educational Equity/Report Bias
- Counseling and Psychological Services

R-5 Syllabus

45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed

In the event of a campus closure, all University activities are cancelled for the time period specified in the closure. This cancellation can cause significant issues to course schedules and assessments. Faculty should strive to minimize the impact of the cancellation when possible. However, it is important that faculty recognize that during a campus closure, all students will not have equal access to the same necessary University resources and may have other commitments (e.g., childcare) during the closure. When a campus closes, faculty may not move a cancelled residential instruction class meeting to a synchronous online meeting, per Senate Policy 34-83 Change in Class Meeting Time. However, faculty may provide asynchronous online instruction to make up for the cancelled class as long as students are given a reasonable time after the closure to complete it. Faculty should be mindful of the increased demand on student time from such make-up assignments.

If the closure causes an in-class exam to be rescheduled, the faculty will administer the exam no sooner than the next regularly scheduled class period. If the exam is taking place outside of class, students will be given a reasonable and timely notice to reschedule the exam. In the case of an exam administered through an online learning management system (such as Canvas), faculty will communicate an opportunity to make up the exam to students who are unable to take it that day. The same considerations will be given to previously announced assessments and/or assignments with submission deadlines on the day of a closure.
44-10 General Examination Policy

Periodic examination of student accomplishments is essential for both teaching/learning and evaluation purposes. Examinations may include traditional written examinations, whether in-class or take-home; oral examinations; term papers; laboratory or project reports; or studio projects. The faculty teaching and coordinating a course are responsible for both the method and substance of examinations used in each course, including the final examination or other integrating evaluative instrument.

In the case of multiple-section courses, the faculty teaching the various sections will determine the examination policy for the course (e.g., common examinations), subject to any restrictions determined by the entire faculty of the section, department, or division offering the course. Written notification of the examination procedures (including the faculty’s final examination policy) to be used in each section of each course must be made available to the students in the section during the first ten calendar days of a semester or its equivalent.

[Add] In the case of a campus closure, please refer to Senate Policy 45-00 Faculty and Student Responsibilities Regarding Cancelled Classes When a Campus is Closed for more information. [End Add]

SENATE COMMITTEE ON EDUCATION

- Vinita Acharya
- Kelly Austin
- Barbara Barr
- Erin Boas
- Gretchen Casper
- Delia Conti
- Renata Engle
- Joyce Furfaro, Vice-Chair
- Yvonne Gaudelius
- Vicki Hewitt
- Peggy Johnson
- Peter Linehan
- Megan Marshall
- Katherine Masters
- Jacob Moore
- Richard Page
- Kathleen Phillips
- Karen Pollack
- Brianne Pragg
- Jay Precht
- Michele Rice
• Diego Santos
• Wen Shen
• David Smith
• Michele Stine, Chair
• Samia Suliman
• Stephen Van Hook
• Tiffany Whitcomb
• Chelsea Wood
SENATE COMMITTEES ON FACULTY AFFAIRS, INTRA-UNIVERSITY RELATIONS, AND UNIVERSITY PLANNING

Faculty Office Space Standards

(Advisory/Consultative)

Implementation: Upon Approval by the President

Rationale
The dual role of education and research (and practice, for Medical faculty) provided by a University is conducted primarily by faculty, with the appropriate administrative oversight and support staff. As technology changes and the natural renewal and expansion of infrastructure occurs, the University regularly has the opportunity to remake the work environment provided for faculty. It is important that a set of guiding principles be in place to ensure that future work environments are an improvement on previous environments, allowing faculty to have the opportunity for more productivity and greater impact. These principles include: privacy, security, community, and appropriate access to technology.

On October 29, 2019, the Senate Committees on Faculty Affairs, Intra-University Relations, and University Planning sponsored a forensic report on “Office Space,” which included a guest discussant, Bill Sitzabee, Associate Vice President of Penn State’s Office of Physical Plant (OPP). The rationale from the forensic report noted that office space standards at Penn State are structured by the maximum square footage allotted to employees based on their position in the University’s hierarchy, stating:

Current space standards at Penn State set an official maximum size for the office space of administrators, faculty, and staff. For example, while a “Secretary/Receptionist” shall not have an office larger in size than 100 square feet, a Dean may not have more than 400 square feet. The “Maximum Square Feet Per Station” for Faculty of any rank, tenure-track or tenure-exempt, is 150. There are no minimum standards for office space at Penn State.

While it was clear during the forensic discussion that employees are not routinely granted office spaces larger than their maximum allotment based on their position in the University’s hierarchy, this did not capture the current practice utilized by the OPP to plan for employee office spaces. With rare exception, current practice does not violate current office space standards; however, current office space standards do not reflect current practice. There is, therefore, an opportunity to bring office space standards into alignment with current practice, which is the purpose of this advisory/consultative report.

Background
In consultation with Bill Sitzabee, the following information was gathered about how stakeholder input is gathered during facilities design:

1 https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver and https://wikispaces.psu.edu/display/OPPDCS/01+05+00+GENERAL+PROJECT+REQUIREMENTS
The Board of Trustees of The Pennsylvania State University, through the President and the Treasurer, has delegated authority to the Office of Physical Plant (OPP) for the planning, design, construction, maintenance, and operations of all University-owned facilities at all University locations. OPP typically executes design and construction projects through third-party design consultants. As part of the design process, OPP establishes a working Committee of relevant stakeholders. This Working Committee includes representatives from the College/Department/Unit (Department Chairs, faculty and/or researchers, and the College’s facility coordinator) and Office of the Physical Plant (including the assigned Facilities Project Manager, Space Management, University Architect, etc.), any other PSU stakeholders due to the specific nature of each project. Representatives of this Working Committee begin this effort together in the selection of the third-party design consultants. In this process, representatives from OPP and 2-3 representatives from the respective College/Department/Unit collectively select these third-party design consultants and for projects over $10M the consultants are ultimately appointed by the board of trustees.

In the programming and design process, we begin by establishing space needs for the various program elements of the building by working with the College through the facility coordinator and department chairs to identify the right groups and individuals that would have office, administrative, or research space in the respective building. We apply PSU Space Guidelines\(^2\) to establish the initial space allocation and potential size of the facility in both assignable square footage (asf) and gross square footage (gsf). For faculty offices, we have started to utilize the target of 120 asf per office. Our 2002 Office Space Guidelines indicated a maximum office size of 150 asf and while they set a maximum, they do not specify an appropriate planning size.

The 120 asf/ofc is based on an office space that can accommodate the occupant and fit (comfortably) two guests (students). There is a proposal to revise the 2002 Office Space Guidelines\(^3\), currently in development, to change the standard faculty office size to 120 asf as a base target and then allow the programming process to deviate from this based on program need established through the design process. The guidelines will still limit the maximum to 150 asf/ofc. Through the programming and design process, the overall building space program and overall building size ebbs and flows to conform to project budgets and other constraints. As this process occurs, the unit (College/Department) will request deviations from the Space Guidelines – either higher or lower based on a defined programmatic need that is deemed crucial to the overall program.

Here are two such examples:

\(^2\) [https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver=](https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver) and [https://wikispaces.psu.edu/display/OPPDCS/01+05+00+GENERAL+PROJECT+REQUIREMENTS](https://wikispaces.psu.edu/display/OPPDCS/01+05+00+GENERAL+PROJECT+REQUIREMENTS)

\(^3\) [https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver=](https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver) and [https://wikispaces.psu.edu/display/OPPDCS/01+05+00+GENERAL+PROJECT+REQUIREMENTS](https://wikispaces.psu.edu/display/OPPDCS/01+05+00+GENERAL+PROJECT+REQUIREMENTS)
For the new Animal, Veterinary and Biomedical Sciences Building (formerly called Henning Building), we began the programming process with 120-150 asf full faculty offices. Because the overall size of the facility is constrained by the budget, the College wanted to prioritize the amount of research space in the building over office size and as such, were willing to accept small offices. So, we collectively agreed to shrink faculty office sizes to approximately 100 asf each to afford more space for research within the new facility. The design of the offices and furniture allow for reasonable office sizes, preserve privacy, and still accommodate students.

For the College of Engineering West 1 and West 2 Projects, we began the programming process with 120 asf full faculty offices. In this case, the College felt it was critical to have 130 asf minimum offices for the recruitment and retention of faculty. So, they proposed making the graduate student workstations slightly smaller, in order to offset this increase of faculty office size. This is the current approach for these projects and resulted in a zero sum gain of space but allowed the college to make decisions as to what was best for them.

There are many complications to establishing faculty offices sizes that are worth mentioning. First, many faculty offices in existing buildings far exceed the Space Standards. For instance, the average current size of single occupant private office size for units moving into the West 1/West 2 (currently located in Hammond, Sackett and Units) is 162 asf, with offices ranging from 104 asf to 352 asf. So, many Faculty will end up with smaller office in the new facilities then they have currently. However, due to better design and modernized furniture, the spaces will be more efficient and easily accommodate two students. Another major factor is that almost all older/existing facilities have an extreme lack of shared conference and collaboration spaces, which means that all “closed-door conversations” and faculty office hours need to occur in private offices, as opposed to some of these activities potentially occurring in shared spaces. Our approach is to provide more common space that is easier to access for consultations with multiple students. Keep in mind, our process only addresses faculty office size through new or renovated construction, and we do not pursue right-sizing existing offices as part of our overall space management.

Another consideration for space is the need for privacy versus shared use. The University doesn’t have a standard to address private offices and, in all cases, the design process in the Office of Physical Plant starts with the assumption that faculty will have private offices. During the design phase, the working group (includes faculty) can consider open floor plans and shared use to help balance the total facility footprint (as mentioned above). This is quite common in allocating graduate student space, but Penn State has not seen many cases where designs were submitted with shared faculty office space. In some cases, Deans have allocated shared space, from space that is entirely within the Colleges budgetary control, and not part of other space functions within a building. As we consider the need to ensure privacy it would be good for the faculty to consider smaller offices that are private but allow for more collaborative space to accommodate conversations with multiple students when necessary.
From the forensic, we, in the Senate, additionally learned from Bill Sitzabee that:

The only policy that’s on the books right now is from 2002, and it’s written as a guideline for space that has a maximum quote of 150 assignable square feet per faculty office. It doesn’t talk about private, or shared, or open. It doesn’t talk about minimum standards. … [That said,] when we go and renovate a facility, a major reconstruction, or a new facility we start off with a target. And in the case, we use typically about 120 square feet, assignable square feet for a target.

And then, we sit down with a group of folks that are representatives from the faculty, the department, the college, experts from my staff, architects and engineers that we contract with and we say okay. So, the box can only be so big. And we want some research, and we want some labs, and we want some bathrooms, and we want a kitchenette, and we want a lactation room. These are standards that we try to provide. And what can you provide and where does that space get allocated?

So, we start with that 120 and then we say okay. Do we need to edge it up or do we need to edge it down within reason? As a collaborative effort with that working group of teams that are defining that program space. We recently went through two projects that I did here in my short time. One with Henning, the Henning replacement in the Animal Science Building.

And we started out with 120 square feet and the faculty said through their departments and their representatives we really need more research space. The nature of our pedagogy is to do more research. And so, they were willing to concede some office space so that they could get more research space out of a finite amount of resources. So, as you talk about space, I think it’s really important to understand that there are costs to it.

And you have to understand what those costs are, whether it’s less research space, impacts on our energy, our long-term goals for sustainability, the operating cost of the facility. The initial cost to build that office is about 15% of the life cost of that office. And that’s why we have to think about long term what’s the right footprint. We have a lot of cases where faculty have two offices and they don’t use them hardly at all. It costs about 65% to 70% of the energy cost to have that office there, whether it’s being occupied or not.

In light of the immense complexity associated with the construction, renovation, and allocation of space, in particular, office space, the Senate Committees on Faculty Affairs, Intra-University Relations, and University Planning recognize that the University needs flexible office space standards. In this case, the University has a series of standards associated with the maximum size of an employee’s office in terms of square footage based on the position in the hierarchy of the University.4 Maximum standards are reasonable for an institution such as Penn State. However, as noted in the forensic discussion, current practice also incorporates a “target” square footage for office space, which is not codified in current office space standards though it appears to be a

4 https://wikispaces.psu.edu/download/attachments/357077264/Office%20Space%20Guidelines.pdf?ver
standard part of current operating procedure. Greater clarity in office space standards could be achieved if target standards could be included alongside maximum standards. Because actual office spaces are the result of negotiation based on both target and maximum office space standards, the process regarding how stakeholder input is gathered during facilities design and renovation could be articulated in a publicly available resource (e.g., a website) for ease of reference.

In addition, new office space should be designed following a set of guiding principles, which include privacy, security, community and appropriate access to technology.

Recommendations
The Senate Committees on Faculty Affairs, Intra-University Relations, and University Planning recommend that the University adopt and appropriately publish (e.g. in a publicly available website) the following guidelines:

1. As part of new construction or renovation projects, all full-time faculty should be offered a private office. This office should allow faculty the ability to hold private meetings, as well as keep records and materials for ongoing projects secure and organized in an informal way that meets their personal needs. It should have adequate light, be of an appropriate size, and be in an area that is quiet enough to facilitate long periods of contemplation and writing. Each office should include appropriate infrastructure to allow faculty easy access to technology best suited for their duties as a faculty member. The faculty offices should be organized, along with other features of the building, such as commons areas, in a manner that readily allows for voluntary interaction, with the intent of building a sense of community among faculty, students, and staff;
2. Target standards for office space (e.g. 120 asf) shall be included alongside maximum standards for office space (e.g. 150 asf);
3. The process regarding how stakeholder input is gathered during facilities design and renovation shall be articulated, modeled on the discussion above; and
4. The official office space standards document should cross-reference the process description document and vice-versa.

SENATE COMMITTEE ON FACULTY AFFAIRS
- Renee Bishop-Pierce, Chair
- Richard Brazier
- Julia Bryan
- William Butler
- Gary Calore
- Alison Chetlen
- Ed Evans
- Beth Farmer
- David Fusco
- Julie Gallagher
- Leland Glenna
- Terrence Guay
- Kathryn Jablokow
• Rosemary Jolly
• Matthew Jordan
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• Jonathan Mathews
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• Rosemarie Petrilla, Vice Chair
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• Sue Rutherford Siegel
• Amit Sharma
• Stephen Snyder
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• Kevin Koudela
• Janelle Larson
• Xin Liu
• Clifford Maurer
• Kevin McDade
• Karyn McKinney, Vice Chair
• Mari Pierce
• Paul Riccomini
• Martin Skladany
• Rajarajan Subramanian
• Paul Thompson
• Michael Tyworth

SENATE COMMITTEE ON UNIVERSITY PLANNING
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• James Fairbank
• David Gray
• Nicholas Jones
• David Lieb
• John Liechty
• Frantisek Marko, Vice Chair
• Kathleen Mulder
• Daniel Newhart
• Mary Lou Ortiz
• Lisa Posey, Chair
• Gavin Robertson
• Brian Saunders
• Star Sharp
• Alok Sinha
• William Sitzabee
• Charles Specht
• Gary Thomas
• Mary Vollero
• Alex Wu
• Robert Zambanini
The Senate Committee on Committees and Rules identified the following nominees to stand for election to three extra-senatorial standing committees. Additional nominations may be made from the floor of the Senate on March 17, 2020.

### Committee on Faculty Rights and Responsibilities

**University Park** *Elect two* (one member; one alternate)
- **Andrew Belmonte**, Professor of Mathematics and Materials Science and Engineering, Eberly College of Science
- **Chris Fowler**, Associate Professor of Geography, College of Earth and Mineral Sciences
- **Keith Shapiro**, Associate Professor of Art, College of Arts and Architecture
- **Ann Major**, Associate Professor of Advertising/Public Relations, Bellisario College of Communications

**Locations other than University Park** *Elect two* (one member; one alternate)
- **Frank Marko**, Professor of Mathematics, Penn State Hazelton
- **Timothy Lawlor**, Associate Professor of Physics and Astrophysics, Penn State Brandywine
- **JoAnn Jankoski**, Associate Professor of Human Development and Family Studies, Human Development and Family Studies
- **Ann Schmiedekamp**, Professor of Physics, Penn State Abington
- **Sudarshan Rao Nelatury**, Associate Professor of Electrical and Computer Engineering
- **Gary Weisel**, Professor of Physics, Penn State Altoona

**Deans/Chancellors** *Elect three* (one member; two alternates)
- **Justin Schwartz**, Harold and Inge Marcus Dean of Engineering
- **Richard Roush**, Dean, College of Agricultural Sciences
- **Kimberly Lawless**, Dean, College of Education

### University Promotion and Tenure Review Committee

*Elect five* (Three members, two alternates)
- **Qiang Duan**, Professor of IST, Penn State Abington
- **Alan Taylor**, Professor of Geography, College of Earth and Mineral Sciences
- **Sadan Kulturel-Konak**, Professor of Management Information Systems, Penn State Berks
- **Venkat Gopalan**, Professor of Materials Science & Engineering, and Physics, Eberly College of Science
- **Ira Saltz**, Professor of Business, Penn State Shenango
- **Nihal Bayraktar**, Professor of Economics, Penn State Harrisburg
• **Ramaswamy Anantheswaran**, Professor of Food Science, College of Agricultural Sciences
• **Gary Weisel**, Professor of Physics, Penn State Altoona
• **Mark Brennan**, Professor and UNESCO Chair in Community, Leadership, and Youth Development, College of Agricultural Sciences
• **Lynn Martire**, Professor of Human Development and Family Studies

**Standing Joint Committee on Tenure Elect two (one member; one alternate)**

• **Sean Goudie**, Associate Professor of English, College of the Liberal Arts
• **Lisa Posey**, Associate Professor of Risk Management, Smeal College of Business
• **Hester Blum**, Associate Professor of English, College of the Liberal Arts
• **Corien Bakerman**, Associate Professor of Microbiology, Penn State Altoona
• **Amir Marvasti**, Associate Professor of Sociology, Penn State Altoona
• **William H.A. Johnson**, Associate Professor of Management, Business & Management and MPM programs, Penn State Behrend

**SENATE COMMITTEE ON COMMITTEES AND RULES**

• Johnathan Abel
• Michael Berube
• Renee Borromeo
• Victor Brunsden, Chair
• Beth King
• Jeffrey Laman
• Binh Le
• Judith Ozment
• Nicholas Rowland
• Elizabeth Seymour
• Keith Shapiro
• Ann Taylor, Vice Chair
• Rodney Troester
• Kent Vrana
The Nominating Committee consisting of the elected representatives of Senate Council was convened on January 14 and February 4, 2020. Additional nominations may be made from the floor of the Senate on March 17, 2020.

CHAIR-ELECT OF THE SENATE

- **Roger Egolf**, Associate Professor of Chemistry, Penn State Lehigh Valley
- **Bonj Szczygiel**, Associate Professor Landscape Architecture, College of Arts and Architecture

SECRETARY OF THE SENATE
(One to be elected to one-year term)

- **Joyce Furfaro**, Assistant Teaching Professor of Psychology, College of the Liberal Arts
- **Lisa Mangel**, Assistant Teaching Professor of Biology, Penn State Behrend

FACULTY ADVISORY COMMITTEE TO THE PRESIDENT
(One to be elected, term expires 2023)

- **Renee Bishop-Pierce**, Associate Professor, Biology, Penn State Scranton
- **Terry Blakney**, Associate Teaching Professor of Statistics, Penn State Behrend
- **Jennifer Nesbitt**, Associate Professor of English, Liberal Arts, Penn State York
- **Judy Ozment**, Associate Professor of Chemistry, Penn State Abington

SENATE COUNCIL NOMINATING COMMITTEE

- Michael Bérubé, Chair
- Elizabeth Boyer
- Carey Eckhardt
- Janet Hughes
- Maureen Jones
- Brian King
- Josh Kirby
- Lisa Mangel
- Karyn McKinney
- John Nousek
- Judy Ozment
- Rosemarie Petrilla
• Lisa Posey
• Alok Sinha
• Stephen Snyder
• Mark Stephens
• Bonj Szczygiel
SENATE COMMITTEE ON ADMISSIONS, RECORDS, SCHEDULING, AND STUDENT AID

Annual Report on the Reserved Spaces Program

(Informational)

Introduction

"Reserved Spaces" are admission spaces reserved at University Park for eligible first-year students with special needs or talents that cannot be met at Commonwealth Campus locations and whose evaluation indices (EI) do not meet the applicable University Park admission criteria. These students contribute to the educational and cultural life and diversity of the University Park campus.

Information

Table 1 shows the distribution of admissions through the Reserved Spaces program by each EI category. The spaces are organized into three types: Senate Approved, Other Academic, and Administrative. The Glossary at the end of the report describes the groups under each type.

<table>
<thead>
<tr>
<th>TABLE 1</th>
<th>RESERVED SPACES BY ADMISSION CATEGORY - SPRING, SUMMER, FALL 2019 UNIVERSITY PARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE</td>
<td>CAT. 1 (4.00-3.50)</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Arts &amp; Arch Talent</strong></td>
<td>0</td>
</tr>
<tr>
<td>*<strong>Educ Opp Prog/CAMP</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Veterans</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>ROTC Scholars</strong></td>
<td>0</td>
</tr>
<tr>
<td>**<strong>Adm Review Comm</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Athletes</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Team Sports</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Blue Band</strong></td>
<td>0</td>
</tr>
</tbody>
</table>
In the past, including students entering up to 2012, the limits or targets approved by the Senate Committee on Admissions, Records, Scheduling and Student Aid applied to fall admissions only. Because of the increased use of spring and summer as the initial term for many of the new incoming students, the allocated reserved spaces for the years following 2012 are reported for a full calendar year.

Table 2 provides limits for each type and group of students and the number of reserved spaces actually used. The graph that follows compares the number of reserved spaces to the total first-year admissions at University Park. On both the chart and graph, for the year 2012, the data refers to fall admissions only. For 2013-2019, actual reserved space use for fall alone and for the full calendar year are shown. In 2019, a total of 221 spaces were used in the spring, summer and fall, constituting 2.59% of the calendar year admissions.
## Table 2
### Reserved Spaces - 8 Year Comparison
#### University Park

<table>
<thead>
<tr>
<th>Type (Evaluation Index)</th>
<th>2012 Limit</th>
<th>Fall 12 Actual</th>
<th>2013 Limit</th>
<th>Fall Actual</th>
<th>2014 Limit</th>
<th>Fall Actual</th>
<th>2015 Limit</th>
<th>Fall Actual</th>
<th>2016 Limit</th>
<th>Fall Actual</th>
<th>2017 Limit</th>
<th>Fall Actual</th>
<th>2018 Limit</th>
<th>Fall Actual</th>
<th>2019 Limit</th>
<th>Fall Actual</th>
<th>2020 Limit</th>
<th>Fall Actual</th>
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<td></td>
</tr>
<tr>
<td>Arts &amp; Arch Talent</td>
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<td>16</td>
<td>75</td>
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<td>19</td>
<td>75</td>
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<td>Veterans</td>
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<td>0</td>
<td>10</td>
<td>0</td>
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<tr>
<td><strong>OTHER ACADEMIC</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ROTC Scholars</td>
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<td>40</td>
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<td>72</td>
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<td>63</td>
<td>75</td>
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<tr>
<td><strong>OTHER ACADEMIC</strong></td>
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<td>76</td>
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<td>90</td>
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<td><strong>ADMINISTRATIVE</strong></td>
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<td>140</td>
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<td>Team Sports</td>
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<tr>
<td>VP &amp; Dean</td>
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<td>25</td>
<td>1</td>
<td>4</td>
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<td>1</td>
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<td>7</td>
<td>10</td>
<td>1</td>
<td>4</td>
<td>10</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>180</td>
<td>95</td>
<td>180</td>
<td>81</td>
<td>136</td>
<td>180</td>
<td>91</td>
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<td>136</td>
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<td>64</td>
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<td><strong>TOTALS</strong></td>
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<td>240</td>
<td>330</td>
<td>201</td>
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<td>350</td>
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<td>232</td>
<td>350</td>
<td>129</td>
<td>226</td>
<td>350</td>
</tr>
<tr>
<td><strong>NEW FIRST YEAR STUDENTS</strong></td>
<td>6020</td>
<td>6326</td>
<td>8382</td>
<td>6289</td>
<td>8663</td>
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<td>8013</td>
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<td>8211</td>
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<td>6655</td>
<td>8543</td>
<td>3.99%</td>
<td>3.18%</td>
<td>3.52%</td>
</tr>
</tbody>
</table>
Table 3 shows the proposed reserved space limits for 2020. The spaces utilized by EOP/CAMP have been lower in recent years due to expiration of funding for the College Assistance Migrant Program (CAMP). However, we recommend keeping the current limit in place, as it is anticipated that we will apply for restored funding in the future.

**TABLE 3**
**Proposed Reserved Spaces Limits for 2020**

<table>
<thead>
<tr>
<th>Type</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senate Approved</strong></td>
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</tr>
<tr>
<td>A &amp; A Talent (Architecture/Landscape Architecture)</td>
<td>10</td>
</tr>
<tr>
<td>Educational Opportunity Program/College Assistance Migrant Program</td>
<td>75</td>
</tr>
<tr>
<td>Veterans</td>
<td>10</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>95</td>
</tr>
<tr>
<td><strong>Other Academic</strong></td>
<td></td>
</tr>
<tr>
<td>ROTC Scholars</td>
<td>15</td>
</tr>
<tr>
<td>Admissions Review Committee</td>
<td>75</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>90</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
</tr>
<tr>
<td>Athletes</td>
<td></td>
</tr>
<tr>
<td>Varsity Sports</td>
<td>140</td>
</tr>
<tr>
<td>Team Sports</td>
<td>5</td>
</tr>
<tr>
<td>Blue Band</td>
<td>10</td>
</tr>
<tr>
<td>VP&amp;D</td>
<td>10</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>165</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>350</td>
</tr>
</tbody>
</table>
Bar chart showing the number of reserved spaces used compared to total first-year admission to University Park by year from 2012 to 2019.

The year 2012 reflects fall only, with 240 of the 6020 first-year-admissions in 2012 admitted via reserved spaces.

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Glossary for the Reserved Spaces Report

Arts and Architecture Talent Review:

The College of Arts and Architecture recommends up to ten exceptionally talented freshman applications for admission to the Architecture and Landscape Architecture programs each year. Applicants interested in pursuing special talent admission are required to submit a representative portfolio of their creative artwork relevant to architectural studies, which will be reviewed by the appropriate faculty. Portfolios are being accepted between January 1 and February 15.

Admissions Review Committee:

Individual student appeal of an admissions decision based upon additional information, credentials, or extenuating situations that were not considered in the initial decision.

Educational Opportunity Program (EOP):

Spaces reserved to provide access and retention to low-income Pennsylvania students. Student may not meet regular admission criteria for his or her selected campus. Student must meet financial guidelines established by the Pennsylvania Department of Education for low income families. Decisions are made in the Undergraduate Admissions Office in collaboration with the Office of the Vice Provost for Educational Equity.

College Assistance Migrant Program (CAMP):

Reserved spaces for students accessing Penn State through the College Assistance Migrant Program (CAMP), a federally funded program designed to assist first-year college students from migrant and seasonal farm worker families pursue higher education. Decisions are made in the Undergraduate Admissions Office in collaboration with the Office of the Vice Provost for Educational Equity.

Vice President and Dean for Undergraduate Education:

Final level of appeal for an admission decision based upon extenuating circumstances, additional information, changes in credentials, etc. not considered in prior decisions.
Introduction
Over the past several decades, the composition of Penn State’s faculty has shifted. The proportion of faculty members who are not on the tenure line has grown in size. Concomitant with that increase, non-tenure line faculty members play an increasingly important role in the implementation of Penn State’s mission as a “multi-campus public research university that educates students from Pennsylvania, the nation and the world, and improves the well-being and health of individuals and communities through integrated programs of teaching, research, and service.”

In recognition of the central role non-tenure line faculty members have at Penn State, Penn State instituted updated standardized ranks and a promotion procedure for non-tenure line faculty via a revision to AC-21 (formerly HR-21) in academic year 2015-2016. Academic units were asked to create promotion processes consistent with policy during academic year 2016-2017. Simultaneously, current non-tenure line faculty were retitled to be consistent with the revisions to faculty titles in AC-21; retitling was to be completed by the end of 2017 though units were permitted to change a faculty member’s title if a new contract was issued. Promotion procedures in the vast majority of units were implemented during the 2017-2018 academic year and implemented across all units in 2018-2019.

Distribution of Penn State Non-Tenure Line Faculty (not inclusive of promotions at the College of Medicine, Penn State Law, Dickinson Law, Penn State Great Valley, or the University Libraries)

In Fall 2018, Penn State employed 6,287 full-time faculty members. At the University Park colleges and the 19 Commonwealth Campuses (not inclusive of the Law and Medical schools, Great Valley, and the Libraries), the University employed 4,726 full-time faculty. Of these 4,726 faculty, 1,864 (39%) had been awarded tenure, 747 (16%) were on the tenure track, and 2,115 (45%) were non-tenure line faculty. The distribution of tenured, tenure-track, and non-tenure line faculty was comparable between University Park and the Commonwealth campuses. Of the 3,078 full-time faculty who were employed at University Park colleges, 1,288 (42%) were tenured, 473 (15%) were on tenure-track, and 1,317 (43%) were non-tenure line faculty. Similarly, of the 1,648 full-time faculty members on the 19 Commonwealth campuses, 576 (35%) were tenured, 274 (17%) were on tenure-track, and 798 (48%) were non-tenure line faculty.

Non-tenure line faculty can either have fixed term or standing contracts. Ninety-six percent of non-tenure line faculty were on fixed-term contracts. A small number of non-tenure line faculty were on standing appointments (n=83, 2%). Of the 4,726 full-time faculty at University Park and the 19 Commonwealth campuses (not inclusive of Law, Medical, Great Valley, or Libraries
faculty), 2,032 (43%) were on fixed-term contracts. Of the 3,078 full-time faculty at University Park, 1,267 (41%) were on fixed term contracts. Across the 19 Commonwealth campuses, 765 (46%) of the faculty were on fixed term contracts.

AC-21 specifies several categories of non-tenure line faculty (fixed-term or standing; those with terminal vs. non-terminal degrees), which include teaching, research, clinical, and professors of practice. In Fall 2018, the majority of, but not all, non-tenure line faculty were transitioned to the new titles created by the policy. In Fall 2018, 424 faculty members between the 20 campuses were still classified as non-tenure line without the additional descriptor of teaching, research, or clinical. By Fall 2019, this number had decreased to 71. In future years, longitudinal trends will be more informative given improvement in data quality. At University Park in Fall 2018, 728 full-time faculty members were classified as non-tenure-line teaching faculty, and at the 19 Commonwealth campuses, 585 faculty members were classified as teaching faculty. Non-tenure line research faculty were found mostly at University Park (548 compared to seven at the Commonwealth campuses).

Promotions at the College of Medicine, Law, Dickinson Law, and the University Libraries are not included in this report because 1) they may use different titles per AC-21 and 2) the data suggest that long-standing practices and titles in these units may obscure the data.

**Promotion rates**

In 2018-2019, 182 non-tenure line promotion dossiers were put forward for review at University Park and the Commonwealth Campuses. Of those 182, 162 (89%) received a promotion. Of the 162 faculty members who were promoted, 87 (54%) occurred at University Park and 75 (46%) occurred at the Commonwealth campuses (see Table 1). Of those 162 promotions, 41 (25%) were promoted to assistant professor, 98 (61%) were promoted to associate professor, and 23 (14%) were promoted to professor (see Table 4).

**Salary Increases**

Consistent with AC-21, all of those who were promoted received a salary increase over and above the university-prescribed general salary increase (i.e., per AC-21 “All promotions should be accompanied by a promotion raise, in addition to a merit raise, to be determined and funded by the college”). The percent of salary increase associated with a non-tenure line promotion is not prescribed by the university. Rather, the amount of the salary increase is determined by individual academic units. These data confirm that all faculty who received a promotion also received a salary increase.

At University Park, salary increases received across all ranks ranged from 5-16%, with a mean of 7.1% and a median of 8.0%. At the Commonwealth Campuses, salary increases received across all ranks ranged from 4-8%, with a mean of 7.0% and a median of 8.0%. Per these data, it appears that those at the higher ranks are receiving slightly higher salary increases. Assistant professors received a mean salary increase of 6.5% and median salary increase of 6.0%. Associate professors received a mean salary increase of 7.3% and a median salary increase of 8.0%. Full professors received a mean salary increase of 7.1% and a median salary increase of 8.0%. See Table 2 for more information.
Length of Contract
Per AC-21, a multi-year contract is recommended (i.e., per AC-21 “Faculty members who are promoted shall be considered for a multi-year contract. Those promoted to the third rank shall be considered for the longest length of contract available to non-tenure line faculty. If a multi-year contract is not granted, then factors that shaped this decision shall be communicated to the fixed-term faculty member at the time when a new contract is offered”). A multi-year contract is defined as a standing contract or a fixed-term contract of greater than one year.

It is important to note that some multi-year contracts were in place prior to the promotion; the data reported here reflect the length of contract the individual currently holds. Regarding length of contract, 142 (88%) of the 162 who were promoted hold a multi-year or standing contract. Multi-year contracts were evenly distributed between the Commonwealth Campuses and University Park (see Table 2).

Regarding the awarding of multi-year/standing contracts by rank, 78% of the assistant professors, 91% of associate professors, and 91% of professors who were promoted hold a multi-year contract. Looking within rank, 61% of assistant professors, 74% of associate professors, and 78% of professors promoted hold a three-year or standing contract (see Table 4).

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- Kevin Koudela
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- Clifford Maurer
- Kevin McDade
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- Paul Thompson
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- Aiyana Southorland
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- Richard Robinett
- Sue Rutherford Siegel
- Amit Sharma
- Stephen Snyder
- Emily Strohacker
- Bonj Szczygiel
Table #1
Percentage of Non-Tenure Line Faculty Put Forward for Promotion
2018-2019

<table>
<thead>
<tr>
<th>College/Campus</th>
<th>Total Put Forward for Promotion</th>
<th>Total Faculty Promoted</th>
<th>Total Faculty denied promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Park*</td>
<td>96 100%</td>
<td>87 91%</td>
<td>9 9%</td>
</tr>
<tr>
<td>Commonwealth</td>
<td>86 100%</td>
<td>75 87%</td>
<td>11 13%</td>
</tr>
<tr>
<td><strong>Totals</strong>*</td>
<td><strong>182 100%</strong></td>
<td><strong>162 89%</strong></td>
<td><strong>20 11%</strong></td>
</tr>
</tbody>
</table>

*Does not include University Libraries, College of Medicine, Dickinson Law, or Penn State Law

Note: This table reflects the current contracts held by non-tenure line faculty who were promoted. Some were in place prior to the promotion.

Table #2
Non-Tenure Line Salary Increase and Length of Contract
2018-2019

<table>
<thead>
<tr>
<th>College/Campus</th>
<th>% Salary Increased</th>
<th>Mean Salary Increase</th>
<th>Median Salary Increase</th>
<th>1 year contracts</th>
<th>2 year contracts</th>
<th>3 year contracts</th>
<th>Standing contracts</th>
<th>Total multi year contracts</th>
<th>Total faculty promoted</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Park*</td>
<td>5%-16%</td>
<td>7.1%</td>
<td>8.0%</td>
<td>16</td>
<td>9.9%</td>
<td>10</td>
<td>6.2%</td>
<td>54 33.33%</td>
<td>7 4.32%</td>
</tr>
<tr>
<td>Commonwealth</td>
<td>4%-8%</td>
<td>7.0%</td>
<td>8.0%</td>
<td>4</td>
<td>2.5%</td>
<td>16</td>
<td>9.9%</td>
<td>53 32.72%</td>
<td>2 1.23%</td>
</tr>
<tr>
<td><strong>Totals</strong>*</td>
<td><strong>20 12.3%</strong></td>
<td><strong>26 16.0%</strong></td>
<td><strong>107 66.05%</strong></td>
<td><strong>9 5.56%</strong></td>
<td><strong>142 87.65%</strong></td>
<td><strong>162 100.00%</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Does not include University Libraries, College of Medicine, Dickinson Law, or Penn State Law

Note: This table reflects the current contracts held by non-tenure line faculty who were promoted. Some were in place prior to the promotion.
## Table #3
### Percentage of Length of Contract by Level of Professor
#### 2018-2019

<table>
<thead>
<tr>
<th></th>
<th>Mean Salary Increase</th>
<th>Median Salary Increase</th>
<th>% of 1 year (n=20)</th>
<th>% of 2 year (n=26)</th>
<th>% of 3+ years (n=107)</th>
<th>% of standing (n=9)</th>
<th>% of multi year (n=142)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor*</td>
<td>6.5%</td>
<td>6.0%</td>
<td>9</td>
<td>45.00%</td>
<td>7</td>
<td>26.92%</td>
<td>25</td>
</tr>
<tr>
<td>Associate Professor*</td>
<td>7.3%</td>
<td>8.0%</td>
<td>9</td>
<td>45.00%</td>
<td>16</td>
<td>61.54%</td>
<td>65</td>
</tr>
<tr>
<td>Professor*</td>
<td>7.1%</td>
<td>8.0%</td>
<td>2</td>
<td>10.00%</td>
<td>3</td>
<td>11.54%</td>
<td>17</td>
</tr>
<tr>
<td>Totals*</td>
<td>7.1%</td>
<td>8.0%</td>
<td>20</td>
<td>100.00%</td>
<td>26</td>
<td>100.00%</td>
<td>107</td>
</tr>
</tbody>
</table>

*Does not include University Libraries, College of Medicine, Dickinson Law, or Penn State Law

Note: This table reflects the current contracts held by non-tenure line faculty who were promoted. Some were in place prior to the promotion.

## Table #4
### Percentage of Contract by Rank
#### 2018-2019

<table>
<thead>
<tr>
<th></th>
<th>Assist. Professor (n=41)</th>
<th>Assoc. Professor (n=98)</th>
<th>Professor (n=23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of 1 year*</td>
<td>9</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Percentage of 2 year*</td>
<td>7</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of 3+ years*</td>
<td>25</td>
<td>65</td>
<td>17</td>
</tr>
<tr>
<td>Percentage of standing*</td>
<td>0</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Totals*</td>
<td>41</td>
<td>98</td>
<td>23</td>
</tr>
<tr>
<td>Percentage of multi year*</td>
<td>32</td>
<td>89</td>
<td>21</td>
</tr>
</tbody>
</table>

*Does not include University Libraries, College of Medicine, Dickinson Law, or Penn State Law

Note: This table reflects the current contracts held by non-tenure line faculty who were promoted. Some were in place prior to the promotion.
SENATE COMMITTEE ON LIBRARIES, INFORMATION SYSTEMS & TECHNOLOGY

UNIZIN

(Informational)

Background

This informational report was requested by the Faculty Senate to provide information on the Unizin consortium. Penn State has been a member of Unizin since 2014. The consortium has 13 member institutions:

- Penn State
- University of Florida
- University of Michigan
- Colorado State
- Indiana University
- Oregon State
- University of Minnesota
- University of Wisconsin
- Ohio State
- University of Iowa
- University of Nebraska
- Rutgers University
- Miami University

The member institutions formed Unizin in response to the rapid growth of higher education technologies with a goal to have better control of technology roadmaps and features, our data, and the content available to our students. “Unizin is a means for higher education to shape its own future in ways that best serve learners.” Unizin’s work is focused on learner success, access to data and learning materials, and affordability.

Unizin

Unizin’s ecosystem consists of three areas: Data and Analytics, Learning Environment, and Content. The data and analytics portion of the ecosystem includes the Unizin Data Platform that will ingest Canvas, LionPath, and other learning data points to a cloud-based data repository that will enable learning analytics and research opportunities across all institutional data with de-identified access to a variety of data. The institutions are working closely to develop and adopt tools that will advance learning analytics at our institutions. Faculty interested in this work should contact: Bart Pursel (bkp10@psu.edu).

The Learning Environment includes the university-wide learning tools of Canvas, Top Hat, TurnItIn, Kaltura, and more. In addition to better pricing models for these tools through the Consortium, the student data from these tools are included in the Unizin Data Platform and will, in the future, be able to be included in learning analytics modeling. Canvas and Unizin have a
close relationship that ensures that the needs of our institutions are being included in platform development and roadmaps. For more information on the learning environments aspect of Unizin, please contact Tony Anderson (ada9@psu.edu).

Finally, for Content, Unizin provides access to the Engage platform for course materials delivery at a lower-than-retail cost. Additionally, Unizin provides access to Design Hosting Tools, Pressbooks, and Content Camp. These tools help with course content creation and curation to lower the cost of attendance for students. Faculty can work with TLT and the library to create open educational resources for their courses. User data from Engage and Pressbooks will be included in the Unizin Data Platform in the future. Faculty seeking to adopt existing open educational resources, or to create their own, should contact Angie Dick (ald21@psu.edu). Additionally, if you’re interested in collaborating with faculty in your discipline across the Unizin institutions to develop open educational materials please contact Angie Dick.

More Information
https://unizin.org

SENATE COMMITTEE ON LIBRARIES, INFORMATION SYSTEMS & TECHNOLOGY
  • Fred Aebli
  • Mary Beth Clark
  • Jon Crutchfield
  • Barbara Dewey
  • Roger Egolf, Chair
  • Dace Freivalds
  • Sydney Gibbard
  • Galen Grimes
  • Mihoko Hosoi
  • Leo Lo
  • Greg Madden
  • John Messner, Vice Chair
  • Kimlyn Patishnock
  • Jacqueline Reid-Walsh
  • Francesca Ruggiero
  • Jennifer Sparrow
  • Cristina Truica
  • Donald Welch
  • Morgan Yelverton
  • Alex Zhao
MINUTES OF SENATE COUNCIL  
Tuesday, February 25, 2020 1:30 p.m.  
102 Kern Graduate Building


Chair Rowland called the meeting to order at 1:30 p.m. on Tuesday, February 25, 2020 in 102 Kern Graduate Building.

The minutes of the January 14, 2020 meeting were approved.

ANNOUNCEMENTS AND REMARKS

The Faculty Advisory Committee met with the President and Provost on February 25, 2020 and discussed the following topics:

- Concern over student datamining via outsourced third-party courseware.
- Digital Professionalism.
- Options for responding to “More Rivers” report in the context of shared governance.
- Support for international students experiencing high stress conditions in their homeland while at school.
- Food and Housing Insecurity on Penn State campuses.

The next FAC meeting is scheduled for April 7, 2020. Please submit any topics for FAC consideration to any of the Senate Officers or the elected FAC members, Bonj Szczygiel, Carey Eckhardt, and Rose Jolly.

Remarks from the Chair: None

Vice Presidents’ and Vice Provosts’ Comments

Provost Jones reminded everyone that the PSU Community Survey was coming to an end and response rates are still low. He asked everyone to take the survey and encourage students to do the same.

Penn State will be rolling out two factor authentications for all students in the fall. Five years ago, Penn State was in the bottom third of universities in terms of IT security, but today our information security systems are one of the best in the Big Ten.
New teams are being formed to help the University deal with the threat of the novel coronavirus. The CDC upped the alert level for South Korea to add to high numbers in China and more recently Japan and Italy. Spring break travel courses for students are likely to face more restrictions. The travel safety network helps us track Penn State students, faculty and staff abroad. The travel safety network is not required for personal travel but if people sign up when they travel, the University will be in the position to provide support in the event of an emergency. Students services are ready to support students in the event of illness, but there could be a backlog for student visas. Some students from areas like China may need to stay here over the summer months and arrangements will need to be made to accommodate them.

A question was asked about whether it was allowable to forbid students to have digital devices such as phone, tablet and laptop in class and there was a lively discussion.

Vice Provost for Faculty Affairs, Kathy Bieschke
The search for the Dean of the Eberly College of Science, led by Lee Kump, Dean of Earth and Mineral Sciences, and the search for the Dean of the University Libraries and Scholarly Communications, led by Peggy Johnson, Dean of the Schreyer Honors College, were both charged in the past couple of weeks.

Given that nominations for important committees will be taking place soon, I’d like to remind everyone of the importance of being thoughtful about these nominations. In particular, I ask the Senate to consider the composition of the University P&T committee and the importance of ensuring that a wide range of disciplines are represented on the committee.

AC13, Recommended Procedure for Hiring New Faculty, a policy pertaining to faculty hiring, is in the process of being revised. We have been working on this for over a year, it was reviewed by the Provost, by the Academic Leadership Council, and by Senate leadership. We gave Faculty Affairs and IRC a draft of the policy to review at the last Senate meeting and are in the process of revising the policy and responding to the revisions. The new draft will be circulated to IRC and Faculty Affairs at the Senate meeting in March and the hope is that the Senate will be seeing a revised draft of the policy in April.

The Visiting Scholar approval process is in full swing. We continue to make refinements to the system. For example, we recently determined how to extend the stay of a Visiting Scholar, for a variety of reasons.

Vice President for Commonwealth Campuses, Madlyn Hanes
Searches are underway for Chancellors at two locations, Abington and Berks. The final report on promotions at the Commonwealth Campuses is being finalized and will be shared soon.

Vice President and Dean of Undergraduate Education, Robert Pangborn
Admissions is focused at this stage primarily on completing the process of making offers of admission, currently about 25% ahead of last year to date. Paid accepts are 6,551 which constitute about 40% of our goal for new first-year students across all campuses. Paid accepts are ahead of last year by 14%, enabled, in part, by the Early Action program and ability to make offers earlier. Communication to prospective first-year students regarding their estimated student aid also began earlier this year with the first weekly communication commencing on February 3. Thus far, nearly 37,000 students who have been offered admission have received notification of what they can expect in terms of support in the form of federal and state grants, institutional scholarship awards and student loans.

A group of faculty, administrate staff, and students was composed to plan our response to the possible impact of the Coronavirus outbreak on both incoming new students and continuing students. The group will discuss a range of issues to arrive at how we can best deploy university resources to support students,
make efforts to ensure a smooth transition into/back to the university, provide summer or online courses to enhance the academic progress of new and continuing students and ensure consistent and timely communication with students, as appropriate.

**Vice Provost for Educational Equity, Marcus Whitehurst.**
There was a discussion of the importance of strong rates of return for all, demographics and locations in order for useful information to be extracted from the results of the Penn State Community Survey. Teams will be setting up survey stations in well trafficked and convenient locations to encourage student participation.

**Vice Provost of Online Education, Renata Engel.**
Meeting are being held with each Dean that offers a program in World Campus. A strategic plan is being developed for World Campus program optimization.

**Senate Officers:** None

**Executive Director, Dawn Blasko,** None

**ACTION ITEMS**

The Unit Constitution Committee chaired by Senate Secretary, Judy Ozment reviewed and approved the documents of three academic units: Brandywine, Health and Human Development, and the Library Faculty organization. Each of the governance documents was voted on and approved by Council.

**GRADUATE COUNCIL**
Graduate Council Chair, Ken Davis discussed the request from the Senate Committee on Global Programs for the addition of a member of Graduate Council on the committee/ He also provided followup information on his meetings with representatives from colleges that offer graduate programs and the Graduate and Professional Student Association (GPSA). The Dean announced Big Ten Workshops on Mentoring in STEMM. Graduate Council will have their next meeting of this academic year on Wednesday, March 18th, 2020.

**SENATE AGENDA ITEMS FOR MARCH 17, 2020**

**FORENSIC BUSINESS: NONE**

**LEGISLATIVE REPORTS**

Senate Committee on Education, “Creation of Senate Policy 45-00 Campus Emergency Closure, Revisions to Senate Policies 34-83 Change in Class Meeting Time, 43-00 Syllabi, and 44-10, General Examinations.” The report was placed on the agenda by an Eckhardt/Ozment motion.

**ADVISORY/CONSULTATIVE REPORTS**

Senate Committees on Faculty Affairs and Intra-University Relations and University Planning “Faculty Office Space Standards.” The report was placed on the agenda by a Sinha/Ozment motion.
INFORMATIONAL REPORTS

Senate Committee on Admissions, Records, Scheduling and Student Aid, “Annual Report on the Reserved Spaces Program.” The report was placed on the agenda on a Kirby/Posey motion. Ten minutes were allocated for presentation and discussion.

Senate Committee on Faculty Affairs and Intra-University Relations, “Promotion Flow Report, 2018-2019 (Clinical, Research, and Teaching Faculty).” The report was placed on the agenda by an Ozment/Posey motion. Fifteen minutes were allocated for presentation and discussion.

Senate Committee on Libraries, Information Systems and Technology, “UNIZIN.” Jennifer Sparrow will present the report. The report was placed on the agenda by an Eckhardt/Hughes motion. Five minutes were allocated for presentation and discussion.

On a Kirby/Ozment motion, the agenda was approved for the March 17, 2020 meeting of the University Faculty Senate.

A motion was made by Eckhardt/Kirby to adjourn the meeting. The meeting was adjourned at 3:05 pm. The next meeting will be on April 7th, 2020.

Dawn G. Blasko, Executive Director
Date: March 10, 2020

To: All Senators and Committee Members

From: Dawn Blasko, Executive Director

Following is the time and location of all Senate meetings March 16 and 17, 2020. Please notify the University Faculty Senate office and committee chair if you are unable to attend.

MONDAY, MARCH 16, 2020

6:30 p.m. Officers and Chairs Meeting – 102 Kern Graduate Building

8:15 p.m. Commonwealth Caucus Meeting – 102 Kern Graduate Building

TUESDAY, MARCH 17, 2020

8:00 a.m.

Intercollegiate Athletics – 102 Burrowes Building

8:30 a.m.

Committees and Rules – 201 Kern Graduate Building

Educational Equity and Campus Environment – 315 Grange Building

Faculty Affairs – 202 Hammond Building

Faculty Benefits – 249 Katz Building (Law Building)

Intra-University Relations – 504 Agricultural Sciences and Industries Building

Libraries, Information Systems, and Technology–510A Paterno

Outreach – 101A Kern Graduate 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
   Curricular Affairs – 102 Kern Graduate Building
   Education – 110C Chandlee Lab
   Global Programs – 412 Boucke Building
   Student Life – 613 Kern Graduate Building

11:00 a.m.
   Student Senator Caucus – 201 Kern Graduate Building

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

1:00 p.m.
   University Faculty Senate – 112 Kern Graduate Building
Date: March 10, 2020
To: Commonwealth Caucus Senators (includes all elected Campus Senators)
From: Rosemarie Petrilla and Michael Bartolacci, Caucus Co-Chairs

MONDAY, MARCH 16 – 8:15 PM
102 KERN BUILDING
Guest Speaker:

David Smith
Associate Dean for Advising and Executive Director,
Division of Undergraduate Studies

Topic:
Seeking feedback from the CWC Senators regarding the proposed
Advisory/Consultative report on Academic Advising

Zoom Connectivity Information:
Join from PC, Mac, Linux, iOS or Android: https://psu.zoom.us/j/384648300
Or iPhone one-tap: +16468769923,384648300# or +16699006833,384648300#
Or Telephone: +1 646 876 9923 or +1 669 900 6833
Meeting ID: 384 648 300
International numbers available: https://zoom.us/u/bWAGfK2hj

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TUESDAY, MARCH 17, 2020 – 11:15 AM
ASSEMBLY ROOM, NITTANY LION INN
A buffet luncheon will be provided at 12:00 p.m.
Agenda

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

Zoom Connectivity Information:

iPhone one-tap: +16468769923,576865681# or +16699006833,576865681#
Telephone: +1 646 876 9923 or +1 669 900 6833
Meeting ID: 576 865 681
International numbers available: https://zoom.us/u/bWAGfK2hj