



THE PENNSYLVANIA STATE UNIVERSITY

The University Faculty Senate

AGENDA

Tuesday, October 19, 2021

Via ZOOM at 1:30 p.m

ZOOM LINK <https://psu.zoom.us/j/97759044937>

Or iPhone one-tap (US Toll): +16468769923,97759044937# or +13017158592,97759044937#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

Meeting ID: 977 5904 4937

International numbers available: <https://psu.zoom.us/u/acf4Yq6mPh>

We will use TallySpace to vote during this meeting. Senators who have voting rights should have their Penn State 9-digit ID number ready and follow the instructions found here:

<https://senate.psu.edu/senators/tallyspace-voting-instructions/>

A. MINUTES OF THE PRECEDING MEETING

Minutes of the September 14, 2021 Meeting in The Senate Record 55:5

B. COMMUNICATIONS TO THE SENATE

Senate Curriculum Report of October 5, 2021
Editorial Changes

Appendix A
Appendix I

C. REPORT OF SENATE COUNCIL - Meeting of October 5, 2021

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

Senate Self Study Committee

Who are we? A study on the fundamental understanding of the purpose, values, and aspirations of the University Faculty Senate Appendix H

H. UNFINISHED BUSINESS

Senate Committee on Committees and Rules

Revisions to Senate Bylaws, Article II – Senate Council, Section 1(c), Addition of the Category of Positional Reports Appendix B
(Introduced at the September 14, 2021 Senate Meeting)

I. LEGISLATIVE REPORTS

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

Revisions to Senate Bylaws, Article II – Senate Council, Section 1(e) and Article IV – Committees, Section 6(a) Appendix C

Senate Committee on Committees and Rules and Senate Self-Study Committee

Revisions to Senate Standing Rules, Article I – Rules of Procedure, Section 2, Addition of the Category of Positional Reports Appendix D

Senate Committees on Committees and Rules and Intra-University Relations

Revisions to Standing Rules, Article II – Senate Committee Structure, Section 6(j) Committee on Intra-University Relations Appendix E

J. ADVISORY/CONSULTATIVE REPORTS

Senate Committees on Research, Scholarship, and Creative Activity and Faculty Affairs

Revision of AC80 – “Outside Business Activities and Private Consulting” Appendix F
REPORT REFERRED BACK TO COMMITTEE

K. INFORMATIONAL REPORTS

Senate Committee on Curricular Affairs

L. NEW LEGISLATIVE BUSINESS

None

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE UNIVERSITY

The next regularly scheduled meeting of the University Faculty Senate will be held on Tuesday, November 30, 2021, 1:30 p.m.



PennState
University Faculty Senate

101 Kern Graduate Building
University Park, PA 16802
Phone: 814-863-0221

COMMUNICATION TO THE SENATE

DATE: October 6, 2021

TO: Bonj Szczygiel, Chair, University Faculty Senate

FROM: Mary Beth Williams, Chair, Senate Committee on Curricular Affairs

The *Senate Curriculum Report* dated October 5, 2021 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 4, 2021**.

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

COMMUNICATION TO THE SENATE

DATE: September 21, 2021

TO: Bonj Szczygiel, Chair, University Faculty Senate

FROM: Annie Taylor, Chair, Senate Committee on Committees and Rules

Two editorial changes of a non-substantive nature were approved by Senate Council by a two-thirds vote at their October 5, 2021 meeting. The revisions are described below and will be placed in the Senate website for 5 days after the Senate meeting. Any Senator who feels that the changes require a more careful review must place their objection in writing to Senate Chair Bonj Szczygiel (bx28@psu.edu) on or before **Monday, October 25, 2021**.

- Editorial change: All references to “Fixed-term” will be changed to “Non-Tenure-Line,” as in “Non-Tenure-Line Faculty” and “Non-Tenure-Line appointment.”
- Editorial change: All instances of the phrase “*nonvoting unless Article IV, Section 2 of the Bylaws applies” and the associated asterisk referring to those instances will be removed. (Article IV, Section 2 of the Bylaws was revised during the 2020-21 Senate year to read “All members of Standing Committees who are not members of the Senate shall have nonvoting privileges of the floor when the subject of discussion pertains specifically to the work of their respective committees.”).

These two changes would need to be made wherever the old terminology occurs in our Senate Constitution, Bylaws and Standing Rules.

If you, or members of Senate Council, have any questions, please let me know.

SENATE SELF STUDY COMMITTEE

Who are we? A study on the fundamental understanding of the purpose, values, and aspirations of the University Faculty Senate.

(Forensic)

Rationale/Background

Every now and then, the University Faculty Senate (UFS) of the Pennsylvania State University conducts a self-study about specific functions or responsibilities of the UFS. In the summer of 2020, Elizabeth Seymour, then chair of the UFS, formed and charged a self-study committee to focus in a more in-depth and fundamental understanding of the UFS. The committee aims to answer two fundamental questions: What are the main missions and functions of the UFS? And how are our own structures and procedures fulfilling those mandates?

The committee's work has continued under the leadership of chair Bonj Szczygiel, and in the process, it has found another fundamental question that must be answered "What could we be that we are not?"

In this initial forensic report, the committee will give an overview of the work done so far, its membership, its process, and the emerging themes that have arisen.

Presenters:

The Senate Self Study Committee:

- Victor Brunsden
- Michele Duffy
- Julio Palma
- Beth Seymour
- Keith Shapiro (Chair)
- Martha Strickland

SENATE COMMITTEE ON COMMITTEES AND RULES AND SENATE SELF-STUDY
COMMITTEE

Revisions to Senate Bylaws, Article II – Senate Council, Section 1(c), Addition of the Category
of Positional Reports

(Legislative)

Implementation: Upon approval by the Senate

Introduction and Rationale

Robert's Rules describes a "report" as an official document formally adopted by, and submitted in the name of, the reporting body, informing the parent assembly of action taken or recommended, or information obtained. In the University Faculty Senate, there are four primary types of reports reflected in our agenda structure: forensic, legislative, advisory/consultative, and informational. Forensic reports are designed to solicit input from the Senate body on a key area of interest so as to inform a future Senate pathway for that topic. A legislative report is one that presents a desired change to the Senate's own rules and to matters under its direct purview. Advisory/consultative reports are reports of the Senate that provide advice and consultation to the administration, which must go on to be approved by the President before implementation. Informational reports communicate to the Senate body matters of general Senate interest.

There are times when the Senate has taken a formal position on an issue of importance to the University committee, often in the form of a formal "resolution." We have many examples and precedents of this approach, with the recent alternative grade reports being the most notable and influential. Resolutions can be raised by individual Senators from the floor of the Senate during New Business and then must be voted on in the subsequent plenary session of the Senate. However, we currently have no prescribed way to raise a formal resolution from one of our standing committees given the current report structure described above.

The addition of a new report type, the Positional Report, would provide standing committees with a means for presenting a formal position on an issue of importance to the Senate body for a vote. This legislation recommends the addition of the Positional Report to the Senate's agenda structure by inserting a new section where such reports can be voted on immediately after the presentation of advisory and consultative reports.

Recommendation

We recommend that the Bylaws, Article II – Senate Council, Section 1(c) be revised as follows.

*Please note that the following contains **bold text for additions** and ~~strikeouts indicating deleted text~~. In addition, deleted text is delimited with [Delete] [End Delete] pairs while added text is delimited with [Add] [End Add] pairs.*

Article II – Senate Council

Section 1

Duties:

- (a) It shall ensure that the Senate addresses issues of major concern to the faculty voting units and the faculty as a whole.
- (b) It may initiate Senate legislation in the same manner as a standing committee. In addition, it may charge a standing committee of the Senate to investigate matters deemed appropriate by the Council.
- (c) It shall provide a mechanism for Council members' review of all legislative, forensic, advisory/consultative, ~~[DELETE] an informational~~ [END DELETE] informational **[ADD], and positional** [END ADD] reports submitted for the Senate Agenda. If Council determines the report is adequately prepared, it will be submitted to the Senate Agenda with the following options:
 - 1. Place ~~[DELETE] an informational~~ [END DELETE] report, mandated or otherwise, on the Senate Agenda for presentation and discussion.
 - 2. Place ~~[DELETE] an informational~~ [END DELETE] report, mandated or otherwise, on the Senate Agenda only for the purposes of dissemination to the Senate and University community.
 - 3. Place other ~~[DELETE] informational~~ [END DELETE] reports, not otherwise sponsored by any Senate Committees, on the Senate Agenda for either presentation and discussion or for the purpose of dissemination to the Senate and University community.

Decision on whether an item is to be placed on the Agenda for full Senate discussion is to be based on whether a report is adequately prepared and documented.

Revised Policy

Article II – Senate Council

Section 1

Duties:

- (a) It shall ensure that the Senate addresses issues of major concern to the faculty voting units and the faculty as a whole.

(b) It may initiate Senate legislation in the same manner as a standing committee. In addition, it may charge a standing committee of the Senate to investigate matters deemed appropriate by the Council.

(c) It shall provide a mechanism for Council members' review of all legislative, forensic, advisory/consultative, informational, and positional reports submitted for the Senate Agenda. If Council determines the report is adequately prepared, it will be submitted to the Senate Agenda with the following options:

1. Place report, mandated or otherwise, on the Senate Agenda for presentation and discussion.
2. Place report, mandated or otherwise, on the Senate Agenda only for the purposes of dissemination to the Senate and University community.
3. Place other reports, not otherwise sponsored by any Senate Committees, on the Senate Agenda for either presentation and discussion or for the purpose of dissemination to the Senate and University community.

Decision on whether an item is to be placed on the Agenda for full Senate discussion is to be based on whether a report is adequately prepared and documented.

2021-22 SENATE COMMITTEE ON COMMITTEES AND RULES

- Ann Taylor, Chair
- Julio Palma, Vice Chair
- Catherine Abendroth
- Renee Borromeo
- Stephen Browne
- Eric Novotny
- Rose Petrilla
- Rob Shannon
- Keith Shapiro
- Amit Sharma
- Samia Suliman
- Kent Vrana
- Bonj Szczygiel
- Elizabeth Seymour
- Lisa Mangel

2020-21 SENATE COMMITTEE ON COMMITTEES AND RULES

- Renee Borromeo
- Victor Brunsden, Chair
- Jeffrey Laman

- Lisa Mangel
- Eric Novotny
- Nicholas Rowland
- Elizabeth Seymour
- Rob Shannon
- Keith Shapiro
- Amit Sharma
- Martin Skladany
- Samia Suliman
- Bonj Szczygiel
- Ann Taylor, Vice Chair
- Kent Vrana

SENATE SELF STUDY COMMITTEE

- Keith Shapiro, Chair
- Victor Brunsden
- Michelle Duffey
- Julio Palma
- Elizabeth Seymour
- Martha Stickland
- Bonj Szczygiel
- Mary Vollero

SENATE COMMITTEE ON COMMITTEES AND RULES

Revisions to Senate Bylaws, Article II – Senate Council, Section 1(e) and Standing Rules,
Article IV – Senate Committee Structure, Section 6(a) Committee on Committees and Rules

(Legislative)

Implementation: Upon approval by the Senate

Introduction and Rationale

Faculty organizations serve as the voice of their faculty both within the academic unit and throughout the University. With the authority delegated to them by the University Faculty Senate, they function for their faculty as a whole within their academic unit regarding internal matters and submit matters concerning courses and programs under the jurisdiction of departments and colleges through the appropriate department and/or college.

For the purpose of performing legislative, advisory/ consultative, and forensic functions within their own academic units and for the purpose of requesting delegation of certain legislative functions of the University Faculty Senate, each academic unit has a single faculty governance organization that is recognized by the University Faculty Senate. Each faculty governance organization must submit for review by the University Faculty Senate a constitution, bylaws, and standing rules that specify how the faculty governance organization functions, which is distinct from the administrative organization of the unit into schools, departments, or other subdivisions. The Senate provides specific [Requirements and Recommendations for Faculty Governance Organizations](#) on its website.

New and revised faculty governance organization documents must be submitted to the University Faculty Senate for review and approval, a process facilitated by the Senate's Unit Constitution Subcommittee. The establishment and oversight of the Unit Constitution Subcommittee currently falls under Senate Council, per Article II – Committees, Section I (e) of the University Faculty Senate Bylaws, which states:

(e) It shall maintain a standing Constitution Subcommittee with authority and responsibility to carry out specific legislative, advisory and consultative functions relative to properly organized faculty organizations. These functions include review of Unit Constitutions, Bylaws and Standing Rules. The subcommittee will consist of two Council members appointed by the Senate Chair and the Senate Parliamentarian, and will be chaired by the Senate Secretary.

However, Article IV – Committees, Section 6 (a) of the Senate Bylaws states that it is the University Faculty Senate's Committee on Committees and Rules (CC&R) that is responsible for proposing changes to the Senate's own governance documents (i.e., its Constitution, Bylaws, and Standing Rules) and CC&R has the authority to interpret these documents (subject to review by

the Senate). Because of these responsibilities, CC&R is closely familiar with the structure and intent of such governance documents. As a result, the Chair of the Unit Constitution Subcommittee has worked closely with the leadership of CC&R when addressing difficult issues that can arise when helping academic units on their own governance documents.

Due to the nature of CC&R's oversight of the Senate's own governance documents and to strengthen the connection between the Senate's governance documents and those developed by academic units, this report proposes to move the oversight of the Unit Constitution Subcommittee to the Committee on Committees and Rules. This would be accomplished through revisions to both Article II, Section I (e) and Article IV, Section 6 (a) of the Bylaws of the University Faculty Senate as recommended below.

Recommendations

Recommendation 1: We recommend that the Bylaws, Article II – Senate Council, Section 1(e) be revised as follows.

*Please note that the following contains **bold text for additions** and ~~strikeouts indicating deleted text~~. In addition, deleted text is delimited with [Delete] [End Delete] pairs while added text is delimited with [Add] [End Add] pairs.*

Bylaws, Article II – Senate Council

Section 1

Duties:

(a) It shall ensure that the Senate addresses issues of major concern to the faculty voting units and the faculty as a whole.

(b) It may initiate Senate legislation in the same manner as a standing committee. In addition, it may charge a standing committee of the Senate to investigate matters deemed appropriate by the Council.

(c) It shall provide a mechanism for Council members' review of all legislative, forensic, advisory/consultative, and informational reports submitted for the Senate Agenda. If Council determines the report is adequately prepared, it will be submitted to the Senate Agenda with the following options:

1. Place an informational report, mandated or otherwise, on the Senate Agenda for presentation and discussion.

2. Place an informational report, mandated or otherwise, on the Senate Agenda only for the purposes of dissemination to the Senate and University community.
3. Place other informational reports, not otherwise sponsored by any Senate Committees, on the Senate Agenda for either presentation and discussion or for the purpose of dissemination to the Senate and University community.

Decision on whether an item is to be placed on the Agenda for full Senate discussion is to be based on whether a report is adequately prepared and documented.

(d) It shall advise, upon consultation with appropriate Senate committees, the President and Executive Vice President and Provost of the University on the establishment, reorganization, naming, or discontinuation of organizational units and areas of the University that involve two or more teaching, research, and continuing education functions (whether or not delegation of authority exists). Such advice should be given before official action is taken.

(e) ~~[Delete] It shall maintain a standing Constitution Subcommittee with authority and responsibility to carry out specific legislative, advisory and consultative functions relative to properly organized faculty organizations. These functions include review of Unit Constitutions, Bylaws and Standing Rules. The subcommittee will consist of two Council members appointed by the Senate Chair and the Senate Parliamentarian, and will be chaired by the Senate Secretary.~~
[End Delete][Add]It shall give a final vote of approval to unit governance documents forwarded to it by the Committee on Committees and Rules.[End Add]

(f) In coordination with the University administration, it shall represent the Senate in seeking information from officials and agencies external to the University especially those who establish policies and control resources affecting University academic programs. It shall advise the University administration on external government legislation and other external issues that may have impact on the University. It shall advise the Senate on the preparation of statements on such matters. It shall be the Senate advisory body to the University on public and alumni relations, public information, general publications and private fundraising. The Chair shall be the spokesperson for the Council in these matters.

The External Matters Subcommittee is a standing subcommittee of Senate Council that will be charged to deal with issues external to the University. The subcommittee will consist of at least five Council members together with appropriate additional elected faculty senators and resource personnel and will be chaired by the Immediate Past Chair of the Senate. A majority of the subcommittee will be councilors with at least two members from locations other than University Park. The members of the External Matters Subcommittee will serve terms of two years, and may complete the second year of the term even in cases where they are no longer a member of Senate Council.

(g) It shall serve as an advisory body to the Senate officers and the Senate as a whole.

(h) In the event that the Chair of the Senate declares existence of a situation of special Senate concern, the Senate Council shall be empowered to act for the Senate in all matters until this authority is terminated by actions of the Senate.

(i) Individual Senate Council members play a critical role in communicating Faculty Senate issues and legislative decisions back to their units of origin. To facilitate these important communications, best practices for Senate Councilors include organizing caucuses with their unit membership, creating regular electronic communications of Senate activities and sending these communications to their Academic Unit Faculty Leaders, Senators and Administrators, and speaking about Faculty Senate activities at unit governance meetings. It is expected that Senate Councilors will embrace their leadership role and actively serve as a communication conduit back to the academic unit they represent.

Recommendation 2: We recommend that the Standing Rules, Article II – Section 6(a) ~~Bylaws Article IV—Committees, Section 6(a)~~ be revised as follows.

*Please note that the following contains **bold text for additions** and ~~strikeouts indicating deleted text~~. In addition, deleted text is delimited with [Delete] [End Delete] pairs while added text is delimited with [Add] [End Add] pairs.*

Standing Rules, Article II – Senate Committee Structure

Section 6

Senate Committees:

(a) Committee on Committees and Rules

1. Membership:

- (i) Ten (10) elected faculty senators
- (ii) Chair-Elect of the Senate (non-voting)
- (iii) Immediate Past Chair of the Senate (non-voting)
- (iv) Secretary of the Senate (non-voting)

2. Election: By the Senate Council for a term of two years. Elected members of the Committee may serve no more than four consecutive years nor more than three consecutive years as its chair. Elected members of Senate Council may not serve on the Committee on Committees and Rules.

Duties

3. Duties: The Committee on Committees and Rules shall review and make recommendations on the Senate's committee structure. It shall appoint the members of all Standing Committees. It shall be responsible for proposing changes in the Constitution, Bylaws, and Standing Rules of the University Faculty Senate for action by the Senate. This committee shall serve as a Nominating Committee to the administrative officers of the University in the selection of University faculty to serve on University-wide committees. In addition, this committee has the investigative function in determining the constitutionality of acts of the Senate, failures to implement Senate legislation, problems resulting from conflicting legislation, and errors in the implementation of legislation. The Committee on Committees and Rules shall have the authority to interpret the Senate Constitution, Bylaws, and Standing Rules subject to review by the Senate.

[Add] It shall maintain a standing Constitution Subcommittee which shall consult with faculty governance organizations to ensure that their governance documents conform with Senate rules. These functions include review of Unit Constitutions, Bylaws, and Standing Rules. The subcommittee will consist of the Senate Parliamentarian and at least two elected Senators appointed by the Senate Chair and will be chaired by the Senate Secretary. Final vote of approval of the unit governance documents shall be by Senate Council. [End Add]

Each spring, the Committee on Committees and Rules shall select a pool of faculty members who will be available to serve as a member of all Division I Intercollegiate Head Coach athletics searches. The Committee on Committees and Rules will ask for nominations from faculty members who are currently participating in or have participated within the last four calendar years on the Senate Committee on Intercollegiate Athletics, the Athletics Integrity Council, and/or the Faculty Partners Program. The assignment of faculty members to serve on a head coach search committee will be the prerogative of the Senate Chair but under most circumstances, it is expected that the faculty member will be drawn from the pool of candidates identified each year by the Committee on Committees and Rules.

Each year the Committee on Committees and Rules shall ask returning and new senators to rank their preferences for committee assignments. The Committee on Committees and Rules will then select the senatorial members of each Standing Committee, taking into consideration the preferences of senators. Where a representative of an administrative office is to be an ex officio member of a committee, this member will be selected by the Committee on Committees and Rules in consultation with the appropriate administrative officer. Appointments to all committees should reflect the variety of disciplines, functions, and geographic locations of University units.

Annually, the Committee on Committees and Rules shall elect its own Chair and Vice Chair. In consultation with the Senate Chair, the Committee shall designate the leadership of all other Standing Committees of the Senate.

While the Senate officers are the primary faculty representatives to the Big Ten Academic Alliance, the Committee on Committees and Rules shall be informed and consulted on faculty governance issues that arise in the CIC. Such items will be periodically reported to the Senate.

4. Mandated reports: Nomination report. The Committee on Committees and Rules shall have the authority to approve its mandated Informational Reports for publication to the Senate Agenda. The committee shall send its Informational Reports to the Senate Council.

Revised Policies

Bylaws, Article II – Senate Council

Section 1

Duties:

(a) It shall ensure that the Senate addresses issues of major concern to the faculty voting units and the faculty as a whole.

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(c) It shall provide a mechanism for Council members' review of all legislative, forensic, advisory/consultative, and informational reports submitted for the Senate Agenda. If Council determines the report is adequately prepared, it will be submitted to the Senate Agenda with the following options:

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Decision on whether an item is to be placed on the Agenda for full Senate discussion is to be based on whether a report is adequately prepared and documented.

(d) It shall advise, upon consultation with appropriate Senate committees, the President and Executive Vice President and Provost of the University on the establishment, reorganization, naming, or discontinuation of organizational units and areas of the University that involve two or more teaching, research, and continuing education functions (whether or not delegation of authority exists). Such advice should be given before official action is taken.

(e) It shall give a final vote of approval to unit governance documents forwarded to it by the Committee on Committees and Rules.

(f) In coordination with the University administration, it shall represent the Senate in seeking information from officials and agencies external to the University especially those who establish policies and control resources affecting University academic programs. It shall advise the University administration on external government legislation and other external issues that may have impact on the University. It shall advise the Senate on the preparation of statements on such matters. It shall be the Senate advisory body to the University on public and alumni relations, public information, general publications and private fundraising. The Chair shall be the spokesperson for the Council in these matters.

The External Matters Subcommittee is a standing subcommittee of Senate Council that will be charged to deal with issues external to the University. The subcommittee will consist of at least five Council members together with appropriate additional elected faculty senators and resource personnel and will be chaired by the Immediate Past Chair of the Senate. A majority of the subcommittee will be councilors with at least two members from locations other than University Park. The members of the External Matters Subcommittee will serve terms of two years, and may complete the second year of the term even in cases where they are no longer a member of Senate Council.

(g) It shall serve as an advisory body to the Senate officers and the Senate as a whole.

(h) In the event that the Chair of the Senate declares existence of a situation of special Senate concern, the Senate Council shall be empowered to act for the Senate in all matters until this authority is terminated by actions of the Senate.

(i) Individual Senate Council members play a critical role in communicating Faculty Senate issues and legislative decisions back to their units of origin. To facilitate these important communications, best practices for Senate Councilors include organizing caucuses with their unit membership, creating regular electronic communications of Senate activities and sending these communications to their Academic Unit Faculty Leaders, Senators and Administrators, and speaking about Faculty Senate activities at unit governance meetings. It is expected that Senate Councilors will embrace their leadership role and actively serve as a communication conduit back to the academic unit they represent.

Standing Rules, Article II – Senate Committee Structure

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- (iii) Immediate Past Chair of the Senate (non-voting)
- (iv) Secretary of the Senate (non-voting)

2. Election: By the Senate Council for a term of two years. Elected members of the Committee may serve no more than four consecutive years nor more than three consecutive years as its chair. Elected members of Senate Council may not serve on the Committee on Committees and Rules.

Duties

3. Duties: The Committee on Committees and Rules shall review and make recommendations on the Senate's committee structure. It shall appoint the members of all Standing Committees. It shall be responsible for proposing changes in the Constitution, Bylaws, and Standing Rules of the University Faculty Senate for action by the Senate. This committee shall serve as a Nominating Committee to the administrative officers of the University in the selection of University faculty to serve on University-wide committees. In addition, this committee has the

investigative function in determining the constitutionality of acts of the Senate, failures to implement Senate legislation, problems resulting from conflicting legislation, and errors in the implementation of legislation. The Committee on Committees and Rules shall have the authority to interpret the Senate Constitution, Bylaws, and Standing Rules subject to review by the Senate.

It shall maintain a standing Constitution Subcommittee which shall consult with faculty governance organizations to ensure that their governance documents conform with Senate rules. These functions include review of Unit Constitutions, Bylaws, and Standing Rules. The subcommittee will consist of the Senate Parliamentarian and at least two elected Senators appointed by the Senate Chair and will be chaired by the Senate Secretary. Final vote of approval of the unit governance documents shall be by Senate Council.

Each spring, the Committee on Committees and Rules shall select a pool of faculty members who will be available to serve as a member of all Division I Intercollegiate Head Coach athletics searches. The Committee on Committees and Rules will ask for nominations from faculty members who are currently participating in or have participated within the last four calendar years on the Senate Committee on Intercollegiate Athletics, the Athletics Integrity Council, and/or the Faculty Partners Program. The assignment of faculty members to serve on a head coach search committee will be the prerogative of the Senate Chair but under most circumstances, it is expected that the faculty member will be drawn from the pool of candidates identified each year by the Committee on Committees and Rules.

Each year the Committee on Committees and Rules shall ask returning and new senators to rank their preferences for committee assignments. The Committee on Committees and Rules will then select the senatorial members of each Standing Committee, taking into consideration the preferences of senators. Where a representative of an administrative office is to be an ex officio member of a committee, this member will be selected by the Committee on Committees and Rules in consultation with the appropriate administrative officer. Appointments to all committees should reflect the variety of disciplines, functions, and geographic locations of University units. Annually, the Committee on Committees and Rules shall elect its own Chair and Vice Chair. In consultation with the Senate Chair, the Committee shall designate the leadership of all other Standing Committees of the Senate.

While the Senate officers are the primary faculty representatives to the Big Ten Academic Alliance, the Committee on Committees and Rules shall be informed and consulted on faculty governance issues that arise in the CIC. Such items will be periodically reported to the Senate.

4. Mandated reports: Nomination report. The Committee on Committees and Rules shall have the authority to approve its mandated Informational Reports for publication to the Senate Agenda. The committee shall send its Informational Reports to the Senate Council.

SENATE COMMITTEE ON COMMITTEES AND RULES

- Renee Borromeo
- Victor Brunsden, Chair
- Jeffrey Laman
- Lisa Mangel
- Eric Novotny
- Nicholas Rowland
- Elizabeth Seymour
- Rob Shannon
- Keith Shapiro
- Amit Sharma
- Martin Skladany
- Bonj Szczygiel
- Ann Taylor, Vice Chair
- Kent Vrana

SENATE COMMITTEE ON COMMITTEES AND RULES AND SENATE SELF-STUDY
COMMITTEE

Revisions to Senate Standing Rules, Article I – Rules of Procedure, Section 2, Addition of the
Category of Positional Reports

(Legislative)

Implementation: Upon approval by the Senate

Introduction and Rationale

Robert's Rules describes a "report" as an official document formally adopted by, and submitted in the name of, the reporting body, informing the parent assembly of action taken or recommended, or information obtained. In the University Faculty Senate, there are four primary types of reports reflected in our agenda structure: forensic, legislative, advisory/consultative, and informational. Forensic reports are designed to solicit input from the Senate body on a key area of interest so as to inform a future Senate pathway for that topic. A legislative report is one that presents a desired change to the Senate's own rules and to matters under its direct purview. Advisory/consultative reports are reports of the Senate that provide advice and consultation to the administration, which must go on to be approved by the President before implementation. Informational reports communicate to the Senate body matters of general Senate interest.

There are times when the Senate has taken a formal position on an issue of importance to the University committee, often in the form of a formal "resolution." We have many examples and precedents of this approach, with the recent alternative grade reports being the most notable and influential. Resolutions can be raised by individual Senators from the floor of the Senate during New Business and then must be voted on in the subsequent plenary session of the Senate. However, we currently have no prescribed way to raise a formal resolution from one of our standing committees given the current report structure described above. Additionally, Robert's Rules describes a "resolution" as any formal motion made on the floor, which has previously caused some confusion when the Senate intended it to specifically express their position on an issue without the need for additional approval from the President.

The addition of a new report type, the Positional Report, would provide standing committees with a means for presenting a formal position on an issue of importance to the Senate body for a vote. This legislation recommends the addition of the Positional Report to the Senate's agenda structure by inserting a new section where such reports can be voted on immediately after the presentation of advisory and consultative reports.

Recommendation

We recommend that the Standing Rules, Article I – Rules of Procedure, Section 2 be revised as follows.

*Please note that the following contains **bold text for additions** and ~~strikeouts indicating deleted text~~. In addition, deleted text is delimited with [Delete] [End Delete] pairs while added text is delimited with [Add] [End Add] pairs.*

Section 2

The order of business at each regular meeting of the Senate shall be as follows:

- (a) minutes of the preceding meeting
- (b) communications to the Senate
- (c) report of the Senate Council
- (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 legislative business
- (i) legislative reports
- (j) advisory/consultative reports
- (k) ~~[DELETE]informational reports[END DELETE]~~**[ADD]positional reports[END ADD]**
- (l) ~~[DELETE]new legislative business[END DELETE]~~**[ADD]informational reports[END ADD]**
- (m) ~~[DELETE]comments and recommendations for the good of the University[END DELETE]~~**[ADD]new legislative business[END ADD]**
- [ADD](n) comments and recommendations for the good of the University[END ADD]**

The order of business may be changed by the Senate Council prior to any meeting. Any or all items in this Section may be suspended at any regular meeting of the Senate by a two-thirds (2/3) vote at any special meeting by decision of the Chair.

Revised Policy/Policies

Section 2

The order of business at each regular meeting of the Senate shall be as follows:

- (a) minutes of the preceding meeting
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- (j) advisory/consultative reports

- (k) positional reports
- (l) informational reports
- (m) new legislative business
- (n) comments and recommendations for the good of the University

The order of business may be changed by the Senate Council prior to any meeting. Any or all items in this Section may be suspended at any regular meeting of the Senate by a two-thirds (2/3) vote at any special meeting by decision of the Chair.

2021-22 SENATE COMMITTEE ON COMMITTEES AND RULES

- Ann Taylor, Chair
- Julio Palma, Vice Chair
- Catherine Abendroth
- Renee Borromeo
- Stephen Browne
- Eric Novotny
- Rose Petrilla
- Rob Shannon
- Keith Shapiro
- Amit Sharma
- Samia Suliman
- Kent Vrana
- Bonj Szczygiel
- Elizabeth Seymour
- Lisa Mangel

2020-21 SENATE COMMITTEE ON COMMITTEES AND RULES

- Renee Borromeo
- Victor Brunsden, Chair
- Jeffrey Laman
- Lisa Mangel
- Eric Novotny
- Nicholas Rowland
- Elizabeth Seymour
- Rob Shannon
- Keith Shapiro
- Amit Sharma
- Martin Składany
- Samia Suliman
- Bonj Szczygiel
- Ann Taylor, Vice Chair

- Kent Vrana

SENATE SELF STUDY COMMITTEE

- Keith Shapiro, Chair
- Victor Brunsden
- Michelle Duffey
- Julio Palma
- Elizabeth Seymour
- Martha Stickland
- Bonj Szczygiel
- Mary Vollero

SENATE COMMITTEES ON COMMITTEES AND RULES AND INTRA-UNIVERSITY RELATIONS

Revision to Standing Rules, Article II – Senate Committee Structure, Section 6 (j) Committee on Intra-University Relations

(Legislative)

Implementation: Upon approval by the Senate

Introduction and Rationale

Diversity, equity, and inclusion are fundamental to the University's values and mission to support all members of our Commonwealth and beyond. Ensuring diversity, equity, and inclusion is not the responsibility of any one individual or any one unit, task force, or committee. To truly incorporate these values into our research, teaching, learning, outreach, assessment, operations, and decision making—at all levels of the University—we must ensure that the work of the entire University Faculty Senate considers diversity, equity, and inclusion (DEI) in a meaningful and actionable way in everything we do.

During the 2020-2021 academic year, each Senate standing committee was charged with examining how DEI could be better incorporated into its duties. This legislative report seeks to revise the standing rules for the Committee on Intra-University Relations in a simple but important way to reflect the dedication this committee has to advancing DEI throughout our work.

Recommendation

We recommend that the Standing Rules, Article II–Senate Committee Structure, Section 6 (j) be revised as follows.

*Please note that the following contains **bold text for additions** and ~~strikeouts indicating deleted text~~. In addition, deleted text is delimited with [Delete] [End Delete] pairs while added text is delimited with [Add] [End Add] pairs.*

(j) Committee on Intra-University Relations

1. Membership:

- (i) At least 16 elected faculty senators including
 - (a) One faculty senator each from Abington, Altoona, Berks, Erie, Harrisburg, Law, and Medicine; four faculty senators from University College, and five faculty senators from different colleges at University Park; and
 - (b) At least two faculty senators who hold a fixed-term appointment
- (ii) Two student senators (including one from a campus other than University Park)

- (iii) A member of the Administrative Council on Undergraduate Education (selected by ACUE)*
- (iv) A representative of the Graduate Council Committee on Programs and Courses*
- (v) **[Add] (v) A representative well versed in diversity, equity and inclusion from the Office of Human Resources, the Office of Educational Equity, or another appropriate entity from within the University*[End Add]**

2. Selection: By the Committee on Committees and Rules

Duties

3. Duties: The Committee on Intra-University Relations shall make recommendations to the Senate on policies and procedures of an inter-campus nature or concerning the relation of one or more campuses to other units of the University. In consultation with the appropriate college(s), it shall review, evaluate, and make recommendations on issues pertaining to the University which cut across disciplinary and geographic lines **[Add] while striving to address diversity, equity, and inclusion consistently across University-wide interests [End Add]**. In this context it shall review, evaluate, and make recommendations on issues concerning all faculty irrespective of the character of their appointment.

4. Standing Subcommittee: The membership of the standing subcommittee shall consist of at least five members, all designated by the parent committee, with a majority of the members also holding membership on the parent committee. Additional duties may be assigned.

- (i) Subcommittee on Fixed-Term Faculty
- (ii) It shall be responsible for considering all matters related to and issues of concern for fixed-term faculty. It shall be responsible for submitting an annual report to Intra-University Relations, copied to Faculty Affairs, on the status of fixed-term faculty across the University. The chair, or one of two co-chairs, shall hold appointment as fixed-term faculty.

5. Mandated reports: Promotion Flow Report (Informational, jointly with Committee on Faculty Affairs). The Committee on Intra-University Relations shall have the authority to approve the Promotion Flow Report for publication to the Senate Agenda. Co-sponsor a Tenure Flow Report (Informational, jointly with Committee on Faculty Affairs). **[Add] Where possible, data included in the aforementioned mandated reports should be disaggregated by gender identity, race, ethnicity, and other categories of concern. [End Add]** The Committee on Intra-University Relations shall send its Informational Reports to Senate Council.

*nonvoting unless Article IV, Section 2 of the Bylaws applies

Revised Policy

(j) Committee on Intra-University Relations

1. Membership:

- (i) At least 16 elected faculty senators including

- (a) One faculty senator each from Abington, Altoona, Berks, Erie, Harrisburg, Law, and Medicine; four faculty senators from University College, and five faculty senators from different colleges at University Park; and
- (b) At least two faculty senators who hold a fixed-term appointment
- (ii) Two student senators (including one from a campus other than University Park)
- (iii) A member of the Administrative Council on Undergraduate Education (selected by ACUE)*
- (iv) A representative of the Graduate Council Committee on Programs and Courses*
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2021-22 SENATE COMMITTEE ON INTRA-UNIVERSITY RELATIONS

- Kelly Austin
- Laura Ax-Fultz
- Renee Bishop-Pierce
- Margherita Ciarrocca
- Stephen Cohen
- Laura Cruz
- Jenna Cumming
- Michele Duffey, Chair
- Karen Eppley
- Paul Frisch
- Jeff Harris
- Jeanmarie Higgins
- Lisa Holden
- Peter Hopsicker
- Kelly Karpa
- Karyn McKinney-Marvasti, Vice-Chair
- Tiffany Petricini
- Mari Pierce
- Bing Ran
- Dawn Pfeifer Reitz
- Rajarajan Subramanian
- Matthew Swinarski

REPORT REFERRED BACK TO COMMITTEE

**SENATE COMMITTEES ON FACULTY AFFAIRS AND RESEARCH, SCHOLARSHIP, AND
CREATIVE ACTIVITY**

Revision of AC80 – “Outside Business Activities and Private Consulting”

(Advisory/Consultative)

Implementation: Upon Approval by the President

Rationale

Several years ago, the Executive Vice President and Provost asked the Office for Research Protections (ORP) to take over responsibility for administering policy AC80 “Outside Business Activities and Private Consulting.” The ORP has been overseeing this policy since 2015, and in that time has identified redundancies in faculty reporting and approval requirements between AC80 and Policy RP06 – “Disclosure and Management of Significant Financial Interests” as well as AC80 and Policy AD77 – “Engaging in Outside Professional Activities (Conflict of Commitment).” It was deemed desirable for the University to have a more streamlined reporting process for faculty to disclose time spent on activities external to the University. Additionally, the federal government has issued a number of recommendations and directives for institutions and agencies. Federal agencies are required to have conflict of interest and conflict of commitment policies by January, 2022. Agency policies or regulations will require universities to gather more information about outside activities. Federal documents requiring revisions to this policy include the Office of Science and Technology Policy Joint Committee on the Research Environment Recommendations, Jan. 13, 2021; National Security Presidential Memorandum 33, Jan. 13, 2021; National Defense Authorization Act FY2021; individual agency rules, regulations, and guidance, e.g., National Institutes of Health, National Science Foundation.

A detailed review of the policy by the ORP made it clear that AC80 should be revised to streamline the reporting process for faculty, reduce conflicting requirements among relevant policies, and comply with the new federal recommendations and guidelines. The ORP worked with a faculty committee in summer, 2021, to revise AC80 to achieve these objectives.

Description

In current form, AC80 does not achieve the federal requirements and conflicts in part with both RP06 and AD77. Following is a summary of changes proposed to the policy:

1. The proposed revisions rename the policy to “Faculty Outside Professional Activities and Conflict of Commitment” to best reflect its purpose and scope. Going forward AD77 will become a staff conflict of commitment policy, and faculty will have just one policy on the subject.
2. The proposed revisions add definitions for “Conflict of Commitment,” “In-Kind,” and “Research.”
3. Current AD77 charges colleges and units with developing guidelines for faculty participation in Outside Teaching and other external activities. The proposed revisions maintain the requirement

for colleges and units to have their own guidelines; however, make clear that these guidelines cannot conflict with Policy AC80 and will undergo annual review to ensure they are consistent.

4. Current AC80 requires faculty to obtain prior approval for five activities. Current Guidelines to Policy AD77 require faculty to obtain prior approval for additional activities; however, these Guidelines are inconsistent among colleges and units. The proposed revisions expand the number of activities that require prior approval by incorporating both AC80 and AD77, but ensure these activities are consistent across all colleges and units. The activities that require prior approval are those that have been identified to require the greatest commitment of time and effort and/or that the federal government has indicated must be disclosed in a timely manner.
5. The proposed revisions provide for prior approval from other offices when determined necessary by the ORP. Current AC80 implies that Department Head review is the only approval necessary for outside activities. However, in practice other levels of review are necessary when, for example, conflict of interest or technology transfer issues are present. The proposed revisions reflect the actual process and ensure the sole responsibility for prior approval does not fall on Department Heads.
6. Current AC80 requires a single annual report from faculty that does not include outside activities conducted outside the appointment period. To streamline reporting and comply with the federal expectations, the proposed revisions align AC80 reporting with RP06 reporting and require disclosure of reportable activities regardless of when they were conducted at least annually, within 30 days of beginning the activity, and prior to the application for sponsored funding. This will simplify the disclosure process for faculty by allowing for a single disclosure to satisfy the requirements under both policies.
7. Proposed revisions identify certain activities that must be reported, but that do not count toward the monthly or annual time limits. Under current AC80, outside activities that are necessary for a faculty's member's discipline (e.g. to maintain certification, or to satisfy artistic or creative performance requirements) are treated differently. Certain activities are reportable and count toward the monthly and annual time limit, while other activities are neither reportable nor count toward the monthly and annual time limits. The proposed revisions treat these activities consistently by requiring reporting, but ensuring they do not count toward the hours faculty are permitted to spend on outside activities.
8. Current AC80 includes a section titled, "Activities Not Subject To This Policy". Proposed revisions retain this classification of activities but rename it "Scholarly Activities" and move it to the Definitions section.
9. Proposed revisions add a section on required training as will be required by federal policies or regulations. The training requirement is set for at least once every four years to be consistent with the training requirements of RP06.
10. Current AC80 includes a section on noncompliance; however, the proposed revisions add a sentence to make clear that when required by government agencies, the University will share instances of noncompliance. This aligns with federal agency requirements.
11. The proposed revisions include additional language regarding the transfer of intellectual property that are consistent with other University policies.

Recommendation

Recommended changes to AC80 are as follows.

Please note that the following contains bold text for additions and strikeouts indicating deleted text. Text that was moved to a different section is not noted if the text did not change.

AC80 Faculty Outside Business Professional Activities and Conflict of Commitment ~~Private Consulting (Formerly HR80)~~

Policy Status:

Active

Policy Steward:

Vice Provost for Faculty Affairs

AC80 ~~FACULTY OUTSIDE BUSINESS~~ **PROFESSIONAL** ACTIVITIES and **CONFLICT OF
COMMITMENT PRIVATE CONSULTING** (*formerly Private Consulting Practice*)

POLICY'S INITIAL DATE: June 27, 1974

THIS VERSION EFFECTIVE:

Contents:

- Purpose
- **Applicability**
- Definitions
- Policy
- **Time Limits**
- Required Prior Approval
- Required **Disclosure** ~~Annual Reporting~~
- **Required Training**
- Responsibility for Outside **Professional** ~~Business~~ Activities
- Use of University Facilities and Resources
- Involvement of Students and Staff
- Management and Oversight
- Noncompliance
- Compensation, Tax Consequences, and Legal Advice
- Internal Consulting and Contracting
- Intellectual Property
- Cross References

PURPOSE

This Policy has two principal purposes. The first is to **set forth policies and principles that permit University faculty to engage in activities outside the University** ~~outline the rules under which~~ (“Outside Professional Business Activities”) **while preserving their primary professional duties and responsibilities to the University and remaining consistent with federal regulations and guidelines.** ~~such as Private Consulting, can be engaged by University faculty during their respective Appointment Periods.~~ The second is to provide a basis for reporting Outside Professional Business Activities of faculty to the University.

University faculty are encouraged to engage in outside activities when such activities enhance the mission of the University and do not compete with the University. Faculty members’ primary professional duties and responsibilities are to the University, and such primary obligations require that faculty be available and accessible to fulfill the requirements of their appointment. This Policy is not intended to discourage Outside Business Activities but aspires to ensure that all such activities do not conflict or materially interfere with any faculty member’s appointment with the University, with reference to the University’s mission. The University affirms its commitment to academic freedom as set forth in [Policy AC64, Academic Freedom](#) and to its mission of creating new knowledge and of effectively communicating accumulated knowledge and understanding to students and to the community at large. ~~The University recognizes that faculty members are citizens, members of learned professions, and representatives of the University. The University encourages its employees to engage in outside activities when such activities enhance the mission of the University and do not compete with the University.—~~

APPLICABILITY

This Policy **applies to all full-time faculty. The Policy** does not apply to Part-time Academic faculty (see Policy [HR06, Types of Appointments](#)), staff, ~~or~~ graduate students, **or postdoctoral scholars.** University staff are expected to follow all University Human Resource policies concerning time worked and time reporting applicable to staff **including Policy AD77 – Staff Outside Professional Activities (Conflict of Commitment).** Permission to engage in **outside activities** ~~Outside Business Activities~~ by staff and how those hours are accounted for is at the discretion of ~~his/her~~ **their** supervisor and not subject to this Policy. Engaging in **outside activities** ~~Outside Business Activities~~ by ~~students and~~ postdoctoral scholars or fellows is at the discretion of ~~his/her~~ **their** supervisor or academic program and must comply with all applicable University policies related to ~~his/her~~ **their** University appointment, employment, or contractual agreement.

DEFINITIONS

Appointment Period: A faculty member’s academic appointment period (usually either 36 weeks or 48 weeks), including sabbaticals, paid leave from the University, and periods

covered by supplemental University appointments, e.g., ~~twelve-week summer~~
supplemental salary of any length, appointment constitute the Appointment Period.

Conflict of Commitment: A situation in which a faculty member accepts or incurs external obligations, either paid or unpaid, that conflict or appear to conflict with their primary obligation and commitment to the University. Conflict of Commitment includes but is not limited to situations that involve conflicting commitments of time and effort, obligations to improperly share information with an entity outside the University, or obligations to withhold information from the University or a funding agency.

In-Kind: Payment or support in goods or services instead of money. Examples of In-Kind compensation include but are not limited to equipment, office/laboratory space, sponsored travel, and services of employees or students.

~~Outside Business~~ **Professional Activities:** ~~Outside Business~~ **Professional Activities** are defined as entrepreneurial or professional services, paid or unpaid, that are in the general area of expertise for which the faculty member is employed by the University, but are beyond the scope of the individual's University employment responsibilities. A faculty member's area of expertise shall be as defined by his/her **their** department or unit head and/or Dean or cognizant Administrative Officer. ~~Common Outside Business Activities include, but are not limited to, the activities defined below:~~

- ~~• Private Consulting: One type of Outside Business Activity that is intended to further the interests of a third party entity or person.~~

Outside Teaching for an Entity other than the University: This instruction is defined as a **type form** of ~~Outside Business~~ **Professional Activity** which includes teaching engagements for all semester or equivalent length **teaching engagements both within and outside of a faculty member's general area of expertise**, courses at a post-secondary institution of higher education other than **The Pennsylvania State University**.

Research: Systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research that may or may not be published in an article, book or book chapter and product development (e.g., a diagnostic test or drug). As used in this Policy, the term includes, but is not limited to, any such activity for which sponsored funding is available from a federal, state or local government agency, or a public or private Entity, through a grant, contract or cooperative agreement (e.g., a research grant, career development award, center grant, individual fellowship award, infrastructure award, institutional training grant, program project, research resources award, training grant, or outreach award), or gift. As used in this Policy, Research also includes research activities that are not funded or sponsored.

Scholarly Activities: activities that are generally expected of a faculty member as part of their professional portfolio, whether compensated or uncompensated. These activities are not Outside Professional Activities as defined by this policy and do not require disclosure or pre-approval. The following are examples of Scholarly Activities:

- Peer review of articles and grant proposals;
- Presentations **and workshops** at professional meetings or other similar gatherings;
- Leadership positions in professional societies;
- Preparation of scholarly publications;
- Unpaid (i.e. neither cash nor ~~in-kind~~ **In-Kind** compensation) scholarly collaboration ~~at another~~ **with an** institution of higher education **for which there is no agreement or required time commitment** (Note: for faculty receiving federal funding, be sure to comply with policy RA20, Proposal Submission);
- Editorial services for educational or professional organizations;
- Service on advisory committees or evaluation panels for governmental funding agencies, nonprofit foundations, or educational organizations;
- **Serving on, but not chairing, masters or doctoral thesis committees;**
- Service with accreditation agencies;
- ~~Conducting workshops for professional societies; or~~
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

Starting a Company: ~~Starting a company~~ **A type of Outside Professional Activity** that is defined as filing or having filed the appropriate articles of organization or articles of incorporation with a government authority or otherwise forming or founding a legal entity as a business concern, **including investing in an existing business with the intent to be involved in its operations.** The company does not have to be active, ~~or~~ operational, **or profitable** to fall under this policy. The company may be a for-profit or a not-for-profit organization. A company includes any corporation, LLC, LP, LLP, LLLP, or GP.

~~Activities Not Subject to this Policy~~

~~Certain activities are expected of a faculty member as part of his or her normal scholarly activities and are not considered Outside Business Activities, as defined by this Policy (it does not matter whether a faculty member is paid to do them by a person or entity other than the University). The following are examples of activities that do not count toward the hourly limitations for Outside Business Activities and do not require disclosure by faculty:~~

- ~~• Peer review of articles;~~
- ~~• Peer review of grant proposals;~~
- ~~• Presentations at professional meetings or other similar gatherings;~~
- ~~• Leadership positions in professional societies;~~

- ~~Preparation of scholarly publications;~~
- ~~Unpaid (i.e. neither cash nor in-kind compensation) scholarly collaboration at another institution of higher education (Note: for faculty receiving federal funding, be sure to comply with policy RA20, Proposal Submission);~~
- ~~Editorial services for educational or professional organizations;~~
- ~~Service on advisory committees or evaluation panels for governmental funding agencies, nonprofit foundations, or educational organizations;~~
- ~~Service with accreditation agencies;~~
- ~~Conducting workshops for professional societies; or~~
- ~~Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.~~

~~*Note that related policies, in particular [Policy RP06, Disclosure and Management of Significant Financial Interests](#), may still require disclosure of these activities if the compensation received is \$5,000 or more in a twelve-month period.~~

POLICY

Any Outside **Professional Business** Activities engaged in by faculty:

1. Shall not interfere with the performance of ~~his/her~~ **their** University duties or other contractual obligations to the University **or to Research sponsors** (including non-classroom and non-~~Research~~ **research** responsibilities expected of all faculty members);
2. Should strive to be consistent with ~~his/her~~ **their** professional stature or academic proficiency;
3. Shall not adversely affect the University's interests or mission or violate this Policy or any other University policies or regulations including, but not limited to, policies or regulations related to intellectual property, conflict of interest, use of University's name, logo, letterhead, or other resources, etc.;
4. Shall require prior approval **as in the instances** outlined below ("Required Prior Approval") if it ~~exceeds the monthly time limits~~;
5. Shall not involve routing remuneration for such services to the University or any University account (e.g., a gift account), unless it is considered to be within the scope of employment, e.g. College of Medicine faculty who are asked to serve as expert or fact witnesses in their role as Hershey Medical Center physicians (Policy L-24HAM).

All outside activities conducted by faculty members, including Scholarly Activities, shall not:

1. **Adversely affect the University's interests or mission;**
2. **Require a significant commitment or an excessive amount of time that interferes with a faculty member's primary University responsibilities; and**
3. **Compete with coursework or services provided by the University.**

Colleges and campuses shall maintain their own guidance under this Policy; however, such guidance must not contradict this Policy. All guidance and changes to guidance are subject to the approval of the Vice Provost of Faculty Affairs before implementation and will be reviewed annually to ensure consistency with the intent and purpose of this Policy. The Policy Steward for AC80 should maintain a single website displaying each College's and Campus' current guidance under this policy.

The time limits in this policy apply to Outside ~~Business~~ **Professional** Activities that occur during the Appointment Period. All other provisions of this policy, **including but not limited to Required Prior Approval and Required Disclosure**, ~~as well as related policies, apply~~ **during non-Appointment Period except as specifically noted**, regardless of the appointment period, e.g., ~~Use of Facilities and Resources, Involvement of Students (see [Policy RP06, Disclosure and Management of Significant Financial Interests](#) and [Policy HR91, Conflict of Interest](#))~~. This Policy does not otherwise limit or constrain the application of other University rules and policies.

Related Policies:

Outside ~~Business~~ **Professional** Activities may create the potential for or perceptions of a conflict of interest between the faculty member's individual financial interests created by the Outside ~~Business~~ **Professional** Activity and ~~his/her~~ **their** related University ~~research~~ **Research**. In addition to any prior approval required by this Policy, such potential or perceived conflicts may need to be disclosed and properly managed or eliminated prior to engaging in the Outside ~~Business~~ **Professional** Activity, in accordance with [Policy RP06, Disclosure and Management of Significant Financial Interests](#).

Outside ~~Business~~ **Professional** Activities, regardless of whether such activities occur during or outside a faculty member's Appointment Period, may also need to be disclosed as per the requirements of policy RA20, Proposal Submission.

~~Additionally, a~~ **A** faculty member may not provide special service to the Commonwealth for additional compensation without prior written approval of the President of the University. Please see [Policy HR42 Payment of Personal Compensation by a State Agency or Department of the Commonwealth](#) for more information on this topic.

For other policies relevant to the conduct of all outside activities, see the cross-referenced policies at the end of this Policy.

TIME LIMITS

As outlined below, a faculty member may engage in Outside ~~Business~~ **Professional** Activities up to ~~an equivalent of~~ forty (40) hours per month throughout the duration of ~~his/her~~ **their Appointment Period ("Monthly Time Limit")** ~~appointment period~~. Thus, faculty with a thirty-six (36) week appointment may engage in Outside ~~Business~~ **Professional** Activities for a maximum of forty (40) hours per month for the 36 weeks of

his/her appointment period, but no more than 360 hours total during that 36 week period; and, faculty with a forty-eight (48) week appointment may consult for a maximum of forty (40) hours per month for the 48 weeks of his/her appointment period, but no more than 480 hours total during that 48 week period (**"Annual Time Limit"**). **Full time faculty on a temporarily reduced appointment or partial supplemental salary should contact the Office for Research Protections to determine how time limits apply.**

REQUIRED PRIOR APPROVAL

In additional to disclosing Outside Professional Activities as required in the Required Disclosures section below, a faculty member must request and obtain prior written approval from ~~his/her~~ their department head or unit head prior to engaging in the following Outside Professional Business Activities regardless of whether these activities take place during or outside of the Appointment Period except as specifically noted:

- Exceeding the ~~monthly~~ **Monthly** or ~~annual~~ **Annual** time limits defined above **during the Appointment Period;**
- Involving undergraduate or graduate students, or University staff, in Outside ~~Business~~ **Professional** Activities;
- Starting a Company;
- **Outside Teaching for an Entity other than the University** during the Appointment Period;
- **Outside Professional Activities that involve the conveyance of intellectual property rights to another entity;**
- **Compensated (money or in-kind) Research from all foreign and domestic entities that is not subject to approval by the Office for Sponsored Programs;**
- **Research at other entities for which there is a required time commitment or an agreement/contract between the faculty member and the other entity;**
- **Chairing a doctoral or graduate committee at another university;**
- **Holding a foreign or domestic position or professional appointment, including honorary, adjunct, and visiting positions or appointments, at another university (this includes titled academic, professional, or institutional appointments whether full-time, part-time, or voluntary) whether or not remuneration is received;**
- **Running or having fiduciary responsibility for a Research endeavor at another entity (e.g. a lab, institute, program);**
- **Participation in programs sponsored by foreign governments; instrumentalities, or entities, including foreign government-sponsored talent recruitment programs;**
- **Becoming an employee of or assuming an executive or management position for a third party entity (e.g., as President, Chief Scientific Officer, etc.) including serving**

on advisory board positions that have fiduciary responsibilities on behalf of the third-party entity.

Such requests are made by submitting an [Outside Professional Business Activities Request](#) form. Department heads and unit heads shall review all Outside **Professional Business** Activities Requests for approval to ensure the proposed Outside **Professional Business** Activities do not violate this Policy and are appropriate in relation to the performance of the faculty member's regular University duties. **Based on the nature of the activity and following department/unit head approval, the Office for Research Protections may determine that other approvals including but limited to those from the Office for Research Protections, Risk Management, the Office of Technology Management, or others as relevant are required before the activity may begin.** Department heads, ~~and~~ unit heads, **and other relevant offices providing approval** may request and require additional information or clarification from the faculty member regarding the proposed Outside **Professional Business** Activities if such information or clarification is deemed necessary in order to make a decision to approve or disapprove the request.

In extraordinary circumstances, with an articulated University need, the Dean may request permission from the Provost for a faculty member to exceed the **Annual Time Limit** ~~annual hours limit set forth in this policy~~. Outside commitments requiring extensive time may require a leave of absence pursuant to Policy HR16, Leave of Absence without Salary, and should be discussed and decided upon with the faculty member's department/unit head or another cognizant University administrator. Leaves of absence are not governed by this policy.

The Office for Research Protections will serve as a policy guidance resource to faculty, department heads, and Colleges ~~to and will help to~~ promote consistency in the prior approval and annual reporting process across the University.

Approval for Outside **Professional Business** Activities shall not be unreasonably withheld. Where a department or unit head declines to approve a request, the faculty member may request a written explanation, outlining 1) the reason for denying the request, 2) the specific provision(s) of this policy potentially violated by the activity, **and** 3) a description for how the Outside **Professional Business** Activity will have an adverse impact on the faculty member's teaching, ~~Research research~~, or service responsibilities to the University.

Appeals Process. Any faculty member may appeal any action or decision taken under this policy to the University Faculty Senate Faculty Rights and Responsibility Committee.

REQUIRED DISCLOSURE ANNUAL REPORTING

All faculty are required to ~~disclose report annually~~ all Outside **Professional Business** Activities, **including those for which Prior Approval was required and obtained, at least annually, within 30 days of starting a new Outside Professional Activity, prior**

to an application for sponsored funding, or in certain instances as identified below, prior to starting the activity. Disclosures shall be made according to the procedures developed by the Office for Research Protections.

~~Reports on Outside Business Activities shall be available annually to department heads, chancellors, deans, and the Provost. Reports may be shared, as needed, with other University offices or officials, and as required by applicable federal, state, or local rules, laws or regulations.~~

Examples of Outside **Professional Business** Activities which require annual disclosure in an electronic compliance system, but do not require prior approval from a department or unit head when practiced within the monthly or annual time limits defined above, include (but are not limited to) the following:

- Private Consulting **that does not involved Research;**
- Serving as an expert witness;
- Practicing a licensed profession, (e.g., veterinarian, architect, nurse, attorney) **beyond what is required to maintain licensure or certification;**
- ~~Teaching for an Entity other than the University outside of the Appointment Period;~~
- ~~Outside Business Activities for a third party entity in which the faculty member holds non-public equity;~~
- **Conducting short course offerings not for academic credit, including professional courses for licensing;**
- ~~Becoming an employee of a company or other third party entity;~~
- Serving on a board of directors outside of the University;
- **Activities for which a faculty member received prior approval;**
- **Other activities as required by a government agency, when applicable.**

Activities that must be disclosed but that do not count toward the Monthly or Annual Time Limit are:

- **All Outside Professional Activities that are not conducted during the Appointment Period,**
- **Musical and other creative performances to the extent that there is an expectation in the faculty member's discipline that the faculty will engage in these activities,**
- **Practice of a licensed profession to the extent that the hours are required to maintain licensure or certifications that are required for the faculty member's University role and responsibilities.**

Outside Teaching that is not during the Appointment Period does not require prior approval but should be disclosed within 30 days of accepting the Outside Teaching role or prior to starting that activity, whichever is earlier.

***Note: The above may require prior approval or further review under another policy or under college-specific guidelines. See e.g., AD77, RP06**

REQUIRED TRAINING

The University shall identify appropriate training regarding this Policy that shall be completed by all faculty at least once every four (4) years or immediately upon the occurrence of one of the circumstances listed below. Training shall enhance understanding of various factors that are included in the concept of conflict of commitment, as well as increase awareness of circumstances that may indicate an increased risk to research security and integrity. Immediate training shall be required under the following circumstances:

- When the University makes revisions to this Policy that impact a faculty member's responsibilities under this Policy;
- When a faculty member is new to the University;
- When the University finds that a faculty member is not in compliance with this Policy.

RESPONSIBILITY FOR OUTSIDE **PROFESSIONAL BUSINESS** ACTIVITIES

A faculty member is solely responsible for ~~his or her~~ **their** Outside **Professional Business** Activities. The University assumes no responsibility for Outside **Professional Business** Activities performed by members of its faculty. The name of the University is not in any way to be connected with the service rendered or the results obtained. The faculty member must make it clear that ~~his or her~~ **their** Outside **Professional Business** Activities are a personal matter. A faculty member shall not accept or retain employment which would bring ~~him or her~~ **them** as an expert or in any other capacity, into material conflict or in competition with the interests and purposes of the University (See [Policy AD07 Use of University name, Symbols and/or Graphic Devices](#)).

USE OF UNIVERSITY FACILITIES AND RESOURCES

[Policy FN14 Use of University Tangible Assets, Equipment, Supplies and Services](#) prohibits the use of University facilities and resources including but not limited to specialized equipment, specialized software, supplies and services for Outside **Professional Business** Activities. Faculty may access University facilities for Outside **Professional Business** Activities in the same manner available to non-University personnel, with a written agreement executed through the appropriate channels. Faculty may not use the University's name, logo, letterhead, or email in their Outside **Professional Business** Activities.

INVOLVEMENT OF STUDENTS AND STAFF

Decisions about whether to involve students and staff in a faculty member's Outside **Professional Business** Activities should be guided by determining whether the proposed activities best serve the interests of the students and staff. Faculty cannot require students or staff to become involved in Outside **Professional Business** Activities. Faculty may hire

students or staff to assist with faculty Outside **Professional Business** Activities outside the scope of the student's or staff member's University duties with appropriate approval. Such arrangements require the full knowledge and prior approval of 1) the faculty's department head or unit head, and 2) the student's faculty advisor or dean of undergraduate or graduate education and/or 3) the staff member's direct supervisor. Staff participation in Outside **Professional Business** Activities may not take place during University work hours. There is a section on the [Outside Professional Business Activities Request](#) form to request and document the required approval related to staff and students. Safeguards must be instituted on a case-by-case basis to ensure that the performance of University duties and the scholarly mission of the University are not compromised. ~~In particular, Faculty must avoid even the appearance of directing students and staff into research~~ **Research** activities or Outside **Professional Business** Activities that primarily serve their own personal interests ~~at the expense of the students' educational or scholarly interests and needs.~~ Such arrangements with students may also require review and approval by the University's Individual Conflict of Interest Committee pursuant to the requirements outlined in [Policy RP06, Disclosure and Management of Significant Financial Interests](#).

MANAGEMENT AND OVERSIGHT

In some situations, a plan for managing a faculty member's Outside **Professional Business** Activities, insofar as they interact with, or relate to, the faculty member's University duties, may be developed by the relevant department head, dean, and/or Office for Research Protections, in collaboration with the faculty member.

NONCOMPLIANCE

Any non-compliance with this Policy, including but not limited to a faculty member's failure to obtain prior approval when required, or exceeding the time limits outlined above, shall be referred to the relevant department/unit head, dean or next highest level of authority, and the Provost, by the Office for Research Protections. ~~Said University Those~~ Administrators may consult with the Office for Research Protections to best determine any corrective or disciplinary actions to implement due to non-compliance with this Policy and shall be managed in accordance with all other applicable University policies and procedures. It is understood that de minimis failures of compliance shall in ordinary course be subject to correction but not discipline. Intentional or significant noncompliance, however, shall be treated as a serious matter meriting discipline appropriate to the circumstances. **The goals of corrective and/or disciplinary actions include, but are not limited to, reinforcing education, mitigating risks caused by noncompliance, and deterring further noncompliance. When applicable, the University shall share information about instances of noncompliance with this Policy as required by government agencies**

COMPENSATION, TAX CONSEQUENCES, AND LEGAL ~~ADVICE~~ ADVICE

The University cannot comment on or offer input regarding the rate of compensation or the tax consequences associated with Outside **Professional Business** Activities. The University will not provide legal advice on the terms of any Outside **Professional Business** Activities or any disputes arising therefrom.

INTERNAL CONSULTING AND CONTRACTING

University faculty cannot serve as paid consultants and/or contractors for University activities, either directly as private consultants, or through a third-party (for guidance, see [Policy BS17, Use and Procurement of External Consultants](#)). In situations where extra services are required from current employees, compensation must be as an employee, whether within the scope of their appointment or through supplemental compensation.

INTELLECTUAL PROPERTY

All faculty are required to sign the Penn State Intellectual Property Agreement which states that all faculty agree as a condition of employment by the University to abide by the University's Intellectual Property Policies and Procedures. ~~It is possible, in certain circumstances, to assign Intellectual Property to outside entities, with advance written agreement through the [Office of Technology Management](#).~~ **Any personal or outside activity that University faculty and/or personnel wish to undertake in deviation of their Intellectual Property Agreement or the University's Intellectual Property Policies and Procedures, including but not limited to any conveyance of intellectual property rights assigned to the University and/or Penn State Research Foundation, must be approved by the Office of Technology Management, and approval is at the University's sole discretion. Faculty should not enter into any agreement that violates Penn State Intellectual Property policies or conveys rights in intellectual property rights already assigned to Penn State.**

CROSS REFERENCES

[AC64](#)- Academic Freedom;

[AD07](#)- Use of University Name, Symbols, and/or Graphic Devices;

[AD77](#) - Engaging in Outside Professional Activities (Conflict of Commitment);

[BS17](#) – Use and Procurement of External Consultants;

[FN14](#) - Use of University Tangible Assets, Equipment, Supplies and Services;

[HR42](#) - Payment of Personal Compensation by a State Agency or Department of the Commonwealth;

[HR91](#) - Conflict of Interest;

[HR06](#) – Types of Appointments;

[RA20](#) – Proposal Submission;

[RP06](#) – Disclosure and Management of Significant Financial Interests;

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CLEAN COPY

AC80 Faculty Outside Professional Activities and Conflict of Commitment

Policy Status:

Active

Policy Steward:

Vice Provost for Faculty Affairs

AC80 FACULTY OUTSIDE PROFESSIONAL ACTIVITIES and CONFLICT OF COMMITMENT

POLICY'S INITIAL DATE: June 27, 1974

THIS VERSION EFFECTIVE:

Contents:

- Purpose
- Applicability
- Definitions
- Policy
- Time Limits
- Required Prior Approval
- Required Disclosure
- Required Training
- Responsibility for Outside Professional Activities
- Use of University Facilities and Resources
- Involvement of Students and Staff

- Management and Oversight
- Noncompliance
- Compensation, Tax Consequences, and Legal Advice
- Internal Consulting and Contracting
- Intellectual Property
- Cross References

PURPOSE

This Policy has two principal purposes. The first is to set forth policies and principles that permit University faculty to engage in activities outside the University (“Outside Professional Activities”) while preserving their primary professional duties and responsibilities to the University and remaining consistent with federal regulations and guidelines. The second is to provide a basis for reporting Outside Professional Activities of faculty to the University.

University faculty are encouraged to engage in outside activities when such activities enhance the mission of the University and do not compete with the University. Faculty members’ primary professional duties and responsibilities are to the University, and such primary obligations require that faculty be available and accessible to fulfill the requirements of their appointment. This Policy is not intended to discourage Outside Professional Activities but aspires to ensure that all such activities do not conflict or materially interfere with any faculty member’s appointment with the University, with reference to the University’s mission. The University affirms its commitment to academic freedom as set forth in [Policy AC64, Academic Freedom](#) and to its mission of creating new knowledge and of effectively communicating accumulated knowledge and understanding to students and to the community at large.

APPLICABILITY

This Policy applies to all full-time faculty. The Policy does not apply to Part-time Academic faculty (see Policy [HR06, Types of Appointments](#)), staff, graduate students, or postdoctoral scholars. University staff are expected to follow all University Human Resource policies concerning time worked and time reporting applicable to staff including Policy AD77 – Staff Outside Professional Activities (Conflict of Commitment). Permission to engage in outside activities by staff and how those hours are accounted for is at the discretion of their supervisor and not subject to this Policy. Engaging in outside activities by postdoctoral scholars or fellows is at the discretion of their supervisor or academic program and must comply with all applicable University policies related to their University appointment, employment, or contractual agreement.

DEFINITIONS

Appointment Period: A faculty member’s academic appointment period (usually either 36 weeks or 48 weeks), **including** sabbaticals, paid leave from the University, and periods

covered by supplemental University appointments, e.g., summer supplemental salary of any length, constitute the Appointment Period.

Conflict of Commitment: A situation in which a faculty member accepts or incurs external obligations, either paid or unpaid, that conflict or appear to conflict with their primary obligation and commitment to the University. Conflict of Commitment includes but is not limited to situations that involve conflicting commitments of time and effort, obligations to improperly share information with an entity outside the University, or obligations to withhold information from the University or a funding agency.

In-Kind: Payment or support in goods or services instead of money. Examples of In-Kind compensation include but are not limited to equipment, office/laboratory space, sponsored travel, and services of employees or students.

Outside Professional Activities: Outside Professional Activities are entrepreneurial or professional services, paid or unpaid, that are in the **general area of expertise** for which the faculty member is employed by the University, but are beyond the scope of the individual's University employment responsibilities. A faculty member's area of expertise shall be as defined by their department or unit head and/or Dean or cognizant Administrative Officer.

Outside Teaching: a type of Outside Professional Activity which includes all semester length or equivalent teaching engagements both within and outside of a faculty member's general area of expertise, at a post-secondary institution of higher education other than The Pennsylvania State University.

Research: Systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research that may or may not be published in an article, book or book chapter and product development (e.g., a diagnostic test or drug). As used in this Policy, the term includes, but is not limited to, any such activity for which sponsored funding is available from a federal, state or local government agency, or a public or private Entity, through a grant, contract or cooperative agreement (e.g., a research grant, career development award, center grant, individual fellowship award, infrastructure award, institutional training grant, program project, research resources award, training grant, or outreach award), or gift. As used in this Policy, Research also includes research activities that are not funded or sponsored.

Scholarly Activities: activities that are generally expected of a faculty member as part of their professional portfolio, whether compensated or uncompensated. These activities are not Outside Professional Activities as defined by this policy and do not require disclosure or pre-approval. The following are examples of Scholarly Activities:

- Peer review of articles and grant proposals,
- Presentations and workshops at professional meetings or other similar gatherings,
- Leadership in professional societies,

- Preparation of scholarly publications,
- Unpaid (i.e. neither cash nor In-Kind compensation) scholarly collaboration with an institution of higher education for which there is no agreement or required time commitment,
- Editorial services for educational or professional organizations,
- Service on advisory committees or evaluation panels for governmental funding agencies, nonprofit foundations, or educational organizations,
- Serving on, but not chairing, masters or doctoral thesis committees,
- Service with accreditation agencies.

Starting a Company: A type of Outside Professional Activity that is defined as filing or having filed the appropriate articles of organization or articles of incorporation with a government authority or otherwise forming or founding a legal entity as a business concern, including investing in an existing business with the intent to be involved in its operations. The company does not have to be active, operational, or profitable to fall under this policy. The company may be a for-profit or a not-for-profit organization. A company includes any corporation, LLC, LP, LLP, LLLP, or GP.

POLICY

Any Outside Professional Activities engaged in by faculty:

1. Shall not interfere with the performance of their University duties or other contractual obligations to the University or to Research sponsors (including non-classroom and non-Research responsibilities expected of all faculty members);
2. Should strive to be consistent with their professional stature or academic proficiency;
3. Shall not adversely affect the University's interests or mission or violate this Policy or any other University policies or regulations including, but not limited to, policies or regulations related to intellectual property, conflict of interest, use of University's name, logo, letterhead, or other resources, etc.;
4. Shall require prior approval in the instances outlined below ("Required Prior Approval");
5. Shall not involve routing remuneration for such services to the University or any University account (e.g., a gift account), unless it is considered to be within the scope of employment, e.g. College of Medicine faculty who are asked to serve as expert or fact witnesses in their role as Hershey Medical Center physicians (Policy L-24HAM).

All outside activities conducted by faculty members, including Scholarly Activities, shall not:

4. Adversely affect the University's interests or mission;
5. Require a significant commitment or an excessive amount of time that interferes with a faculty member's primary University responsibilities; and

6. Compete with coursework or services provided by the University.

Colleges and campuses shall maintain their own guidance under this Policy; however, such guidance must not contradict this Policy. All guidance and changes to guidance are subject to the approval of the Vice Provost of Faculty Affairs before implementation and will be reviewed annually to ensure consistency with the intent and purpose of this Policy. The Policy Steward for AC80 should maintain a single website displaying each College's and Campus' current guidance under this policy.

The time limits in this policy apply to Outside Professional Activities that occur during the Appointment Period. All other provisions of this policy, including but not limited to Required Prior Approval and Required Disclosure, apply during non-Appointment Period times except as specifically noted. This Policy does not otherwise limit or constrain the application of other University rules and procedures.

Related Policies.

Outside Professional Activities may create the potential for or perceptions of a conflict of interest between the faculty member's individual financial interests created by the Outside Professional Activity and their related University Research. **In addition to any prior approval required by this Policy, such potential or perceived conflicts may need to be disclosed and properly managed or eliminated prior to engaging in the Outside Professional Activity** in accordance with [Policy RP06, Disclosure and Management of Significant Financial Interests](#).

Outside Professional Activities, regardless of whether such activities occur during or outside a faculty member's Appointment Period, may also need to be disclosed as per the requirements of policy RA20, Proposal Submission.

A faculty member may not provide special service to the Commonwealth for additional compensation without prior written approval of the President of the University. Please see [Policy HR42 Payment of Personal Compensation by a State Agency or Department of the Commonwealth](#) for more information on this topic.

For other policies relevant to the conduct of all outside activities, see the cross-referenced policies at the end of this Policy.

TIME LIMITS

As outlined below, a faculty member may engage in Outside Professional Activities up to forty (40) hours per month throughout the duration of their Appointment Period ("Monthly Time Limit"). Thus, faculty with a thirty-six (36) week appointment may engage in Outside Professional Activities for a maximum of forty (40) hours per month for the 36 weeks of their academic appointment period, but no more than 360 hours total during that 36 week period; and, faculty with a forty-eight (48) week appointment may engage in

Outside Professional Activities for a maximum of forty (40) hours per month for the 48 weeks of their academic appointment period, but no more than 480 hours total during that 48 week period ("Annual Time Limit"). Full-time faculty on a temporarily reduced appointment or partial supplemental salary should contact the Office for Research Protections to determine how time limits apply.

REQUIRED PRIOR APPROVAL

In addition to disclosing Outside Professional Activities as required in the Required Disclosures section below, a faculty member must request and obtain prior written approval from their department head or unit head prior to engaging in the following Outside Professional Activities regardless of whether these activities take place during or outside of the Appointment Period except as specifically noted:

- Exceeding the Monthly or Annual Time Limits (defined above) during the Appointment Period,
- Involving undergraduate or graduate students, or University staff, in Outside Professional Activities,
- Starting a Company,
- Outside Teaching during the Appointment Period,
- Outside Professional Activities that involve the conveyance of intellectual property rights to another entity,
- Compensated (money or in-kind) Research from all foreign and domestic entities that is not subject to approval by the Office for Sponsored Programs,
- Research at other entities for which there is a required time commitment or an agreement/contract between the faculty member and the other entity,
- Chairing a doctoral or graduate committee at another university,
- Holding a foreign or domestic position or professional appointment, including honorary, adjunct, and visiting positions or appointments, at another university (this includes titled academic, professional, or institutional appointments whether full-time, part-time, or voluntary) whether or not remuneration is received,
- Running or having fiduciary responsibility for a Research endeavor at another entity (e.g. a lab, institute, program),
- Participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs,
- Becoming an employee of or assuming an executive or management position for a third-party entity (e.g., as President, Chief Scientific Officer, etc.) including serving on advisory board positions that have fiduciary responsibilities on behalf of the third-party entity.

Such requests are made by submitting an [Outside Professional Activities Request](#) form. Department heads and unit heads shall review all Outside Professional Activities Requests for approval to ensure the proposed Outside Professional Activities do not violate this Policy and are appropriate in relation to the performance of the faculty member's regular University duties. Based on the nature of the activity and following department/unit head

approval, the Office for Research Protections may determine that other approvals including but not limited to the Office for Research Protections, Risk Management, the Office of Technology Management, or others as relevant are required before the activity may begin. Department heads, unit heads, and other relevant offices providing approval may request and require additional information or clarification from the faculty member regarding the proposed Outside Professional Activities if such information or clarification is deemed necessary in order to make a decision to approve or disapprove the request.

In extraordinary circumstances, with an articulated University need, the Dean may request permission from the Provost for a faculty member to exceed the Annual Time Limit. Outside commitments requiring extensive time may require a leave of absence pursuant to Policy HR16, Leave of Absence without Salary, and should be discussed and decided upon with the faculty member's department/unit head or another cognizant University administrator. Leaves of absence are not governed by this policy.

The Office for Research Protections will serve as a policy guidance resource to faculty, department heads, and Colleges to help promote consistency in the prior approval and annual reporting process across the University.

Approval for Outside Professional Activities shall not be unreasonably withheld. Where a department or unit head declines to approve a request, the faculty member may request a written explanation, outlining 1) the reason for denying the request, 2) the specific provision(s) of this policy potentially violated by the activity, and 3) a description for how the Outside Professional Activity will have an adverse impact on the faculty member's teaching, Research, or service responsibilities to the University.

Appeals Process. Any faculty member may appeal any action or decision taken under this policy to the University Faculty Senate Faculty Rights and Responsibility Committee.

REQUIRED DISCLOSURE

All faculty are required to disclose all Outside Professional Activities, including those for which Prior Approval was required and obtained, at least annually, within 30 days of starting a new Outside Professional Activity, prior to an application for sponsored funding, or in certain instances as identified below, prior to starting the activity. Disclosures shall be made according to the procedures developed by the Office for Research Protections.

Examples of Outside Professional Activities which require disclosure include (but are not limited to) the following:

- Private Consulting that does not involve Research,
- Serving as an expert witness,
- Practicing a licensed profession (e.g., veterinarian, architect, nurse, attorney) beyond what is required to maintain licensure or certification,

- Conducting short course offerings not for academic credit, including professional courses for licensing,
- Serving on a board of directors outside of the University,
- Activities for which a faculty member received prior approval,
- Other activities as required by a government agency, when applicable.

Activities that must be disclosed but that do not count toward the Monthly or Annual Time Limit are:

- All Outside Professional Activities that are not conducted during the Appointment Period,
- Musical and other creative performances to the extent that there is an expectation in the faculty member's discipline that the faculty will engage in these activities,
- Practice of a licensed profession to the extent that the hours are required to maintain licensure or certifications that are required for the faculty member's University role and responsibilities.

Outside Teaching that is not during the Appointment Period does not require prior approval but should be disclosed within 30 days of accepting the Outside Teaching role or prior to starting that activity, whichever is earlier.

*Note: The above may require prior approval or further review under another policy or under college-specific guidelines. See e.g., RP06

REQUIRED TRAINING

The University shall identify appropriate training regarding this Policy that shall be completed by all faculty at least once every four (4) years or immediately upon the occurrence of one of the circumstances listed below. Training shall enhance understanding of various factors that are included in the concept of conflict of commitment, as well as increase awareness of circumstances that may indicate an increased risk to research security and integrity. Immediate training shall be required under the following circumstances:

- When the University makes revisions to this Policy that impact a faculty member's responsibilities under this Policy;
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- When the University finds that a faculty member is not in compliance with this Policy.

RESPONSIBILITY FOR OUTSIDE PROFESSIONAL ACTIVITIES

A faculty member is solely responsible for their Outside Professional Activities. The University assumes no responsibility for Outside Professional Activities performed by members of its faculty. The name of the University is not in any way to be connected with

the service rendered or the results obtained. The faculty member must make it clear that their Outside Professional Activities are a personal matter. A faculty member shall not accept or retain employment which would bring them as an expert or in any other capacity, into material conflict or in competition with the interests and purposes of the University (See [Policy AD07 Use of University name, Symbols and/or Graphic Devices](#)).

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INVOLVEMENT OF STUDENTS AND STAFF

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MANAGEMENT AND OVERSIGHT

In some situations, a plan for managing a faculty member's Outside Professional Activities, insofar as they interact with, or relate to, the faculty member's University duties, may be developed by the relevant department head, dean, and/or Office for Research Protections, in collaboration with the faculty member.

NONCOMPLIANCE

Any non-compliance with this Policy, including but not limited to a faculty member's failure to obtain prior approval when required, or exceeding the time limits outlined above, shall be referred to the relevant department/unit head, dean or next highest level of authority, and the Provost, by the Office for Research Protections. Those administrators may consult with the Office for Research Protections to best determine any corrective or disciplinary actions to implement due to non-compliance with this Policy and shall be managed in accordance with all other applicable University policies and procedures. It is understood that de minimis failures of compliance shall in ordinary course be subject to correction but not discipline. Intentional or significant noncompliance, however, shall be treated as a serious matter meriting discipline appropriate to the circumstances. The goals of corrective and/or disciplinary actions include, but are not limited to, reinforcing education, mitigating risks caused by noncompliance, and deterring further noncompliance. When applicable, the University shall share information about instances of noncompliance with this Policy as required by government agencies.

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The University cannot comment on or offer input regarding the rate of compensation or the tax consequences associated with Outside Professional Activities. The University will not provide legal advice on the terms of any Outside Professional Activities or any disputes arising therefrom.

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University faculty cannot serve as paid consultants and/or contractors for University activities, either directly as private consultants, or through a third-party (for guidance, see [Policy BS17, Use and Procurement of External Consultants](#)). In situations where extra services are required from current employees, compensation must be as an employee, whether within the scope of their appointment or through supplemental compensation.

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All faculty are required to sign the Penn State Intellectual Property Agreement which states that all faculty agree as a condition of employment by the University to abide by the University's Intellectual Property Policies and Procedures. Any personal or outside activity that University faculty and/or personnel wish to undertake in deviation of their Intellectual Property Agreement or the University's Intellectual Property Policies and Procedures, including but not limited to any conveyance of intellectual property rights assigned to the University and/or Penn State Research Foundation, must be approved by the Office of Technology Management, and approval is at the University's sole discretion. Faculty should not enter into any agreement that violates Penn State Intellectual Property policies or conveys rights in intellectual property rights already assigned to Penn State.

CROSS REFERENCES

[AC64](#)- Academic Freedom;

[AD07](#)- Use of University Name, Symbols, and/or Graphic Devices;

[AD77](#) - Engaging in Outside Professional Activities (Conflict of Commitment);

[BS17](#) – Use and Procurement of External Consultants;

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- Saurabh Bansal
- Hans Baumgartner
- Jasmin Bolduc
- William Clark
- Kenneth Davis
- Roger Egolf, Chair
- Christopher Griffin
- John Hanold
- Kathleen Heid
- Tai-Yin Huang
- Rhoda Joseph
- Dajiang Liu
- Shashank Priya
- Jan Reimann
- Alan Rieck

- Gregory Shearer
- Wen Shen
- Mark Shriver
- Judith Sierra-Rivera
- Steinn Sigurdsson
- Amara Solari
- Jim Taylor
- Harl R. Tolbert
- Jean Vasilatos-Younken
- Anne Verplanck
- Ming Wang
- Lora Weiss
- Namiko Yamamoto
- Candice Yekel
- Christopher Zorn, Vice Chair

Policy AC80 Revisions Background and Proposed Changes

Office for Research Protections

October 19, 2021

Clinton Schmidt, Director of the Conflict of Interest Program



1

Current Environment: University Policies and Processes

Current policies:

- RP06 – Financial Conflicts of Interest
- AC80 – Outside Business Activities
- AD77 – Conflict of Commitment with a focus on teaching

Confusion about disclosure requirements among the three policies

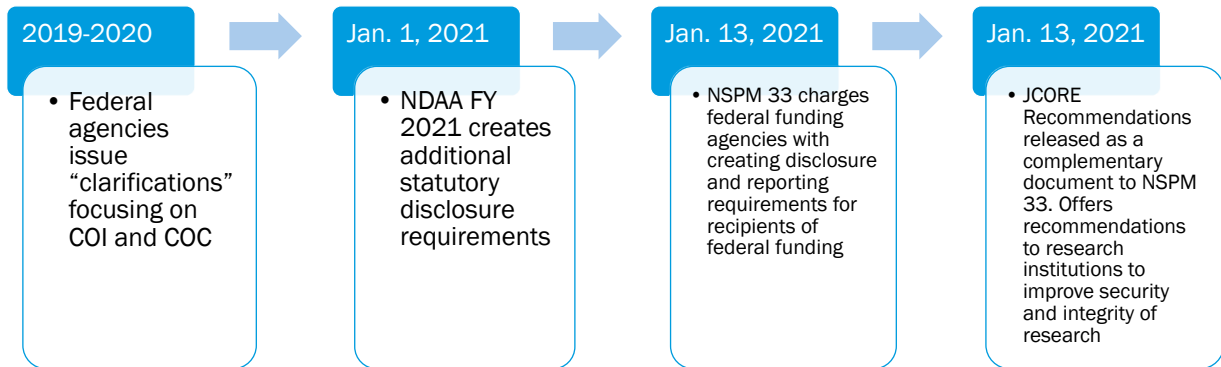
Redundant reporting of similar information

Goal is to streamline the disclosure processes



2

Current Environment: Federal Disclosure Requirements

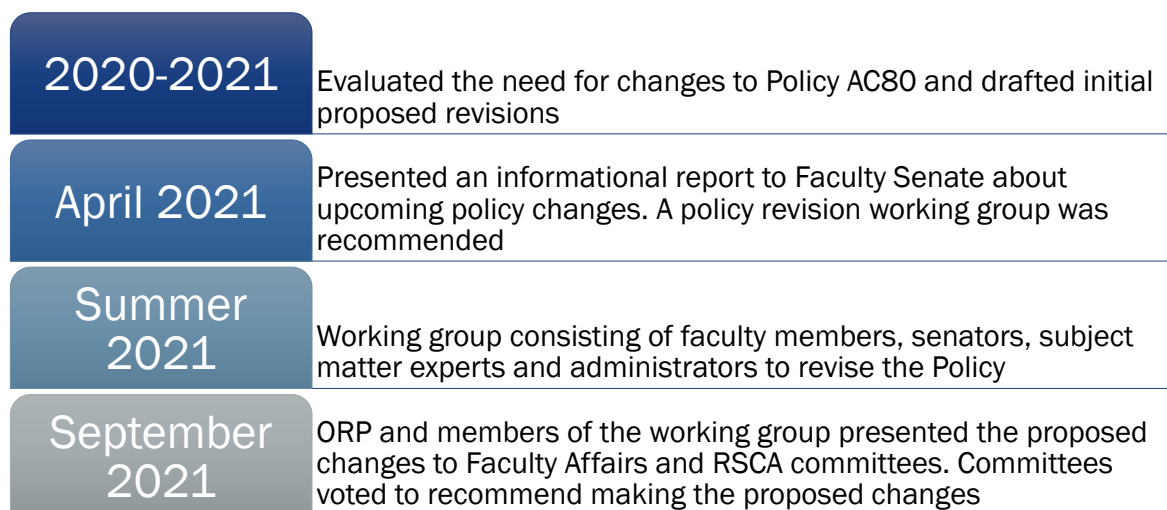


University Policies related to Conflict of Interest and Conflict of Commitment needed to be revised to conform to new statutory and agency requirements which are expected to be implemented by January 2022



3

Policy Revision Process



4

Primary Revisions to Policy AC80

- Renaming the Policy to Faculty Outside Professional Activities and Conflict of Commitment (AD77 will become a staff policy)
- Requiring prior approval for additional activities:
 - Those identified by federal government as creating the greatest risk to research security and integrity
 - Activities that required pre-approval under AD77
- Provides opportunities for other relevant offices to pre-approve activities so the sole responsibility is not on Department/Unit Heads
- Revision of reporting period to align with RP06 and federal requirements
 - Disclosure of activities regardless of when they occur
 - Disclosure within 30 days of beginning a new activity
 - Disclosure prior to the application for sponsored funding
- Identification of activities that require reporting but do not contribute to the monthly and yearly time limits
- Addition of a training requirement



5

AC80 Policy Revision Committee

- **Roger Egolf**, Associate Professor of Chemistry, Lehigh Valley
- **Donna Quadri-Felitti**, Marvin Ashner Endowed Director and Associate Professor, School of Hospitality Management
- **Morgan Rhinehart**, Outside Business Activities Analyst
- **Clint Schmidt**, Director of the Conflict of Interest Program
- **Gregory Shearer**, Professor of Nutritional Sciences
- **Timothy Simpson**, Interim Department Head, School of Engineering Design, Technology, and Professional Programs; Paul Morrow Professor in Engineering Design and Manufacturing
- **Kent Vrana**, Elliot S. Vesell Professor and Chair of Pharmacology
- **Chris Zorn**, Professor of Political Science and Sociology

Others who provided input:

Kathy Bieschke, Vice Provost for Faculty Affairs

Debra Thurley, Assistant Vice President for Research

Abby Diehl, Assistant Vice Provost for Faculty Affairs

Katherine Allen, Associate General Counsel

Candy Yekel, Associate Vice President for Research;
Director, Research Protections

David Giannantonio, Associate General Counsel



6

SENATE COMMITTEE ON CURRICULAR AFFAIRS

Program Learning Outcomes Assessment

(Informational)

OPAIR administers the University's learning outcomes assessment processes for both program and general education assessment. This informational presentation by OPAIR will provide an overview of the program learning outcomes process, the new assessment management system, remarks on Penn State's "culture of assessment," and how they contribute to our accreditation with the Middle States Commission on Higher Education.

SENATE COMMITTEE ON CURRICULAR AFFAIRS

- Jeff Adams
- Anne Behler
- Diane Berish
- David Callejo Perez
- Lisa Chewning
- Kirstin Purdy Drew
- Katelyn Farrar
- Karin Sprow Forté
- Paula Hamaty
- David Han
- Harold Hayford, co-Vice Chair
- Matthew Jordan
- William Kenyon, co-Vice Chair
- Amy Linch
- Suzanna Linn
- Joseph Mahoney
- Geoff Mamerow
- Megan Marshall
- Andrea McCloskey
- Robert Melton
- Brandi Robinson
- Janet Schulenberg
- Maggie Slattery
- Johanna Slot
- Emily Thomas
- Alfred Warner
- Sheila West
- Mary Beth Williams, Chair

- John Yen

Program Learning Outcomes Assessment

An overview of the learning outcomes assessment process

Sponsored by the Senate Committee on Curricular Affairs (SCCA)

Tuesday, October 19, 2021



1

Today's discussion

- Overview of program learning outcomes assessment at Penn State
 - Definition, history, philosophy, process, requirements, expectations, participants
- The Assessment Management System
 - Implementation, advantages, potential
- Developing a “culture of assessment” at Penn State
- Accreditation with the Middle States Commission on Higher Education (MSCHE)



2

Learning Outcomes Assessment

What is it?

“Establishing clear, measurable expected outcomes of student learning; Ensuring that students have sufficient opportunities to achieve those outcomes; Systematically gathering, analyzing, and interpreting evidence to determine how well student learning matches our expectations; using resulting information to understand and improve student learning.”

--Linda Suskie

Why do we do it?

- Accountability
- Self-reflection
- Focus on strengthening student learning and learning environments
- Requirement of accreditors like MSCHE



The history of LOA at Penn State

- 2014-2015 MSCHE accreditation visit recommendations: systematize LOA process
- 2016-2017 Development of a standardized process for undergraduate, graduate, certificate programs
- 2018-2020 Move to online Assessment Management System platform
- 2023-2024 Next MSCHE accreditation visit



Learning Outcomes Assessment Philosophy

- LOA is conducted by *faculty for faculty and students*– not for OPAIR or MSCHE.
- The goal is to maintain or strengthen program quality and student learning.
- Engaging in the process meets MSCHE requirements.
- OPAIR staff help faculty engage in assessment activities that are *meaningful to them*; this means flexibility.
- OPAIR's role is to support faculty with education, expertise, support, and resources.



5

Requirements and Expectations

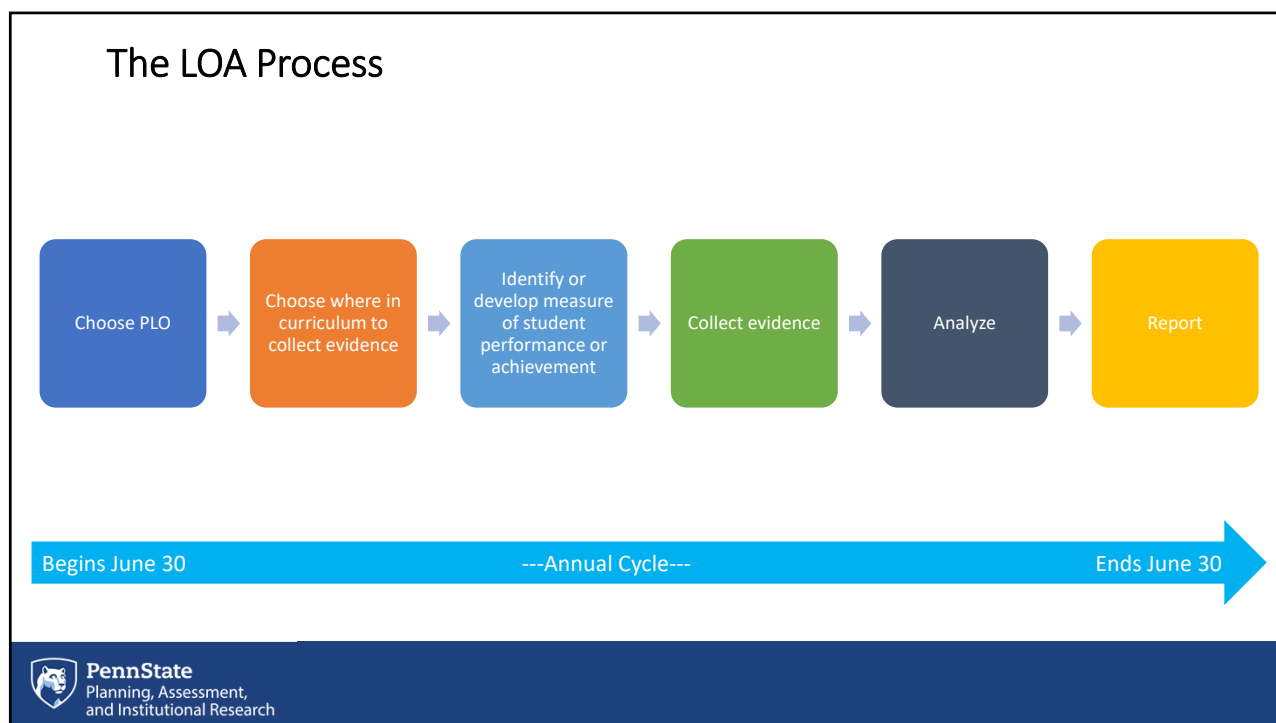
- All for-credit degree or certificate programs must engage in LOA
 - Accredited programs follow external accreditor requirements
 - Non-accredited program follow PSU process

PSU expectations:

- Assess at least 1 program learning objective annually
- Submit annual assessment report that includes...
 - Results from prior year
 - Articulated plan for upcoming year




6



7

The Assessment Management System: Nuventive Improve

- Standardizes processes (eliminates confusion and inconsistencies of Word template/Box folders)
- Minimizes repetitive data entry to reduce workload for assessment leaders
- Creates a stable and consistent resource which eases transition to new assessment leaders
- Makes assessment data and reports easily available to a variety of stakeholders
- Provides a streamlined way to share information across programs/locations
- Provides a historical archive that can be used to identify trends over time
- Potential for integrations with Canvas or other data systems



Nuventive™

PennState
Planning, Assessment,
and Institutional Research

8

In summary

- The LOA process maintains and strengthens quality in students' educational experiences
- While required, our focus is on making it meaningful and flexible
- All academic programs participate in some form (undergrad, grad, certificate)
 - ~750 academic programs; ~650 Assessment Leaders
- Programs assess at least one PLO annually and submit a backward- and forward-looking report
- Reporting and other assessment activities are now conducted in the AMS

Questions?

Contact:

Geoff Mamerow

Assistant Vice Provost for Assessment

Office of Planning, Assessment, and Institutional Research



gpm15@psu.edu

(814) 863-8721





MINUTES OF SENATE COUNCIL
Tuesday, October 5, 2021 1:30 p.m.
Remote via Zoom

Members Present: K. Blockett, V. Brunsden, W. Coduti, M. Duffey, C. Eckhardt, W. Kenyon, B. King, L. Kitko, L. Mangel, F. Marko, J. Ozment, L. Posey, B. Seymour, A. Sinha, K. Sprow-Forte, J. Strauss, M. Swinarski, B. Szczygiel

Guests/Others: K. Austin, K. Bieschke, R. Bishop-Pierce, D. Blasko, E. Eckley, R. Egolf, R. Engel, Y. Gaudelius, C.N. Jackson, N. Jones, M. Whitehurst, K. Shapiro, D. Wolfe, J. Ozment, Kent Vrana

Absent: P. Birungi, T. Palmer, S. Maximova

Chair Szczygiel, called the meeting to order at 1:30 p.m. on Tuesday, October 5, 2021.

ANNOUNCEMENTS AND REMARKS

COMMENTS FROM THE CHAIR:

The **Faculty Advisory Committee** to the President met this morning. Topics covered were Discussion items from the President and the Provost:

- COVID
- Enrollment update
- Budget
- Building Shared Government

Discussed idea presented by Pres. Barron to create ‘tangible structures’ that would naturally incorporate collaboration with UFS. This includes the notion of representation of UFS as a structural component in on-going administrative meetings, as well as more immediate decision-making processes.

- Health-based work adjustments. Stats reported out at AAL on August 17, 2021: Are there plans to for spring work and/or teaching adjustments.

Please submit any topics for FAC consideration to any of the Senate Officers (Beth Seymour, Kim Blockett, Lisa Mangel or me) or the elected FAC members: Renee Bishop-Pierce, Judy Ozment and Doug Wolfe

Vice Presidents’ and Vice Provosts’ Comments

Provost Jones gave a report of the progress towards vaccination at the University.

Student affairs professionals are very over worked and stressed. They are doing great work in a tough situation. The good news is that there are no new COVID variants of concern on the horizon.

There was a new Executive Order from the White House on vaccines and we are preparing to comply. As a federal contractor Penn State will be expected to require all employees, including student workers, to be vaccinated. Vaccines cards will have to be verified. The deadline is December 8th. On December 9th non-compliant employees should no longer be working for the University. Our expectations are that this will include unionize employees. Other organizations are also trying to figure this out.

We are working very hard to explain how important it is to fund the state related universities. There is energy in Harrisburg to take away the entire appropriation and give it directly to PHEA. That is a very bad idea. It would make PSU a private university. Tuition would not be lower for in state students. There would be no flagship public university in PA. A private university with 24 locations is unheard of. We are working very hard to convince them this is not a good idea,

There was a question about why a search firm was not being used for the search for Vice President and Executive Chancellor for the Commonwealth Campuses. VP Bieschke answered that search firms are not always used, it depends on the whether we can get a large enough pool. A second question was asked about why the title did not include “Dean”? It allows people to apply who may be excellent administrators but do not have the academic credentials. If the person hired does not have those credentials, then a national search will occur for a Dean.

Vice Provost for Faculty Affairs, Kathy Bieschke

Searches:

Vice Provost and Dean of the Graduate School: chaired by Tracy Langkilde, will be bringing in candidates this semester. Many thanks to Kent Vrana for serving on this committee.

Vice President and Executive Chancellor for the Commonwealth Campuses: chaired by Yvonne Gaudelius, Vice President and Dean of Undergraduate Education, the ad for this position has been posted, and we will be reviewing applications soon. I, along with Yvonne, will be meeting with the Commonwealth Campus Caucus (thanks Frank Marko, for inviting) this Monday to hear from them what they hope to see in the next Vice President. The Senators on this committee include Jennifer Nesbit and Harold Aurand.

Dean, Penn State Law and School of International Affairs: chaired by Chuck Whiteman, dean of the Smeal College of Business, search firm is Isaascon Miller. We are in the process of finalizing the ad and expect to interview in the spring.

Dean, College of Medicine: this is a work in progress and are in the process of finalizing a contract with a search firm.

Projects:

Enforcement update: The guidelines for enforcement of Penn State's COVID-19 policies for faculty, the faculty review committee asked to review any decision to put a faculty member on leave, and implementation of leave are posted on my website (vpfa.psu.edu). Thus far we have not had to call the faculty review committee into service, though we are headed in that direction for a couple of faculty members.

Contingency Planning for Academic Unit Heads-small group led by Abby Diehl to develop guidance for leaders working with faculty managing their own and students bouts with quarantine and isolation. To date, has not been a big issue but we want to be ready. Many thanks to Judy Ozment for serving on this committee of behalf of Senate. This document will be distributed to AAL and ALC in the next couple of days.

Work adjustments for Spring 2021-There will be a work adjustments process. We are working on the details now and hope to launch the process in a couple of weeks.

Interim Vice President and Executive Chancellor for Commonwealth Campuses, Kelly Austin

- DEIB Initiatives in partnership with Affirmative Action Office & Educational Equity Office (Conversations with Chancellors and Academic Officers continued)
- Forthcoming enrollment meetings with the 20 campuses (deep dive on admissions strategies, retention efforts, best practices to inform strategic enrollment planning).
- Attended the Fall English faculty Conference – shared CWC updates
- Dubois Chancellor search
- Chancellor Lawler announced his intention to retire at the end of next June.
- Ribbon cutting ceremonies – Lehigh Valley and York last week

Vice President and Dean of Undergraduate Education, Yvonne Gaudelius

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Update on Admissions, Enrollment and Undergraduate Education: October 5, 2021

Applications:

We are seeing strong interest from potential students and, while it is still early in the admissions cycle, we are running ahead of this time last year in terms of our number of applications.

Next Monday will be “Penn State Days” at University Park and that event is full with 2,726 attendees. The attendance is similar to what we would see at a Spend a Summer Day event. Also, all the CWC campuses are holding events and visits to actively recruit students.

First-year baccalaureate applications for 2022 summer and fall admission are up 13.5% percent over 2021 cycle with 7,884 applications (+910) received so far. This is down from the 2020 cycle by 3.01% or 245 applications. The combined direct and referral applications for Commonwealth Campuses are up 4.55%, an increase of 71 applications, for a total of 1,632.

From 2020 cycle this is down 9.13% or 164 applications. At University Park applications are up 15.52% for a total of 6,201, an increase of 833 applications. From the 2020 cycle, this is down 1.52% or 96 applications. The remaining applications are to World Campus, which has seen a 13.3% increase in the number of first-year baccalaureate applications for a total of 51 applications (+6). From the 2020 cycle, this is up 41.67% or 15 applications

We have 277 offers of admission out, which is up by 83 offers over last year an increase of 42.78%. Of those 132 at CWC, which is up 76.0% or 57 offers and 139 at UP, an increase of 24.11% or 27 offers, and 6 at WC, which represents a decrease of one offer from last year.

We now are focused on offers to the CWC and on getting those out as early as possible so that staff at the campuses have time to work with accepted students.

The number of students who have accepted their offer at a CWC is 131 applicants up by 81.94% (59 students) over 2021 and up when compared with 2020 by 104.6% or 67 students. UP has 137 students who have accepted, up by 25.69% (28 students) compared to 2021 and up by 85.14% (63 students) compared to 2020. For WC, 6 applicants have accepted their offer, down by one when compared to 2021 and a decrease of 33.3% (3 students) over 2020.

For UP we are seeing a 54.55% increase (54 students) in international applicants over 2021 and a 109.59% increase (80 students) over 2020.

For CWC we are seeing a 109.09% increase (36 students) in international applicants over 2021 and a 245% increase (49 students) over 2020.

Other Updates from Undergraduate Education:

Registration for Spring 2022 classes begins tomorrow, October 6th.

The Office of Student Aid has disbursed \$546,295,123 at this point in the semester to ALL students.

The Division of Undergraduate Studies oversees University-wide advising and the Starfish system. Since Jan. 1 there have been more than 100,000 advising appointments made through Starfish. Summer alone accounted for 29,921 of these appointments from June 1-Aug. 27.

Finally, I'm pleased to share two senior personnel updates. First, Dr. Melissa Johnson joined the Office of Undergraduate Education as an associate vice president and associate dean on September 7th. Dr. Johnson joined us from Virginia Commonwealth University, where she served as the chair for the Department of Focused Inquiry. In Undergraduate Education, Dr. Johnson will focus on providing leadership to areas related to student success and the support of student learning. She also will collaborate with groups from across the University on broad issues concerning undergraduate education, especially as they relate to first-generation and minoritized students.

In addition, Dr. Jeff Adams is now the associate vice president and senior associate dean in the Office of Undergraduate Education. Dr. Adams will continue to work on issues related to curriculum and general education.

Vice Provost for Educational Equity, Marcus Whitehurst.

The Office of Educational Equity, WPSU, and the Division of Development & Alumni Relations recently completed a three-part series titled: Toward Racial Equity at Penn State. To view all three Roundtable discussions, please feel free to visit: <https://www.watch.psu.edu/toward-racial-equity/index-jun8.html>

Vice Provost of On-line Education, Renata Engel

Updates from the Vice Provost for Online Education

When Fall begins, World Campus leadership begins to meet with deans and chancellors in individual meetings to discuss their programs, opportunities, and other things that are on their minds related to online learning and their World Campus programs. Karen Pollack and I have met with 1/3 of the colleges and campuses that provide academic leadership to programs delivered by World Campus. The topics we discuss with them include: Potential future directions; enrollments; retention rates graduation numbers; challenges and opportunities; instructor support; marketing metrics; and yielding students who are offered admission. This year we are sharing with them the rollout of a new dashboard that includes enrollments, student progression, retention and graduation rates, and demographics profile of their programs.

Some of the things that are being discussed with the academic leaders are:

1. Identification and offering of general education courses that would be appropriate for a 7-week course, preferably for the second half of the semester.
2. Continued valuable support from the faculty in each college and campus that have been helping to improve the metrics of yielding students at the graduate level. They've been reaching out to engage students offered admission to ensure they have the information they need to enroll.

Senate Officers: None

Executive Director, Dawn Blasko: None

ACTION ITEM:

Editorial Revision Request from Senate Committee on Committees and Rules

Fixed Term and Non-Tenure Line. Placed on the agenda by a Ozment/Duffy motion. Approved by unanimous vote.

DISCUSSION ITEMS:

CC&R Recommendations on Committee on Nominations

B. Seymour and A. Taylor led the discussion of a proposal to create a single nominating committee that would handle all elections and election related issues. This would be a subcommittee of Committee and Committees and Rules. The current system of a nominating committee from Senate Council to handle the nomination for the Senate Officers, Academic Trustee, and Faculty Advisory Committee to the President (FAC) and Committee on Committees and Rules, would no longer exist. Its function would be combined with those nominations that are currently done by CC&R including the Joint Committee on Tenure, The Tenure and Promotion Committee, and the Faculty Rights and Responsibilities Committee.

Councilor Eckhardt pointed out that the current structure of Senate Council includes elected representatives from all locations. It is more democratic, it functions very well and achieves a good balance in nominations. Floor nomination are also open to all. Why cut Senate Council out of the nomination process? One question was whether CC&R would elect itself? Councilor Sinha agreed with Eckhardt. Councilor Brunsden pointed out that the small units only elect one representative, so it is not as democratic as it may seem. Councilor Strauss felt there was some good in the proposal, but also agreed with Carey that the current Senate Council nominating process works well. Councilor Duffy asked if it was possible to have some changes. Past Chair Seymour asked if there were any councilors who would be willing to join a group to discuss elections. Jim Strauss and Carey Eckhardt volunteered. Chair-Elect Blockett asked how many people on the nominating committee had been people of color. Past Chair Seymour said she envisioned that the nomination report would go through both CC&R and Senate Council. Vice Provost Bieschke asked that the Senate cast a broader net in seeking nominations for University Promotion and Tenure committee, She pointed out that both are important and time consuming commitments, and nominees needed to understand that. Faculty outside of the Senate should be included whenever possible.

The idea of Unit Communication Liaisons was also discussed. Annie Taylor and Julio DePalma were thanked for their work. Senate Councilors are tasked with communicating with their constituents. However, having a separate dedicated communications Liaison might be helpful. Sometimes it is difficult to communicate with faculty on the normal list servs. The new Senate portal provides a way for councilors or Communications Liaison to get the list of faculty members in their units and create a listserv of their own. Guidelines on effective Communication are being developed.

GRADUATE COUNCIL

Graduate Council representative, Kent Vrana, reported on the activities of the Graduate Council. The graduate school announced that 3 graduate Student Ombudspersons were announced. This is a new initiative.

Graduate council also discussed the idea of having a Chair-Elect, Chair, and Immediate Past Chair structure. This would increase continuity and build graduate faculty leadership. It will be voted on at the next meeting.

The search committee for the Vice Provost and Dean of the Graduate School have completed their work and sent four strong candidates to the Provost's Office.

SENATE AGENDA ITEMS FOR September 14, 2021

FORENSIC BUSINESS: NONE

UNFINISHED BUSINESS: NONE

LEGISLATIVE REPORTS

SENATE COMMITTEE ON COMMITTEES AND RULES Revision to Senate Standing Rules, Article II, Section 6. _Approved on an Ozment/Seymour Motion.

SENATE COMMITTEE ON COMMITTEES AND RULES AND SENATE SELF-STUDY COMMITTEE

Revisions to Senate Standing Rules, Article I – Rules of Procedure, Section 2, Addition of the Category of Positional Reports. [already approved by council, presented on 10/19 plenary]

SENATE COMMITTEES ON COMMITTEES AND RULES AND INTRA-UNIVERSITY RELATIONS

Revision to Standing Rules, Article II – Senate Committee Structure, Section 6 (j) Committee on Intra-University Relations Approved on a Strauss/Egolf motion.

ADVISORY/CONSULTATIVE REPORTS

SENATE COMMITTEES ON RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY AND FACULTY AFFAIRS Proposed Changes to AC80

Approved on a Ozment/Brunsdon motion.

This report was incorrectly listed as informational but will be presented as an Advisory Consultative Report.

INFORMATIONAL REPORTS

SENATE COMMITTEE ON CURRICULAR AFFAIRS, “Program Learning Outcomes Assessment.” Approved for the agenda on a Blocket/Eckhardt motion.

Committee will be given 15 minutes to present their report.

Councilor Strauss explained that the Athletics report will be presented in the December meeting with the FAR report.

APPROVAL OF AGENDA FOR SEPTEMBER 14, 2021

On a motion from Councilor Blockett and a second by Councilor Ozment the October 5, 2021 agenda was approved.

NEW BUSINESS: NONE

ADJOURNMENT

On an Eckhardt/Ozment motion, the meeting was adjourned at 4:07 p.m.



101 Kern Graduate Building
University Park, PA 16802
Phone: 814-863-0221

Date: October 19, 2021

To: All Senators and Committee Members

From: Dawn Blasko, Executive Director

Committee meeting times and ZOOM links for October 18 and October 19, 2021, Senate meetings are available in the standing committee TEAMs Groups. Please notify the University Faculty Senate office and committee chair if you are unable to participate.



Date: October 12, 2021

To: Commonwealth Caucus Senators (includes all elected Campus Senators)

From: Frantisek Marko and Judith Ozment, Caucus Co-Chairs

Commonwealth Caucus Forum

October 18, 2021, 8:15 p.m. – 9:15 p.m. via Zoom

Topic: COVID-19 mitigation and resources on campuses

Panelists:

Todd Camp, Director of Operations and Business Services, Penn State Harrisburg

Matthew Ferrari, Professor of Biology, and Director, The Center for Infectious Disease Dynamics

Kelly Wolgast, Assistant Dean for Outreach & Professional Development, College of Nursing,
and Director, COVID-19 Operations Control

Zoom Connectivity Information:

Join from PC, Mac, Linux, iOS, or Android: <https://psu.zoom.us/j/92989520449>

Or iPhone one-tap (US Toll): +16468769923,92989520449# or +13017158592,92989520449#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

Meeting ID: 929 8952 0449

Commonwealth Caucus Business Meeting

October 19, 2021, 11:15 a.m. – 12:45 p.m. via Zoom

Agenda of the meeting:

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

Zoom Connectivity Information:

Join from PC, Mac, Linux, iOS, or Android: <https://psu.zoom.us/j/92989520449>

Or iPhone one-tap (US Toll): +16468769923,92989520449# or +13017158592,92989520449#

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Meeting ID: 929 8952 0449