Constitution
The Pennsylvania State University
York Campus Senate Constitution
Adopted September 1971
Revised November 2004
Approved January 18, 2005
Revised March 24, 2014
Approved April 8, 2014
Revised September 17, 2020
Approved February 16, 2021
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Article I: Name and Authority
The name of the legislative and advisory group herein described is the York Campus Senate, and the authority vested to it in this constitution has been delegated by the University Faculty Senate.

Article II: Objectives
The York Campus Senate works to:

a. contribute to fulfilling the mission of the campus by formulating specific goals, identifying the most effective methods of achieving these goals, and implementing these methods through the most appropriate means and constituencies, and

b. promote a cooperative spirit and collegiality among the various constituencies of the campus community and encourage the professional development of all these groups.

Matters specifically within the province of the University Faculty Senate shall be excluded from the preceding.

Article III: Membership

Section 1: Full-Time Faculty Members
All full-time faculty shall be members of the York Campus Senate.

Section 2: Part-Time Faculty Members
Part-time faculty members teaching credit courses shall elect representatives from their ranks as Senate members. The total number of these representatives shall not exceed 10% of the full-time faculty Senators. The election shall be held each fall semester under the supervision of the Senate Chair and in consultation with the Assistant Director of Academic Affairs (ADAA). Should a vacancy occur among the part-time faculty Senators, it will be filled by the candidate with the next highest vote total.
Section 3: Administrative and Staff Members

The Chancellor and the Director of Academic Affairs (DAA) shall be ex-officio members of the Senate.

The Chancellor appoints other campus administrative and staff personnel to serve as members of the Senate on an annual basis. The total number of administrative and staff members shall not exceed 10 percent of the full-time faculty Senators.

Section 4: Student Members

Student members shall be chosen each fall semester in a manner determined by the Penn State York student government association (SGA). Student members must be enrolled and in good academic standing. The total number of student members shall not exceed 10 percent of the full-time faculty Senators.

Article IV: Officers

Section 1: Roster and Terms of Office

The officers are a Chair, a Chair-elect, and a Secretary. The Chair-elect serves in this position for one year, and then succeeds as Chair for a one-year term. The Secretary serves a one-year term.

The term of office is the academic year, upon announcement of the results of the election.

Section 2: Election

Officers shall be elected from among the full-time faculty having at least two semesters of service at the York Campus prior to the semester in which nominated.

The Chair forms a nominating committee in the spring semester to solicit candidates for Chair-elect and Secretary. If there are not at least two voluntary candidates for an office, the names of all eligible faculty shall be placed in nomination. Faculty who intend to take sabbatical leave during the term of office, those in probationary status, and those who have served during the present or preceding year as Campus Senate officers, University Senators, or members of the Strategic Planning Committee may withdraw their names from nomination.

Election of officers shall be completed by the end of the Spring Semester. Voting shall be by secret ballot, and a simple majority is sufficient for election. Should no candidate receive a majority, a run-off election will be conducted with the two persons who receive the most votes as candidates.
Section 3: Duties of Officers

Chair

The Chair shall preside at all meetings of the Senate, designate the time and place of all meetings, prepare an agenda for each meeting and appoint standing committees and coordinate their work. The Chair shall also supervise the work of the nominating committee and the election(s) of promotion and tenure committees, the ombudsperson, and faculty representatives to other bodies (for example, the University Faculty Senate, the Penn State York Strategic Planning Committee, and the Penn State York Enrollment Management Team). The Chair may represent the Senate on other Campus bodies, according to their rules.

To coordinate the work of standing committees, the Chair will convene meetings with the Chair-elect and the committee chairs at least once each semester. Each committee chair normally will be chosen by the committee members who served on the previous year’s committee (except as specified in the Bylaws).

The Chair appoints all committees except as specified in the Bylaws. In appointing committees, the Chair will consider each faculty member’s request for committee assignment and normally will appoint a faculty member to no more than one committee (not including standing sub-committees).

Authority for determining which committee should address particular issues rests with the Chair, subject to the specification of committee functions in the Bylaws. Persons who wish the Senate or a committee to address a particular issue should make their request to the Senate Chair.

The Chair shall vote only when a single vote would be decisive.

Chair-Elect

The Chair-elect shall assist the Chair and assume the Chair’s duties in the latter’s absence. The Chair-elect shall represent the faculty at meetings of the campus administrative staff.

Secretary

The Secretary shall be responsible for the publication and distribution of meeting notices, agenda, proposals, and other communications as directed by the Chair. Proposals for new business by committees must be distributed to all members at least 72 hours prior to the meeting at which they are to be discussed. Except as otherwise provided, all meeting notices and agenda shall be distributed at least 48 hours in advance.

The Secretary shall likewise be responsible for the recording, publication, and distribution of minutes of each meeting. The Secretary shall ensure that all minutes and legislation are added to the Senate’s electronic record and are provided to the Head Librarian, who maintains the Senate Archive, and to the coordinator of publications and promotion who maintains the Senate webpage.
The Secretary shall preside over scheduled meetings in the absence of the other officers.

**Section 4: Vacancies**

In the event the Chair is vacated, the Chair-elect will take the place of the Chair.

In the event the Chair-elect is vacated, there will be a new election in the next Senate meeting to fill the vacated position.

In the event the Secretary's position is vacated, there will be a new election in the next Senate meeting to fill the vacated position.

Elections to fill vacated offices will be conducted as closely as is feasible in accordance with the procedures specified in Section 2, above.

**Article V: Meetings**

**Section 1: Frequency**

Meetings shall be held at least twice each semester and will be called by the Chair as required.

It shall be the duty of the Chair to call a meeting upon the request of a majority of Senate members.

**Section 2: Quorum**

A quorum shall consist of at least 40% of the members of the Senate. No business may be legally transacted without a quorum.

**Section 3: Conduct of Meetings**

Meetings are open to any member of the campus community. The Chair may invite persons who are not Senate members to speak at meetings on appropriate issues.

The normal order of business shall be as follows:

a. Approval of the minutes of the previous meeting.

b. Communications from administration, faculty, staff, students, and committees (when necessary for the conduct of business).

c. Unfinished Business.

d. New Business.

e. Forensic Business.
Section 4: Voting

Eligibility to vote: All members as defined in Article III, Sections 1, 2, 3, and 4.

Unless otherwise stated, motions shall be carried by a simple majority of the members present in a legally constituted quorum. Voting concerning individuals will be by secret ballot, either paper or electronic, and returned to the Secretary. Two persons designated by the Chair may assist the Secretary in tallying the vote if requested by the Chair. The Secretary will inform the Chair of the results. All other voting will be by voice, including in-person and remote electronic meetings, or show of hands, unless a majority approves voting by ballot or by roll call.

Absentee voting on a specific motion or motions shall be permitted, but such a vote shall not be allowed as part of the quorum count. Absentee votes must be delivered to the Chair, in writing, prior to the meeting.

Section 5: Parliamentary Authority

The current edition of Robert’s Rules of Order Newly Revised is the parliamentary authority in those matters to which it is applicable unless it is inconsistent with other rules specified in this document.

Article VI. Amendments

This Constitution and its Bylaws may be supplemented or amended by a 2/3 vote of the members at a meeting duly convened after notice to the members of the purpose of the meeting. No addition to or change of the Constitution or Bylaws may be made, however, unless the proposed addition or change is transmitted in writing to the members at least ten days prior to the meeting in which it is to be considered.

Before formal adoption, any campus approved amendments to the Constitution must be reviewed and approved by the University Faculty Senate.

York Campus Senate Bylaws

Article I: Standing Committees

The standing committees of the Senate are: Faculty Affairs, Curricular Affairs, Academic and Student Issues and the Teaching, Learning Technology Advisory Committee. Committees are composed of appointed faculty, students, ex officio members, and other persons specified in the committee designations.
Article II: Functions of Standing Committees

A. Faculty Affairs Committee

This committee works to promote professional, academic, and cultural growth of the faculty; seeks to improve lines of communication between faculty, administration, and students; considers any ethical problems arising out of or affecting a faculty member’s performance; and reviews the promotion and tenure review process.

The Faculty Affairs Committee has one subcommittee:

1. SCHOLARSHIP AWARD SUBCOMMITTEE

This subcommittee selects the recipient of the Faculty Scholarship of Research and Creative Accomplishments Award based on nominations made by faculty within the Penn State system. Membership shall consist of the three immediately preceding award recipients, the senate chair-elect, and one faculty member appointed jointly by the Director of Academic Affairs and the Chancellor. The members of this subcommittee select one of themselves as chair.

B. Curricular Affairs Committee

This committee evaluates proposals for new academic degree programs and makes recommendations about them to the Senate. It also periodically reviews the quality and needs of existing degree programs offered at the Campus. Committee membership shall be comprised of three representatives from each of the Academic Units and a Chair, appointed by the Chair of the York Campus Senate. No more than one representative from a given discipline may serve concurrently. Committee composition should ideally meet the goal of providing representation from multiple full-time types of appointment. The representatives will be selected by the faculty within the appropriate academic unit; the DAA is an ex officio member.

C. Academic and Student Issues Committee

This committee addresses the quality of the campus academic environment, including instruction, instructional evaluation, advising, transitional programs, learning support, clubs and other extracurricular activities, and student conduct. The Director of Academic Affairs, the Director of Student and Enrollment Services, the Director of Advising and Career Development, the Director of the Nittany Success Center, and the Head Librarian (or their representatives) are ex-officio members. Student representatives are encouraged to serve on this committee.

The Academic and Student Issues Committee has four subcommittees:

1. HONORS SUBCOMMITTEE

This subcommittee oversees the York Campus Honors Program. This function includes determining student eligibility, approving proposals for honor’s options, and coordinating special programs, benefits, and awards for program participants. Each fall the subcommittee will report to the Senate on the previous year’s program. The subcommittee is chaired by the campus coordinator of the University Scholars Program. Membership shall include at least one student enrolled in the Honors Program. In appointing members, the Senate Chair shall consult with the coordinator of the University Scholars Program. The Director of Admissions is an ex officio member.
2. TEACHING AWARD SUBCOMMITTEE

This subcommittee selects the recipients of the James H. Burness Excellence in Teaching Award based on nominations made by faculty, students, and administrators. Membership shall consist of the full-time teaching award recipients from the four immediately preceding academic years, the most recent part-time faculty recipient (if he or she is able to serve), and the Director of Academic Affairs. Each full time faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee.

3. ACADEMIC ADVISING COUNCIL SUBCOMMITTEE

This subcommittee is composed of the Academic Advising Award winners from the four preceding years and two student members selected by the Student Government Association. The Division of Undergraduate Studies Programs Coordinator, the Division of Undergraduate Studies adviser, and the Director of Academic Affairs are ex officio members of this subcommittee. The subcommittee will function as prescribed in the rules and procedures governing the Academic Advising Award. In addition, the subcommittee will be responsible for supporting the campus advising system. Each faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee.

4. STUDENT AWARDS SUBCOMMITTEE

This subcommittee administers all academic and service student awards. It sets requirements for new awards, selects recipients of awards, assists the Director of Student and Enrollment Services with the Annual Awards Ceremony, and submits an annual report to the Chancellor at the end of Spring Semester. Membership shall consist of at least two faculty and two staff. In appointing members, the Senate Chair shall consult with the Director of Student and Enrollment Services. The Director of Student and Enrollment Services or a designee is an ex officio member of this subcommittee. The members of this subcommittee select a full time faculty member as chair.

D. Teaching, Learning Technology Advisory Committee

This committee addresses issues relating to academic technology, classroom technology, and faculty development needs in scholarship, teaching and learning, and campus space allocation. The committee assesses technology and training needs, recommends technology standards for classrooms and campus infrastructure, develops classroom improvement proposals, and recommends course of action regarding space allocation. Upon notification by the campus administration that space is available, the committee can assess faculty needs and recommend a course of action. The Director of Academic Affairs, Registrar, Director of Business Services, Director of Information Technology, campus Instructional Designer, and the Coordinator of the Master in Education in Teaching and Curriculum are ex-officio members. Student representatives are encouraged to serve on this committee.

Article III: Special Committees

Special committees to consider subjects not already assigned to a standing committee may be created as needed by the Chair.

Article IV: Committee Chairs

Committee chairs must be full-time faculty members, and normally they will be chosen from the membership of the previous year’s committee. The same faculty member normally may not chair a committee for more than two consecutive years.
A committee may invite to committee meetings non-members who might assist the committee in its work, but the chair will ensure that only committee members may vote in making committee decisions. Committee chairs will inform the Senate Chair of non-routine matters they wish to consider and secure the Senate Chair’s concurrence before proceeding. All reports and proposals made by committees and subcommittees will be presented to the Campus Senate.

Once each semester, committee chairs will report in writing to the Senate membership on the progress of their committee’s work.

ARTICLE V: Parliamentary Authority

The rules contained in Robert’s Rules of Order (Revised) shall govern all meetings of this Senate in all cases to which they are applicable, and in which they do not conflict with the Constitution and Bylaws.

STANDING RULES OF YORK CAMPUS SENATE

I. YORK CAMPUS FACULTY OMBUDSPERSON

1. Unit - The Ombudsperson Unit shall consist of all full-time faculty members and members of the Division of Undergraduate Studies.

2. Voting Privileges and Qualifications of Faculty Ombudsperson
   a. Voting privileges are extended to all members of the Unit, and only to members of the Unit. All members of the Ombudsperson Unit who have had one academic year’s experience at York Campus at the beginning of their term of office are eligible to serve in this position.

3. Nomination and Election of Faculty Ombudsperson
   a. The faculty Ombudsperson shall be elected during the Spring Semester of odd-numbered years.
   b. An Ad Hoc Committee for nominating shall be appointed at the beginning of the Spring Semester by the Chair of the Campus Senate. Nominations will also be accepted from the floor, after a slate of at least three candidates has been offered by the Nominating Committee. At the time of nomination, each potential candidate must indicate willingness to serve if elected.
   c. Election shall be by secret ballot by all members of the Unit.
   d. The Chair of the Campus Senate shall appoint an Ad Hoc Committee responsible for handling ballots and tallying votes.
   e. The individual receiving the highest number of votes will be the elected faculty Ombudsperson. The individual with the second highest number of votes will be declared the Alternate faculty Ombudsperson.

4. Conditions of Office
   a. The term of office shall be two years, starting on July 1 following the time of election.
   b. The Alternate faculty Ombudsperson is encouraged to assist the faculty Ombudsperson in fulfilling the duties of the position. If the faculty Ombudsperson is unable to complete the term, the Alternate will assume the duties of the faculty Ombudsperson for the remainder of the term and an election will be held to fill the position of Alternate faculty Ombudsperson within 30 days.
II. ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) - HONORS SUBCOMMITTEE

1. Unit

This subcommittee oversees the York Campus Honors Program. This function includes determining student eligibility, approving courses to be offered, and coordinating special programs, benefits, and awards for program participants.

2. Composition and Size of the Honors Awards Subcommittee

This subcommittee is chaired by the Campus Coordinator of the University Scholars Program. Its membership includes at least one student enrolled in the Honors Program. In appointing members, the Senate Chair will consult with the Campus Coordinator of the University Scholars Program. The total number of members on the committee is unrestricted. The Director of Admissions is an ex officio member.

3. Oversight

Each fall the subcommittee will report to the Senate on the previous year’s program. The Academic and Student Issues Committee (ASIC) will receive at least one annual report from the Honors Subcommittee as well. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Honors Subcommittee, and recommend any necessary changes to the Campus Senate. ASIC will also advocate for the subcommittee in seeking any support it requires from the Senate.

III. ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) - Dr. James H. Burness Excellence in Teaching Award Sub-Committee

1. Unit

This subcommittee selects the recipients of the James H. Burness Excellence in Teaching Award. The award is given annually to recognize any aspect of excellent instruction (lectures, demonstrations, classroom activities, handling of discussions, individual attention, laboratory instruction, etc.) that contributes to the academic quality of Penn State York. The purpose of the award is to recognize excellence in instruction, not to identify the “most popular” faculty member. Two awards are bestowed each year, one on a full-time faculty member and one on a part-time member of the faculty.

2. Composition and Size of the Teaching Award Subcommittee

Membership is comprised of the four most recent full-time faculty recipients, the most recent part-time faculty recipient (if they are able to serve), and the Director of Academic Affairs. Each full-time faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee. In case of an exception (due to retirement, sabbatical, medical reasons, etc.), the composition of the committee is decided by the outgoing chair in consultation with ASIC.

3. Award Eligibility

All full-time Penn State York faculty (Tenure-Line, FT1 & FTM), shall be considered for the full-time teaching award. Tenured or full-time faculty who only teach a part-time load shall be
considered as “full-time” for the purposes of this award.

Adjunct Penn State York (FT2) faculty shall be considered for the part-time teaching award.

Faculty from other campuses involved in shared-courses are ineligible for this award.

Award recipients from the four immediately preceding academic years are ineligible for consideration.

4. Nomination and Selection Procedures

The awards committee shall solicit nominations during the fall and spring semesters. The committee chairperson is responsible for arranging the call for nominations. Nominations will be requested through an email to the Student and the Faculty List Serves, as well as postings on the Penn State York website. Nominations will be accepted only from faculty, staff and current Penn State students. Nominations will be evaluated in the spring semester and finalists will be chosen for each category. A minimum of two finalists for the adjunct award and three finalists for the full-time award must be selected. In the event that sufficient finalists cannot be determined, the committee will make further requests to the faculty/staff via the List Serve for nominations. The finalists will be announced to the campus and additional comments from the faculty/staff and the student body will also be requested (via the List Serves). A teaching peer-review will be conducted for one class for each of the finalists during the spring semester, with those students being given an in-class survey. Faculty nominated during the fall semester will have their classroom evaluation performed during the fall semester if they are not teaching in the spring. The committee and faculty member will work together to determine the class to be surveyed. In addition to a thorough peer-review, the class session will also be video recorded, so that each member of the award committee has the opportunity to review every candidate. Students in each class will be notified of the video recording ahead of the teaching review and all videos will be deleted after the final selection has been made. The committee will determine the recipient of the teaching award based upon criteria including strength of nominations, record of previous nominations, teaching demonstration, student surveys, and other evidence of sustained teaching excellence. The opening and closing dates of these nomination windows shall be established by the Teaching Awards committee, but will generally conform to the following schedule: • Window to seek nominations during the fall semester: November • Window to seek nominations during the spring semester: Mid-February to mid-March • Announcements of finalists: By the end of March • Class visitations and announcement of award recipients: By the end of first full week of April (to be coordinated with the DAA/Academic Awards committee) The committee may decide to not select an award recipient in either category if it does not find sufficient evidence of excellence in teaching.

5. Citation

A citation outlining the teaching excellence of the awardee and signed by the Teaching Award Subcommittee members will be presented to the awardee at the annual awards program. The previous year’s recipient will present this citation. It is the responsibility of the chair to work with the Director of Academic Affairs in securing the certificate as well as funds for the monetary prize (a minimum of $600 full-time; $600 part-time) associated with this award.

6. Oversight

ASIC will receive at least one annual report from the Teaching Award Subcommittee. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Teaching Award Subcommittee, and recommend any necessary changes to the Campus
Senate. ASIC will advocate for the subcommittee in seeking any support it requires from the Senate.

IV. ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) - ACADEMIC ADVISING COUNCIL SUBCOMMITTEE

1. Unit
   The Academic Adviser plays an important role in undergraduate education at Penn State by providing advice and consultation on registration, course offerings, areas of faculty interest and expertise, educational opportunities and goals, degree programs, educational policies, regulations, and procedures. Good advising throughout a student’s academic career helps him or her become a self-directed learner and decision maker and may contribute to retention and degree completion. The Academic Advising Council supports academic advising across the campus, mentors academic advisers, recognizes excellent advising, and promotes best practices in advising.

2. Composition and Size of the Academic Advising Council Subcommittee
   Membership is composed of the four most recent full-time faculty recipients and two student members selected by the Student Government Association. The Division of Undergraduate Studies Programs Coordinator, the Division of Undergraduate Studies adviser, and the Director of Academic Affairs are ex officio members of this subcommittee. Each faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee.

3. Award Eligibility
   All faculty (Tenure Line, FT1, FT2, and FTM) and staff who serve as academic advisers (with the exception of professional advisers from the Advising and Career Development Office) are eligible for consideration of the award. Exception: an Academic Advising awardee will not be eligible for consideration for four years after receiving the award. Special cases will be considered at the discretion of the Academic Advising Award Subcommittee in consultation with ASIC.

4. Nomination and Selection Procedures
   The Academic Advising Council Subcommittee will solicit nominations during both fall semester and spring semester using email messages to the Student and the Faculty List Serves as well as postings on the Penn State York website. The opening and closing dates for these nomination windows will be established annually by the subcommittee. Nominations will be accepted from any students, faculty, and staff that have observed excellent advising. From these nominations, the subcommittee will select up to three finalists. It will use feedback from advisees of finalists to determine the annual award winner.

5. Citation
   A citation outlining the excellent advising qualities of the awardee and signed by the Academic Advising Award Subcommittee members will be presented to the awardee at the Annual Awards Banquet. The previous year’s recipient will present this citation. It is the responsibility of the chair to work with the Director of Academic Affairs in securing the certificate as well as funds for the monetary prize ($350) associated with this award.
6. Oversight

ASIC will receive at least one annual report from the Academic Advising Award Subcommittee. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Academic Advising Award Subcommittee, and recommend any necessary changes to the Campus Senate. ASIC will advocate for the subcommittee in seeking any support it requires from the Senate.

V. ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) - STUDENT AWARDS SUBCOMMITTEE

1. Unit

This subcommittee administers all student academic and service awards; in this capacity it sets requirements for new awards, selects recipients of awards based on established criteria, and assists with the Annual Awards Banquet. In annually appointing membership, the Senate Chair will consult with the Director of Student Enrollment Services.

2. Composition and Size of the Student Awards Subcommittee

This subcommittee is ideally composed of at least two faculty and two staff and the Director of Student and Enrollment Services (or a designee). In appointing members, the Senate Chair shall consult with the Director of Student and Enrollment Services. The members of the subcommittee select a full time faculty member as their chair.

3. Nomination and Selection Procedures

Beginning in fall 2014, the subcommittee will solicit nominations during both fall semester and spring semester using email messages to the Student and the Faculty List Serves as well as postings on the Penn State York website. The opening and closing dates for these nomination windows will be established annually by the subcommittee. Award winners will be selected by early March, and the Annual Awards Banquet will be held in April. In selecting award recipients, members of this subcommittee will collaborate with the Registrar.

4. Oversight

The Student Awards Subcommittee will submit an annual report to the Chancellor at the end of spring Semester. ASIC will also receive at least one annual report from the Student Awards Subcommittee. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Student Awards Subcommittee, and recommend any necessary changes to the Campus Senate. ASIC will advocate for the subcommittee in seeking any support it requires from the Senate.

VI. FACULTY AFFAIRS COMMITTEE (FAC) – SCHOLARSHIP AWARD SUBCOMMITTEE

1. Unit

This subcommittee selects the recipient of the Faculty Scholarship of Research and Creative Accomplishments Award (hereafter “Scholarship Award”) based on nominations made by faculty within the Penn State system. The Penn State York Scholarship Award recognizes outstanding achievement in research and/or creative accomplishment within the prior three years, in the context of a sustained record of scholarship. It is not a lifetime achievement award. The Penn State York community considers research and creative accomplishments
essential to a vibrant campus climate, and the award celebrates the diverse contributions of Penn State York faculty in a variety of disciplines and modes. One award is bestowed each academic year, although in rare cases a committee may choose not to make an award or to split the award.

2. Composition and Size of the Scholarship Award Subcommittee

Membership shall consist of the three immediately preceding award recipients, each serving a three-year term; the senate chair-elect; and one faculty member, serving a one-year term, appointed jointly by the Director of Academic Affairs and the Chancellor. The appointed faculty member shall be selected in order to maintain a balance for representation from all faculty ranks on the subcommittee. The composition is designed to bring together elected faculty leaders and those who have met the criteria for the Scholarship Award as well as to maintain representation among faculty of different ranks. The members of this subcommittee select one of themselves as chair. Award nominees may not serve on the subcommittee. In the event of a recusal, resignation, or other vacancy on the committee, the Senate Chair and the Director of Academic Affairs will jointly appoint a replacement to serve for the academic year.

3. Award Eligibility

Faculty of all ranks are eligible for the award. Faculty holding full-time administrative positions are not eligible for the award. Award recipients are ineligible to receive the award for three years after receipt of award, and then only with evidence of substantial new contributions.

4. Nomination and Selection Procedures

Nominations may be made by faculty members within the Penn State system. Nominations are accepted until January 15 of the academic year in which the award is to be made. Self-nominations are accepted. The Director of Academic Affairs will notify all nominees immediately following the deadline; nominees then decide whether to accept or decline the nomination. All nominees must submit the following materials to the Director of Academic Affairs by March 1:

- A list of last three year’s Research and Creative Accomplishments directly obtained from the Digital Measures, or if not available, a current CV,
- A maximum one-page Research Statement summarizing the nominee’s scholarship of research and/or creative accomplishments, current work, and future direction and potential of his/her work,

The nominee is responsible for making sure that all materials are provided to the Director of Academic Affairs in a timely manner. Incomplete nomination packets will not be forwarded to the committee.

The Scholarship Award Subcommittee will review the nominees and select a recipient by April 1. In its deliberations, the subcommittee shall recognize and respect the contributions of faculty in various disciplines, judging as far as possible on the basis of the discipline’s criteria for excellence in scholarship. The committee will evaluate the nominees based on the criteria outlined below.

**EVALUATION CRITERIA**

Scholarship and creative accomplishments will be judged on the basis of originality and significance to the discipline in these areas.
- Originality: The degree to which the work represents the development of new knowledge in a creative manner and with independent insight;
- Experimental Practices: The degree to which the work involved developing innovative hypotheses or new and superior experimental technologies; and
- Presentation: The degree to which products and results were presented to the disciplinary community with clarity through timely presentation in appropriate venues.
- Grants: As appropriate to the discipline, evidence of external funding demonstrating the significance of the work.
- Application: Use of scholarship to advance pedagogy or community/professional practice.

5. Citation

A citation outlining the scholarly excellence of the awardee and signed by the Scholarship Award Subcommittee members will be presented to the awardee at the Annual Awards Ceremony. The acting chair will present this citation. It is the responsibility of the chair to work with the Director of Academic Affairs in securing the certificate as well as funds for the monetary prize ($750 at the time of initiation). The awardee may choose to take the prize in cash or as professional development funds.

6. Oversight

The Scholarship Award Subcommittee will submit a short report detailing its activities and name(s) of the award recipient(s) in time for inclusion in the Fall Faculty Affairs Committee Report to the Faculty Senate. FAC will periodically review the above rules and procedures, in consultation with the Scholarship Award Subcommittee, and recommend any necessary changes to the Campus Senate. FAC will advocate for the subcommittee in seeking any support it requires from the Senate.

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