Faculty Handbook

2015-2016
The most recent Greater Allegheny Faculty Handbook can also be found at the following website: http://www.greaterallegheny.psu.edu/

The University Faculty Handbook can be found at the following website: http://www.psu.edu/provost/FacultyHandbook/

The University also has a handbook focusing on part-time faculty, but with information relevant to all who teach at Penn State: http://www.psu.edu/dept/vprov/pdfs/pt_faculty_handbook.pdf

The information found in the Penn State Greater Allegheny Faculty Handbook is specifically for the full- and part-time faculty at our campus.
Dear Faculty Members:

Welcome to Penn State Greater Allegheny. Enclosed you will find information, materials, and procedures which you will find useful as a member of this faculty. At PSUGA we have extended a strategic dimension to be our Vision. We are a campus committed to "...the success of our students and communities".

We extend our vision strategically to state that: "Penn State Greater Allegheny will be a first choice campus for student-centered success, global excellence, and community engagement, domestically and internationally." Within this vision we see this campus as a major portal for fulfilling the University’s land-grant mission. Faculty members strengthen this commitment through excellence in teaching, research, and service. Students directly relate to faculty at a small campus. We expect you to be open to a teaching and learning relationship between faculty and student.

We are an international campus committed to expanding knowledge. I am proud to welcome you to this academic community.

I believe that you will find Greater Allegheny to be a fulfilling place to make your professional mark of excellence. I further believe you will share in a vision that commits our campus to being a learning community committing each of us to success and excellence.

Sincerely,

Nancy L. Herron, Ph.D.
Interim Chancellor, Penn State Greater Allegheny
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Welcome To Penn State Greater Allegheny!

Penn State Greater Allegheny is committed to providing the best academic experience for our students and our faculty. Please feel free to approach the Academic Affairs staff. We are here to assist you with your administrative and clerical needs. We can also refer you to the University's expansive resources for questions involving course content, classroom instruction, and other academic issues. We want to be aware of your needs and concerns. We are also interested in any suggestions you might have for improving our academic program(s) at Penn State Greater Allegheny.

General Information

Penn State Greater Allegheny Interim Chancellor, Dr. Nancy L. Herron, (nlh2@psu.edu) heads the campus.

Associate Director of Academic Affairs (DAA), Dr. John Peles, (jdp12@psu.edu) is the campus's academic officer and the second in command of the campus.

Full-time faculty should address their needs to:
Dr. John Peles, Interim Associate Director of Academic Affairs, 412-675-9052 (jdp12@psu.edu)
Connie Goehring, Staff Assistant and Office Manager, 412-675-9052 (clg33@psu.edu)
Nancy Lucas, Faculty Secretary, 412-675-9143 (nll2@psu.edu)

Adjunct faculty should work with:
Kristin Sciulli, Assistant Director of Academic Affairs, 412-675-9174 (kmk10@psu.edu)
Debbie Keating, Staff Assistant, 412-675-9140 (dak33@psu.edu)

Academic Affairs Office
102 Frable Building
412-675-9140 (voice)
412-675-9278 (fax)
412-675-9166 (faculty fax - in faculty secretary's office)
412-675-9085 (DAA fax)
Hours (when classes are in session)
Monday - Thursday, 8:00 a.m. – 6:15 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Hours (during breaks in the academic schedule)
Monday – Friday 8:00 a.m. – 5:00 p.m.

Frable Lobby Reception area:
Hours of Operation:
Monday – Friday 7:30 a.m. – 5:00 p.m.
Receptionist: 412-675-9004
Kathy Boros and Sharon Gressem

Campus Directory
A directory listing all campus employees is available on-line at www.greaterallegheny.psu.edu/aspnet/directory.aspx
To search for students, faculty, and staff from the entire Penn State system, you can use the campus search box, the www.psu.edu search box, or go directly to: www.psu.edu/ph/.

Getting Started

Forms for New Hires
The University requires certain documents to be on file with Human Resources. Thus, new employees have many forms to complete, including I-9s (employment verification and proof of citizenship), W-4s for payroll deduction, a direct deposit form (which must include as an attachment a voided check), a patent agreement form and a signature sheet which indicates you have been provided with information on worker's compensation. Full-time employees are also required to indicate their choice of benefits, including health insurance and a retirement system. To sign up for or change benefits, employees go to the Employee Self Service Information Center (ESSIC) at https://essic.ohr.psu.edu.

Please be sure to return all forms promptly to the Academic Affairs Office to assure that you will be properly entered into the payroll system. Failure to have the necessary paperwork on file may result in a delayed first pay.

Before being hired all employees must also undergo a comprehensive background check. Forms for the completion of the check are currently provided on paper by Academic Affairs.

Computer Accounts
It is imperative that all faculty members obtain a computer account, also known as an Access Account. The Access Account assigns Penn State students and employees a user ID (usually the person's initials and 1-4 numbers) and a password. The Access Account permits use of the full range of computer and internet services on or off campus. The Access Account is also necessary to use the campus's computer labs and to take advantage of many of the library's on-line resources. Most crucially, an active Access Account is needed to enter early progress reports (EPRs) and final grades. More details on Access Accounts and other computer resources within Penn State can be found at the Information Technology Services (ITS) home page http://its.psu.edu/

Obtain the Access Account by completing the form on the computer accounts web page: http://identity.psu.edu/services/authentication-services/access-accounts/
The *.pdf form can be completed on-line, then printed, signed, and submitted to Dr. Peles for his signature. When using your access account, the University stipulates:

By accepting your Penn State Access Account, you are agreeing to abide by Penn State policies and guidelines. You are expected to exercise responsible, ethical behavior.

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when using the University’s computers, information, networks or resources. Violation of policies or laws may result in suspension of network or other information access privileges, disciplinary action, and legal proceedings. For more information, see the section titled ”

The policies and guidelines may be reviewed at http://www.psu.edu/computing/policies/.

ID Card
A photo ID should be obtained by all faculty members during their first few days on campus. The ID station is in the Student Community Center in the Office of Housing and Food Services (main floor). The individual’s Penn State ID number must be entered into the Penn State system and must be verified before the ID can be issued. Penn State photo IDs are the official method of identifying the individual for access to the library, computer labs, parking privileges, etc. IDs may be used to obtain food plans through the Office of Housing and Food Services as well and can be used for discounts at local businesses in the Greater Allegheny area as well as University Park.

Second Factor Authentication Tokens
All faculty members need to obtain a token used for additional on-line authentication. This token must be used when accessing eLion (elion.psu.edu). The eLion system is used by all faculty to view class lists, enter early progress information (EPR), and enter final grades (eLion Faculty); and by all academic advisers to view student records, run degree audits, and enter advising contacts (eLion Advisor).

Tokens should be obtained through the Registrar’s office:
Larissa B. Ciuca, Registrar
Frable 103
lbm12@psu.edu

Barbara Fenton, Staff Assistant
Frable 101B
bjf7@psu.edu
412-675-9172

For more information on second factor authentication tokens see: http://identity.psu.edu/service/authentication-services/two-factor

Teaching: Information and Resources
The major responsibility of the faculty is to provide high quality instruction. Content presented should be consistent with the guidelines of the course provided by the academic department and the course catalog description.

All courses and their descriptions can be viewed at http://bulletins.psu.edu/bulletins/bluebook/university_course_descriptions.cfm, the on-
line undergraduate catalog. After choosing a course from the alphabetical listing of courses in the catalog, the short description will be displayed.

The mode, style, sequence, and emphasis of various aspects of the instruction are matters to be determined by the faculty member’s professional judgment, but always in consultation with campus departmental colleagues, discipline representatives of the University College, the Director of Academic Affairs (DAA), and the Assistant DAA (ADAA), and consistent with departmental expectations and standard course outlines.

Another part of quality instruction is providing challenging classes in which students must work hard and produce excellent work, within the context of the particular level of the course. Again, campus and University departmental colleagues, the DAA, and the ADAA are all sources of information on the standards that need to be maintained in any course offered at Penn State Greater Allegheny.

An outstanding source of information for all faculty within the Penn State system is the Schreyer Institute. New faculty members are encouraged to examine the Institute’s website at http://www.schreyerinstitute.psu.edu/ to gain insight into the various publications, forums, services, and resources that are available to Penn State faculty. The Institute has some online instructor materials available through their Tools for Teaching and Learning website: http://www.schreyerinstitute.psu.edu/Tools/

Other resources that may be useful in teaching are listed below:

Web Apps: - http://clc.its.psu.edu/UnivServices/WebApps
Web Files: - http://clc.its.psu.edu/UnivServices/WebFiles
Doceri: - doceri.psu.edu
Clickers: - clickers.psu.edu
VoiceThread: - voicethread.psu.edu
Streaming Server - streaming.psu.edu
Sites@Penn State - sites.psu.edu
Yammer: - yammer.psu.edu
Lynda.com: - Lynda.psu.edu
Adobe Connect - meeting.psu.edu

Faculty also can get assistance, either in person or by phone, email or online conferencing, to a regional learning design consultant, Brian Young (bxy8@psu.edu). Brian will be visiting the campus regularly throughout the year and can offer workshops as well as one-on-one training. (Scroll to the bottom of this page to see a picture of Brian: http://tlt.psu.edu/engagement/).

Academic Assignments
Teaching assignments are made by the DAA. The DAA is responsible for all academic matters involving Penn State Greater Allegheny. Instructional assignments are based upon course approvals from the DAA and Assistant DAA, in consultation with campus department coordinators and disciplinary experts, University department heads and
discipline coordinators, and guidelines from individual colleges and departments within the University.

**Syllabus**

Faculty members are required to develop a course syllabus for each of their classes, including independent study or research classes. The syllabus must be distributed to the students at their first class meeting and an electronic copy of the syllabus must be submitted to the DAA. All faculty are encouraged to have their syllabi posted on the Penn State course management system (ANGEL: [cms.psu.edu](http://cms.psu.edu) or on a web page. Help is available through ANGEL support: [https://cms.psu.edu/psad/psad20/support.asp](https://cms.psu.edu/psad/psad20/support.asp)

The syllabus is a contract between the faculty and the students. Any changes should be avoided. The written syllabus is often used as a reference to determine the validity of student concerns or complaints and to mediate student disagreement with assigned grades. If a change in the syllabus does occur, the faculty member should distribute written notification of the change to the students and the Academic Affairs Office as soon as possible.

The syllabus must include the grading policy, attendance policy, course subject schedule, quiz and exam schedule, as well as the University statement on academic integrity (see next section) and our compliance with the Americans with Disabilities Act. (See Senate Policy 43-00 at [http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/43-00-syllabus/))

The disability statement should include contact information for the campus's Disability Contact Liaison, Siobhan Brooks. An approved model is the following:

> The Pennsylvania State University is committed to providing access to a quality education for all students. Penn State welcomes students with disabilities into the University’s educational programs. If a student has a disability-related need for modifications or reasonable accommodations in this course, it is the responsibility of the student to first obtain a University accommodation letter confirming the disability and suggesting appropriate remedies. This letter should be obtained from the campus’s Disability Contact Liaison. The contact person at Penn State Greater Allegheny is Siobhan Brooks (J. Clarence Kelly Library, lower level, snb106@psu.edu). It is encouraged that students request their accommodation needs early in the semester, and once identified, a reasonable accommodation will be implemented in a timely manner. Students may also access the web site for the Office of Disability Services at University Park for more information: [http://www.equity.psu.edu/ods/](http://www.equity.psu.edu/ods/)

Copies of past syllabi are available in the Office of Academic Affairs, in the Kelly Library, and at the Learning Center.

**Academic Integrity**

It is crucial that all faculty members at Penn State Greater Allegheny communicate to students the importance and the value of the integrity policy, and that all faculty take the
steps necessary to enforce the policy. The University Faculty Senate Academic Integrity policy states:

“Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner serving as a basic guiding principle for all academic activity at Penn State University. All members of the university community are expected to act in accordance with this principle. Consistent with this expectation, the University’s Code of Conduct states that all students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40: Proctoring of Examinations). At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to that course.” #49-20

Sample academic integrity statements for syllabi can be obtained from the DAA or Assistant DAA.

A faculty member who suspects an integrity violation should first contact the DAA or Assistant DAA before taking any action. There are several reasons. First, it is important that we follow the University procedures for suspected violations of the policy, and the procedures are complicated. Second, faculty members may benefit from a discussion of the case, and referral to others in the discipline with experience in these issues (e.g., is it plagiarism or not). Third, under some circumstances it may be necessary to put a late drop hold on a student’s record pending the outcome of a case.

Should everyone agree that there is a potential academic integrity violation, the faculty member should complete the Academic Integrity form and present it to the student outside of class. (The University has procedures to follow in the case of students who do not respond to faculty when asked to meet.) Academic Integrity forms specific to this campus should be obtained from Connie Goehring.

Under no circumstances should a faculty member initiate a penalty for academic integrity outside of the University policy.

Faculty should also be aware of the text messaging ability of many cell phones and should make sure cell phones are not kept on desks or on the person of students as they are being tested. Use of cell phones for the purpose of cheating or securing answers from other individuals is considered an academic integrity violation.
Attendance

According to the University Faculty Senate policy #42-27, “it is the policy of the University that class attendance by students be encouraged and that all instructors organize and conduct their courses with this policy in mind. A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken.” [http://senate.psu.edu/policies/42-00.html#42-27](http://senate.psu.edu/policies/42-00.html#42-27)

Thus, students are expected to attend class, and instructors are to provide some consequence, specified in the syllabus, should there be a problem in attendance. *In addition, the University and the campus have various retention programs in which faculty need to report on students’ attendance. Thus, even if an instructor does not explicitly take attendance every day, there should be some means of tracking a student’s class attendance.*

The University policy also addresses the issue of absences for University-sponsored activities or other legitimate reasons.

In accordance with Senate Policy 42-27 on class attendance (emphasis added):

Instructors should provide, **within reason**, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as Martin Luther King Day of Service, field trips, debate trips, choir trips, and athletic contests). [http://www.psu.edu/ufs/policies/42-00.html#42-27](http://www.psu.edu/ufs/policies/42-00.html#42-27)

The key points in the procedure (E-11) that accompanies this policy are the following (emphases added):

1. Students who wish to miss a class in order to participate in a regularly scheduled, University-approved curricular or extracurricular activity should present a class absence form signed by the sponsoring agency or university department and should **provide it to the faculty member as soon as possible and at least one week in advance of the planned absence**. Within reason, the student should have the opportunity to make up missed work.

2. If an instructor believes a requested absence for such events will harm a student scholastically, the instructor should present evidence for necessary action to the head of the department in which the course is offered and inform the associate dean of the college in which the student is enrolled...(at Penn State Greater Allegheny both are handled by the Director of Academic Affairs, Frable 102) [http://www.psu.edu/oue/aappm/E-11-class-attendance.html](http://www.psu.edu/oue/aappm/E-11-class-attendance.html)

3. You cannot compensate students for missed classes by dropping scores or other non-make-up options, within reason.

If you plan to take students on a class-related activity, all students must complete the Penn State Greater Allegheny Class Absence Form to give to their other instructors. These forms are available in the Office of Academic Affairs or online at: [www.psu.edu/oue/aappm/classabs.pdf](http://www.psu.edu/oue/aappm/classabs.pdf) (also see the Faculty-Staff resource page for the
Students who are on athletic teams will follow a separate process. You will be notified at the start of each semester if you have students in your class on a team and when the team has contests. The University Faculty Senate recently revised the rules, which are also on the absence form you will receive. The policy for Athletic Competition – Athletic Schedules can be viewed at http://senate.psu.edu/policies-and-rules-for-undergraduate-students/67-00-athletic-competition/

The University’s FAQ on the attendance policy:

Does Penn State have University-wide policies on student absence from courses? Yes. The University Faculty Senate Policy is 42-27: Class Attendance. The policy recognizes that on occasion, students may opt to miss a class meeting in order to participate in a regularly scheduled University-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or religious observance.

The procedures for Senate Policy 42-27 are implemented as Academic Administrative Policy and Procedure E-11: Class Attendance. E-11 expands on the brief summaries provided here.

How much notice does a student have to provide for a foreseeable absence? Whenever reasonable, a student should submit a class absence form a week in advance.

Are religious observances considered legitimate reasons to miss class? Yes, religious observance can be a legitimate reason for an absence. Academic Administrative Policy and Procedure R-4, Religious Observances provides further information and a link to an all inclusive list which provides both major and minor religious holidays, maintained by the Center for Ethics and Religious Affairs.

If a student is ill, must she or he provide a physician's verification? Generally, no. As of Fall 2002, University Health Services (UHS) no longer provides verification of illness forms for minor illnesses or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

What if a student misses a quiz, test, or homework assignment as a result of a legitimate absence? Students should be provided with a reasonable opportunity to make up missed work. The University does recognize that this increases the burden on faculty. However, simply re-weighting other assessments used to determine the course grade or similar approaches are not consistent with giving opportunity to make up the work. As a matter of policy, the faculty’s rule-making body—the Faculty Senate—, and the administration through the Administrative Council on Undergraduate Education—are in agreement. A student burdened by an unavoidable absence should not be denied the full mosaic of learning opportunities, including tests and quizzes, enjoyed by her or his peers.
What if the instructor believes that students' continued absences are causing harm to their academic achievement? If an instructor believes a requested absence for regularly scheduled events will harm a student scholastically, the instructor should present evidence for necessary action to the head of the department in which the course is offered and inform the assistant/associate dean of the college in which the student is enrolled, or to the Division of Undergraduate Studies if the student is so enrolled.

Examinations
The faculty member is responsible for both the method and substance of examinations used in each course, including the final examination or other integrating evaluative instruments. Notification of the examination procedures to be used in each section of each course must be made available to the students in the section during the first ten calendar days of a semester or its equivalent. It is expected that each faculty member will assess student progress in several ways, i.e., mid-term and final examinations, in addition to papers, quizzes, class participation, and periodic exams. It is not appropriate or fair to the students to give only one exam without other forms of assessment; i.e., term paper, quizzes, etc. (University Faculty Senate policy 44-00) There are to be no tests during the last week of the semester, other than “quizzes and narrowly limited tests in support of classroom instruction.” Comprehensive finals or the last major test for the semester are to be given during the final exam period. If there is no final or last major test, then there should be a comprehensive project or paper. Such assignments are to be due no earlier than the first day of final exams. [http://senate.psu.edu/?s=44-00](http://senate.psu.edu/?s=44-00)

Scantron® forms are available for multiple choice, true/false, and combined multiple choice/essay tests. The forms may be obtained in the Academic Affairs office or through the faculty secretary (Frable 201). The Scantron® forms must be completed by the student with a #2 pencil. These forms can be automatically graded and test question scores and item analyses can be determined. The Scantron® machines are located in the Faculty lounge (Frable 202) and in Ostermayer Lab 211. Instructions are posted on the correct use of the machines. Information on machine use may also be obtained from Connie Goehring (DAA Staff Asst.) or Nancy Lucas (Faculty Secretary).

Grades
According to policy 47-20, “grades shall be assigned to individual students based on the instructor’s judgment as to the student’s scholastic achievement” [http://senate.psu.edu/policies/47-00.html#47-20](http://senate.psu.edu/policies/47-00.html#47-20). The available grades for undergraduates at Penn State are A, A-, B+, B, B-, C+, C, D, or F: [http://senate.psu.edu/policies/47-00.html#47-40](http://senate.psu.edu/policies/47-00.html#47-40). Please note that there is no C-, D+, or D-.

If, for reasons beyond the student’s control, a student is prevented from completing a course within the prescribed time, the grade in that course may be deferred with the concurrence of the instructor and the DAA. A deferred grade that is not changed to a passing grade by the instructor before the end of the deferred period (10 weeks after the ending date of the course) shall automatically become an F.
Class Schedules
If a sudden emergency prevents an instructor from getting to class, he or she should contact the Academic Affairs office so that a make-up time for the class can be arranged. Faculty members may not unilaterally cancel classes. *If, in fact, a class is not meeting to allow students to do research or work on a class assignment or to take part in an off-campus visit, the Academic Affairs Office must be notified.*

For evening classes, it is important to use email or another means to notify students of the cancellation. Faculty should arrange with their students as to how unexpected cancellations (such as for illness) will be handled at the beginning of each semester.

If you must cancel a class, please contact the academic affairs office by phone (412-675-9140 or 9143). Please make sure to talk to someone in the office. *Voice mail or email is not considered acceptable for leaving a message concerning cancellation of classes.*

Class cancellations are posted at the class’s assigned meeting room. There is another (locked) location at the Lion Shrine entrance to the Student Community Center.

It is a faculty member’s responsibility to meet all scheduled classes on time, and the classes must meet for the full class period. The University requires that a three-credit lecture course include at least 37.5 hours of instruction or 12.5 contact hours per credit; therefore, it is mandatory that a course meets the prescribed schedule. If a faculty member knows in advance that he/she will be unable to attend a scheduled class, he or she should arrange for an alternate means of instruction (such as a lecture by another qualified instructor) with the concurrence of the DAA or the Assistant DAA. A film may also be used. The DAA should also be notified of that choice.

A binder containing all faculty schedules, including class times, locations, and faculty member’s availability for office hours is available in the Registrar’s office, at the reception desk in the Frable Lobby, with the faculty secretary, and in the Academic Affairs office. Each person who teaches will also have their class schedule automatically displayed on the [www.greaterallegheny.psu.edu](http://www.greaterallegheny.psu.edu) directory each semester.

Early Progress Reports
All faculty are required to participate in the on-line early progress reports (EPR) two times each semester. Starting at week 4, faculty enter attendance data and pass/fail grades. Thus, by week 4, there should be an assignment for a grade in every class. Similar data are entered at mid-semester. Reminders and details will be provided to all faculty at the relevant times. The EPR system is currently found within eLion and may be accessed at the following secure access site, [https://elion.psu.edu/](https://elion.psu.edu/)

Office Hours
Full-time faculty members are to have four to six office hours per week. Further, during the first week of class, faculty should be on campus and/or otherwise available each day for generous periods of time. There are also times during the semester, such as registration or late drop periods, when additional office hours may be necessary. The complete office
hours policy for Penn State Greater Allegheny, as established by the Director of Academic Affairs and supported by the Faculty Senate, is as follows:

**Please adhere to the following guidelines when planning for office hours during the academic year.**

- **Every full-time faculty member should have at least 4 to 6 hours a week of office hours over at least two different days of the week. The hours should be posted outside your office door, on your website and as part of your syllabus for each class you are teaching.**

- **During those hours, students in your classes should be encouraged to visit for instructional purposes, and your advisees should be assigned times to come in for academic advising sessions.**

- **Everyone should make an effort to meet with each of his or her advisees during the first few weeks of each semester.**

- **Please take the initiative and request your students meet with you personally.**

- **In addition, there are times when faculty must have longer and more generous office hours to handle their advisees’ needs:**
  - Last day of the regular drop deadline
  - Last day to late drop
  - After the mid-term unsatisfactory progress reports
  - During the pre-registration period
  - (specific dates may be obtained from the Registrar's office)

- **If for some reason you cannot be available for larger parts of the above days, please arrange to have someone else cover for you, and then post that information on your office door.**

*Adjunct faculty should be available, at a minimum, before or after class to answer student questions.*

Office hours are to be posted on-line on the directory. They must be entered by each faculty member into his or her own directory page. Please consult the directions in the Appendix.

**Textbooks**

Textbooks for courses may be assigned by the Academic Affairs office in accordance with department and college requirements. Textbook selection by the instructor is usually permitted. In cases where a textbook selection is the option of the instructor, but the instructor is assigned to the course late, the campus department coordinator is responsible for the book selection. Please be sure to respond to bookstore requests for selecting texts promptly. Books may be ordered using paper forms or submitted on-line using the
bookstore’s new system: https://www.facultyenlight.com/?storeNbr=447.

This information is crucial to our students and for determining a fair and equitable price for book buybacks. It is essential that books be ordered in time so that they are on the shelves of the bookstore at the beginning of each semester. In addition, new federal regulations require that this information be available once we start scheduling for a new semester (see the Course Materials field for each course on schedule.psu.edu). Faculty play a key role in assuring that we accomplish this goal by promptly selecting books and properly informing the bookstore of their selections.

If texts are required by the college or department, that text must be used. Further, any text selected for a course must be used by instructors and students. No change can be made once the order is placed with the bookstore.

Please do not inform students that a book is unnecessary if the bookstore has been asked to order the book for the class.

An instructor's copy of the required text(s) is provided by the University prior to the opening of classes. Please contact the faculty secretary (for full-time faculty, Nancy Lucas, 412-675-9143 or nll2@psu.edu) or the Assistant DAA's Staff Assistant (for adjunct faculty – Debbie Keating, 412-675-9140, or dak33@psu.edu) to order an instructor's copy. These copies are normally available at no cost to the campus through the publisher.

If the instructor's copy is not available at the beginning of the semester, a copy of the textbook may be borrowed from the bookstore and can be returned, unmarked, once the instructor’s copy is received from the publisher. **Please note that books not returned in a timely manner to the bookstore are billed to Academic Affairs. Please be sure to return the book as soon as an instructor's copy is received.**

**Teaching Evaluation**

*Student Rating of Teaching Effectiveness (SRTE)*. The University requires student evaluations of faculty members as a means of examining and improving their instruction. The University, on its SRTE website, https://www.srte.psu.edu/, describes the SRTE as follows:

The **Student Rating of Teaching Effectiveness (SRTEs)** are Penn State’s locally developed instrument for gathering feedback from students at the end of the course. SRTEs were approved by the **University Faculty Senate** in 1985 and are administered by the **Office of the Vice Provost for Academic Affairs**. The **Schreyer Institute for Teaching Excellence** manages the SRTE process and helps facilitate appropriate use of SRTE data. The Schreyer Institute for Teaching Excellence supports the SRTE program by generating and processing the survey forms and preparing individual faculty reports.

SRTEs are only administered online and results are only available to faculty members online. Faculty can access updated information on the new SRTE system at: https://www.srte.psu.edu/

The Faculty Secretary is charged with creating the online evaluation forms. Faculty and students are alerted when SRTE online forms are available for evaluation purposes. Faculty
should remind students on the importance of the forms and may schedule times for computer lab use in order to have their classes use the forms during scheduled class time. The registrar’s office should be alerted if a computer lab is to be reserved. Normally 15 – 20 minutes is sufficient time for the SRTE evaluation process.

Each course is scheduled for evaluation each semester according to University procedures.

**Peer evaluation.** Peer evaluation of teaching is mandated for tenure track faculty at second-, fourth-, and sixth-year reviews, and for tenured faculty up for promotion. These reviews are to follow the University College guidelines.

Adjunct faculty will be assigned a mentor via the Assistant DAA from full-time faculty, and be reviewed by that mentor when appropriate.

**Weather/Emergencies**

In the case of weather or other emergencies, please check the PSUGA website at [www.greaterallegheny.psu.edu](http://www.greaterallegheny.psu.edu) to determine if the campus is closed or operating on a delay schedule.

The **campus website is also updated as soon as a decision is made by the campus administration.** Delays will be announced in two-hour increments, and at the end of the delay, classes will resume on normal schedules (e.g., if a two-hour delay is announced, the campus will start the academic day with those classes normally in session at 10 a.m. This includes classes that start before 10 a.m. and end after 10 a.m., such as a 9:25-10:40 class – this class will begin at 10:00 a.m. and end at its scheduled end time of 10:40 a.m.). Changes in campus closings or changes in class schedule are also noted on the campus and University Facebook sites.

The delay or cancellation will be given to the major Pittsburgh television stations (KDKA, WTAE, WPXI) and to radio stations (1020 AM, 1250 AM, and 96.1 FM). The information should be broadcast no later than 7:00 a.m. for day classes and 3:00 p.m. for evening classes.

Finally, any emergencies, delays, or cancellations will be announced via the PSUTXT alert system. This system will send a text message to your cell phone. If you do not have a cell phone, or do not turn it on much, there is also an email option on PSUTXT in which you will receive the same alert in your email. You can also choose to receive both text and email alerts. It is crucial that you sign up for one or both. Go to [live.psu.edu/psutxt](http://live.psu.edu/psutxt) and follow the instructions on the page. Be sure to choose Greater Allegheny campus. For more details, see also [http://www.greaterallegheny.psu.edu/Information/Safety/32829.htm](http://www.greaterallegheny.psu.edu/Information/Safety/32829.htm).

Full-time faculty members are to activate an alternative voice mail message on their office phones providing students with specific information about the consequences of the delay or cancellation for their classes. Please take a copy of the voice mail instructions home to prepare for such an eventuality. Faculty may obtain a copy of these instructions from the faculty secretary or the Office of Academic Affairs.
**In Case of an Emergency on Campus**

If you have a problem immediately threatening your health or safety, or the health or safety of one of your students, **CALL 9-1-1.**

This number will work from any phone on campus or any cell phone being used on campus. The call will go to the local dispatcher, who will locate and contact Police Services.

Examples of such behaviors would include students who are threatening the safety of themselves or others, or students exhibiting signs of serious illness or behavior that is clearly outside the norm for college students.

Do not try to guess who is on campus or who should handle the emergency. Valuable time is lost in emergencies when bystanders become caught in decision-making dilemmas rather than taking action. Simply call 9-1-1 and the police will gather the appropriate persons to handle the situation.

In the case of behaviors that are not immediately threatening, please alert the DAA, Dr. Signorella, the Assistant DAA, Kristin Sciulli, or the Registrar/DUS coordinator, Victoria Garwood. Not only may they have resources to help you in handling a difficult situation, but they may have been alerted to a problem with the same student by another faculty or staff member, and such patterns may warrant more immediate intervention to help the student. Please be aware that such disclosures to University officials are allowed under FERPA and Penn State policy (see AD-11, [http://guru.psu.edu/policies/AD11.html](http://guru.psu.edu/policies/AD11.html)), if there is a “legitimate educational interest,” which includes “teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, and academic assistance activities.”

Details of student problems should not be conveyed in an email for security and privacy reasons. Finally, should a student ask you for confidentiality in expressing a concern or problem, you need to let the student know that you cannot promise blanket confidentiality. Any threat posed to the student or by the student to another person must be disclosed to the proper authorities.

Faculty members who advise student clubs or organizations are considered mandated crime reporters under the Clery Act (see [www.clery.psu.edu](http://www.clery.psu.edu)). Please take the Clery Act training if you are a club adviser, or see Dr. Signorella or Officer David Pack for more information. Please remember, however, that all of us have an ethical obligation to report crimes beyond the mandates of the Clery Act.

**Resources**

**Parking**

Faculty teaching at Penn State Greater Allegheny can obtain a free parking permit by completing the appropriate form. Copies of this form are available at the
Office of Police Services, Frable 108. 412-675-9130.

Refer to the map at [www.greaterallegheny.psu.edu/Information/map.htm](http://www.greaterallegheny.psu.edu/Information/map.htm) for parking areas. Faculty may park in any unrestricted space in any lot, including the First Evangelical Church lot, depending on availability.

**Keys**

Various keys may be needed, depending on classroom assignments and other duties. Requests for keys to offices, classrooms, or labs should be made via a key request form available from Academic Affairs. This form must be signed by the DAA or her designee and given to University Police Services to have the key duplicated for use. Police Services will deliver the key to Academic Affairs or the faculty mailbox along with a sign-off sheet. This form needs to be initialed or signed and returned to Police Services as proof that the key was received by the appropriate person. If a faculty member needs to gain admittance to the building during hours when the building is locked or closed, Police Services should be contacted by using the emergency phones at various locations on campus (one is located at the side door of the Frable Building). Other locations include the trail to the Greater Allegheny Residence Hall, OL lot, and the Wunderley Gymnasium lot. You may also call Police Services directly at: 412-675-9130.

If the phone does not answer, the caller may press “2” to leave a voice mail message. The message will trigger the police officer’s pager and, if necessary, your call will be returned promptly. Arrangements can be made to help you gain access to the building at any time.

**Typing and duplicating**

The Office of Academic Affairs will attempt to meet all clerical requests. If possible, materials to be typed and/or duplicated for classroom use should be submitted to Academic Affairs or to the faculty secretary at least one week before the date they are needed. For faculty members who do their own handouts, the copy center requires 48 hours to complete duplication requests. Please attempt to have your requests to our office in a timely manner so we can assure they are completed in time for your class. See the copy center or one of the Academic Affairs staff assistants for the correct form to order copies from Penn State Greater Allegheny’s copy center, located in Frable 220. All copies for academic purposes should be charged to budget 260-01 MK, unless a special grant or project is funding the copies.

Copy machines are also available in the faculty lounge (Frable 202), Ostermayer Lab 211, and in the Academic Affairs Office. These machines require an access code and are to be used for light copying only (less than 10 copies). To obtain an individualized code for these machines, a copy code authorization form must be filled out and returned to business services, inside Frable 101. The codes are used to make sure copying costs are correctly charged to the correct budget, and to track the use of these more expensive machines. Those who exceed reasonable use of the walk-up machines will have their code privileges suspended.
Supplies
Some supplies are available in the Academic Affairs office inside Frable 101. Instructors should submit any supply or material requests in writing to the Academic Affairs office for all classes, as far in advance as possible to allow time for delivery. The University will provide all reasonable materials needed for classroom use.

Materials are no longer available in large supply via the campus Business Services’ Copy Center and must be ordered through EBuy. A general stores catalog is available for faculty who need to research their supply needs and copies of the catalog are on file in the Faculty Secretary’s as well as the Academic Affairs office. Please give this form to one of the clerical staff so that the proper budgetary information may be supplied. Supplies are normally delivered within 48 hours of placing the E-Buy order.

Permission of the Director of Academic Affairs may be necessary to order supplies/material either from the Penn State Bookstore on campus or to order the materials through EBuy (i.e., printer cartridges). Office Max is also considered an official Penn State vendor and their supplies may be researched online for staff to order.

Purchases may be made through the Penn State bookstore via a campus purchasing card. A member of the bookstore staff will call our office to get permission before any items are ordered or charged to the Academic Affairs account.

For special requests for items not available through any of the means listed above, faculty may contact any of the Academic Affairs staff assistants for guidance on how to obtain the materials needed. After proper permission is given for the purchase, the Academic Affairs purchasing card or petty cash (for purchases of $50 or less) may be used to pay for the supplies. Both the Faculty Secretary and the Staff Assistant to the DAA have purchasing cards for faculty use. Individual faculty may also request their own purchasing card if they feel they will need to make frequent purchases off campus for their class/research, etc. Requests for a purchasing card for an individual must be fielded through the DAA and then given to the Finance Officer for implementation.

Instructional Support
Audiovisual equipment should be requested through Information Technology Services (ITS). Please submit all requests to ITS at least one week in advance by contacting Robin Gossman (rlg26@psu.edu; 412-675-9458). In addition, the Computer Center Helpdesk may be contacted for assistance Monday through Friday, 8:00 a.m. to 5:00 p.m. (412-675-9498). Special requests for help with events after hours are considered and proper training or personnel may be available to help.

Film requests should be submitted as much in advance as possible to insure availability and to allow for delivery. All film requests are submitted at the Library or by using the on-line website: www.libraries.psu.edu/mtss.

Please note that all films must be returned by the return date stamped on the shipping container.
Penn State Greater Allegheny has many multimedia classrooms and labs with special
equipment and procedures. If you are scheduled in an unfamiliar room, please arrange with ITS to schedule time so that you are familiar with the procedures necessary to use your assigned room’s equipment. The procedures for accessing the Internet are not the same in all classrooms or labs. Attention to this issue in all multimedia rooms is necessary. It is imperative that faculty are familiar with the equipment and leave the equipment in proper working order for the next scheduled class. Access to some of the multimedia equipment is guarded by having "locked down" access. Keys can be requested by faculty using these rooms. All multi-media rooms are also locked after class (unless the next instructor has already entered the room). This is imperative in keeping the equipment safe.

Keys for cabinets/rooms may be requested through Academic Affairs. If a key is not in your possession for your class, you can also contact Maintenance (5-9120) or Police Services (5-9130) and someone will come to help you gain access.

Instructional support is also available from the University. As noted above, the campus has an instructional designer, Brian Young, who visits the campus and provides support to faculty. The Schreyer Institute for Teaching Excellence, also mentioned earlier (www.schreyerinstitute.psu.edu), has many resources, including workshops and individual consultation.

Other units of the University regularly offer workshops, some available at a distance by video or online conferencing, on a wide range of teaching and research relevant topics. These include workshops offered through Penn State as well as on-line lynda.com modules covering many software programs (for a listing, http://its.psu.edu/teaching-and-learning-resources/learning-opportunities.html).

For resources on technology in the classroom, Teaching and Learning with Technology (TLT) has opportunities for all University faculty (tlt.its.psu.edu). TLT sponsors a yearly conference in March, and has several other initiatives, such as the Media Commons, a digital media resource room available at all Penn State campuses. Greater Allegheny’s Media Commons room is in Crawford 001A, and our University support person is Nick Smerker (njs177@psu.edu). Students or faculty can also call the support hotline from inside Crawford 001A and be connected to Nick or another consultant with remote access to the computers in the room. Nick is also available to hold training sessions with your students if you have a project that makes use of the Media Commons—be sure to schedule these sessions early because his schedule gets booked quickly each semester. The Media Commons web site (mediacommons.psu.edu) is also a great resource.

**J. Clarence Kelly Library**

Your Penn State ID card is your library card. Faculty may check out library materials and use interlibrary loan services after accepting the Lending Code and registering with the University Libraries. Please note that all University Libraries' notices will be sent via Penn State email through your Penn State Access Account.
Library hours for Fall 2015 and Spring 2016 are:
Monday through Thursday 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday Closed (Internet and computer access is available in the Computer Center)
Sunday 11:00 a.m. to 8:00 p.m.

Consult the library's website for any changes in hours as well as holiday, semester break, and summer hours: http://wwwlibraries.psu.edu/psul/greaterallegheny/hours.html

Additional information, including course reserves, is available on the Faculty Resources web page: http://wwwlibraries.psu.edu/psul/greaterallegheny/infosvcs/faculty.html

**Bookstore**
The Penn State Bookstore is located in the lower level of the Student Community Center. The regular bookstore hours during the Fall 2015 and Spring 2016 are:
Mondays – 8:00 am – 5:00 pm
Tuesdays, Wednesdays, Thursdays – 8:00 am – 4:00 pm
Fridays - 8:30 am – 3:00 pm

Additional hours may be added at the beginning of each semester, including summer sessions.
During the summer and when classes are not in session, the bookstore is closed on Fridays.

**Computer Labs (Crawford Building)**
Updated information on the Penn State Greater Allegheny Computer Lab and their hours of operation can be found at the following website:
http://wwwgreaterallegheny.psu.edu/StudentServices/IT/26209.htm

**Research and Faculty Development: Information and Resources**
During the course of each semester faculty will be notified about professional development sessions available on campus, or at other Penn State locations. All faculty members are encouraged to attend these sessions. Information may come from several sources including the Director of Academic Affairs, the Associate Dean's office, and/or the Schreyer Institute, among others.

**Travel Funds**
Travel money is available for full-time faculty to attend off-campus sessions. Please submit a request for travel to the Director of Academic Affairs prior to your trip. “If your professional travel is supported by Academic Affairs, then please use the new request procedure.”

Prior to travel, enter your request by logging in to the Employee Reimbursement System (ERS) at www.ers.psu.edu. Go to the “Expense” tab. Under Authorization Request, select New Authorization Request. Fill in information in red, enter a detailed description for
“purpose”, and SAVE. Complete the travel information and Submit Request at the end. Please see the Appendix for instructions.

Once approved, Nancy Lucas would then be authorized to make the travel arrangements.

This same form should be used when requesting travel money for professional conferences outside of Penn State. The campus sets aside so much money for faculty development and travel; i.e., to attend conferences, workshops or other research or professional development activities. Additional sources of funds for travel may be available through the University or through the college of the faculty member’s tenure home.

Be sure to inform the DAA before requesting College or University money.

When submitting receipts for reimbursement after travel, the Employee Travel ERS Worksheet form provided by the University can be used: https://guru.psu.edu/forms/checklistforERSTravel-CONUS.pdf. Complete the form and send with attached signed/dated receipts to Nancy Lucas at NLL2@psu.edu, who will enter the reimbursement request into the ERS system. Please see the Appendix for instructions.

The itinerary and expenses listed on the ERS system go through a series of approvals and may be changed by any of the approvers. Forms then go back to the originator (faculty member and/or Staff Asst. with the explanation of the change). The Faculty Secretary and the Staff Assistant to the DAA are both capable of doing faculty travel reimbursements. No receipts are needed for meals (unless a group meal) is being reimbursed. The University pays strictly on a per diem basis based on the University daily rates for a particular area.

Receipts are required for expenses other than meals or incidentals (the per diem amount for both meals and incidentals is the amount permitted by the Greater Allegheny Finance Office). This per diem amount is available by using the Travel Services link section at the ERS website: http://abs.psu.edu/travelrates/.

The campus purchasing card may be used for conference registrations, air fare and car rentals, and other travel expenses with advance notice. If faculty use a personal credit card, please make sure receipts are collected for reimbursement purposes.

Grants
Tenured and tenure-track faculty are eligible to apply each year for a Research Development Grant (RDG). RDGs are small, but can be used to buy needed equipment or supplies or to fund additional travel. New faculty can apply at the beginning of their first year, and continuing faculty can apply to fund a project for the continuing year. Funds are currently distributed to the campuses from the University College and disbursed appropriately by the Director of Academic Affairs (dependent on the worth of the proposal). Information on when and how to apply for the monies are forthcoming from the Office of Academic Affairs. Also available are Professional Development Grants for non-tenure line faculty and Teaching Development Grants for any full-time faculty member.
Penn State’s University College has a web site devoted to grants: http://www.campuses.psu.edu/85.htm

The Office of Sponsored Programs also has a web site for this purpose: http://www.research.psu.edu/osp/index.html

**Institutional Review Board**

Any faculty member conducting research with “human subjects, vertebrate animals, biohazardous materials, or radioisotopes” http://www.research.psu.edu/orp/index.html must submit that research for approval by the appropriate Institutional Review Board, coordinated by the Office for Research Protection. In addition, before being approved for any project, the investigator must complete an on-line training session and pass a quiz. The web page cited above is the complete source of information on the procedures for getting a research project approved and provides the required forms.

For additional assistance, please see the DAA.

**Typing**

The faculty secretary can type manuscripts for full-time faculty, with the understanding that materials needed for class have priority over manuscripts.

**Student Services**

**Academic Support**

**Advising.** Advising is available to all students. Advisers are prepared to provide educational and vocational information, to explain opportunities and procedures for part time study, and to assist with program planning. All Penn State Greater Allegheny students, especially new students, are urged to take advantage of these services, preferably prior to registration. Academic advisers are either full-time faculty or staff members. Adviser assignments are made by the DUS Coordinator in consultation with the DAA. The advising program, part of Penn State’s Division of Undergraduate Studies, is located inside Frable 101:

- April Belback, DUS Coordinator, Frable 112, 412-675-9070 (aeb32@psu.edu)
- Dr. Edie Geleskie, part-time adviser, Frable 124, 412-675-9096 (emg14@psu.edu)
- Amy Robinson, Staff Assistant, 412-675-9070 (amr39@psu.edu)

The Division of Undergraduate Studies administers the advising program for the campus. DUS works with students who are exploring majors or attempting to change majors and special populations such as provisional, college in high school (dual enrollment students) and non-degree students. DUS also works with all academic advisers to ensure accurate and timely advising services to students.

Advising is considered an essential part of a faculty member’s responsibilities. Information
on advising is available through the Division of Undergraduate Studies Advising handbook: https://dus.psu.edu/handbook The handbook includes a wealth of advising resources.

Other informative sites:
Major codes: http://www.registrar.psu.edu/progsumm/index.cfm
Entrance to major requirements: http://advising.psu.edu/entrance-major-requirements
MajorQuest: https://dus.psu.edu//majorquest/

Career Services. Students exploring careers or preparing to apply for jobs, can take advantage of Career Services. This office also helps students who are looking for internships.
   Erica Clarke, Career Services Coordinator, Frable 101E, 412-675-9117, (eec16@psu.edu)
   Debbie Keating, Staff Assistant, Frable 101, 412 -675-9140 (dak33@psu.edu)

Gruskin Learning Center. Located in the ground floor of Kelly Library, the Learning Center provides tutoring and other learning support for all students.
   Siobhan N. Brooks, Coordinator, 412-675-9454 (snb106@psu.edu)

Disability Services. The Pennsylvania State University is committed to providing access to a quality education for all students. Penn State welcomes students with disabilities into the University's educational programs. If a student has a disability-related need for modifications or reasonable accommodations in this course, it is the responsibility of the student to first obtain a University accommodation letter confirming the disability and suggesting appropriate remedies. This letter should be obtained from the campus Disability Contact Liaison. It is encouraged that students request their accommodation needs early in the semester, and once identified, a reasonable accommodation will be implemented in a timely manner. Students may also access the web site for the Office of Disability Services at University Park for more information: http://www.equity.psu.edu/ods/.
   Siobhan Brooks, Disability Contact Liaison, J. Clarence Kelly Library, lower level, 412-675-9454 (snb106@psu.edu)
   Amy Robinson, Staff Assistant, 412-675-9070 (amr39@psu.edu)

ACE (Academic and Career Excellence) – ACE is a federally sponsored program for first-generation, low-income college students, located in Frable 301.
   Project Director, (position search currently under way)
   Erica Willis, Academic Counselor, 412-675-9453 (elc147@psu.edu)
   Debra Pomposelli, Staff Assistant, 412-675-9491 (dap4@psu.edu)

Transcripts
Official transcripts are available, upon request, only from the Office of the University Registrar at University Park, for a fee. To order an official transcript, the student must use the official Transcript Request form. Forms can be accessed on-line: http://www.registrar.psu.edu/transcripts/transcripts.cfm
Health Services
A nurse is available most days, and appointments with doctors can be arranged for students. A professional counselor is available through Mon Yough Mental Health Services. Faculty can refer students to Health Services 412-675-9490, Laurie Ventura, campus nurse, lav14@psu.edu.

University Policies
Faculty members should be familiar with University policies, such as the policy mentioned earlier on computer use (AD-20). Some policies, such as those on professional ethics (AD-47), discrimination, harassment, sexual harassment and related inappropriate conduct (AD-85), and copyright clearances (AD-46), are of relevance to everyone. Others, such as the policy on travel and reimbursement (https://guru.psu.edu/policies/PennStateTravelPolicy.html) and on minors at University-sponsored activities (AD-39) are mainly for full-time faculty. Still others, such as the promotion and tenure regulations (HR-23), are applicable only to tenure-line faculty.

The University policy manual can be viewed at: https://guru.psu.edu/policies/index.cfm?display=menu
The University also provides on-line handbooks for full-time faculty and part-time faculty. Full-time faculty: http://www.psu.edu/provost/FacultyHandbook/
Part-time faculty: http://www.psu.edu/dept/vprov/pdfs/pt_faculty_handbook.pdf

Title IX statement:
The Pennsylvania State University continues its policy of nondiscrimination on the basis of sex in compliance with Title IX of the Education Amendment of 1972 in all activities and programs under its sponsorship. In addition, the University administers all actions without regard to race, creed, color, national origin, age, or handicap as defined by law. Those policies apply to application and selection for admission as well as application for employment and all other personnel actions with the University.

Service
Service is an important component of full-time faculty members’ commitment to the campus and the University. Campus and University Committees constitute one major area in which faculty members provide service. Admissions events, necessary to recruit and retain students, constitute another important service activity. The schedule of Admissions activities planned for this academic year will be distributed at the start of fall. Faculty members must share in representing their department, program, or discipline at Admissions sponsored events.

It is also necessary for faculty to be present at academic functions that honor the campus’s students. Fall and Spring Graduation, the Academic Convocation held during Orientation, and the annual Honors Convocation are four activities where faculty are required to be present. During graduation, Academic Convocation, and the Honors Convocation, faculty
should be available for the processional into the ceremony. Academic regalia are required. If faculty do not wish to rent or purchase regalia, they are still invited to attend and sit in the reserved faculty area. Please note as well, if serving on a committee, faculty should make every attempt to attend committee meetings and committee sponsored events.

**Calendars**

We are piloting the use of a Google calendar for campus events:
http://www.greaterallegheny.psu.edu/events.htm

At the University Registrar’s website, academic calendars for fall, spring and summer sessions are provided for several academic years.
http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm

The campus global curriculum project, Teaching International, maintains a calendar at http://www.ga.psu.edu/Academics/InternationalPrograms/teaching-international-calendar.htm
Appendix

Updating your information on work.psu.edu

Log on to www.work.psu.edu (via webaccess.psu.edu)

Published Services Utilizing WebAccess

- Penn State Portal
- Penn State WebMail
- www.work.psu.edu
- downloads.its.psu.edu
- Web Developers’ Forum
- ITS Seminar Registration System
- Penn State Course Management System, ANGEL
- University Collaboration Suite (UCS)
- GURU- General University Reference Utility
- Meeting@PennState
- Travel onLion – Online Travel Reservations
- The Graduate School Application
- eLion

Reminder: When you are finished using all authenticated Web resources, be sure to logout.
Once in the www.work.psu.edu area, at the bottom of the page choose Add/Change Other Directory Information.

There are some fields you can change and some you cannot. It should be obvious which ones are changeable by the appearance of the form.

<table>
<thead>
<tr>
<th>LDAP entry for jdp12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Userid: jdp12</td>
</tr>
<tr>
<td>Name: JOHN DAVID PELES</td>
</tr>
<tr>
<td>Last Name: PELES</td>
</tr>
<tr>
<td>Given Name: JOHN DAVID</td>
</tr>
<tr>
<td>Preferred Name: JOHN DAVID PELES</td>
</tr>
<tr>
<td>Nickname: (NOTE: Not used for e-mail delivery)</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jdp12@psu.edu">jdp12@psu.edu</a></td>
</tr>
<tr>
<td>Alternate E-mail ID: jpeles</td>
</tr>
<tr>
<td>Second Alternate E-mail ID:</td>
</tr>
<tr>
<td>Third Alternate E-mail ID:</td>
</tr>
</tbody>
</table>

Notice for example on my entry that the Alternate E-mail ID field is where I established my alias of jpeles@psu.edu.

There are a number of entries that you can change and that will appear in the greaterallegheny.psu.edu faculty directory. Some examples are shown below. If you do not provide information for any of those fields, they will not display on the directory web page.

**Personal website** will display the URL for your personal web page. It does not have to be on Penn State’s personal web page.

Use the field labeled URL in work.psu.edu:

URL: http://www.personal.psu.edu/jdp12/
On greaterallegheny.psu.edu it will look like this:

### Education

**Colleges:**
- PhD in Zoology, Miami University, 1995
- MS in Biology, Indiana University of PA, 1991
- BS in Environmental Health, Indiana University of PA, 1989

### Research Interests

- Physiological and biochemical responses of aquatic organisms to environmental toxicants
- Factors influencing the uptake and distribution of radionuclides in aquatic organisms

### Projects

Recent publication:

### Office Hours

Tuesday 2:00-4:00 and Wednesday 9:00-12:00

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**Education** is the label used to display your degrees, and would be entered in the field labeled Colleges:

**Research interests** would be entered into the field labeled Research:
We are using the field on work.psu.edu called Project for you to promote your latest work, labeled **Projects** on the web site:


On greaterallegheny.psu.edu it will look like this:


**Office hours** are, not surprisingly, entered into the field called Office Hours:

| Office Hours: | FA15: Tues. 2:00-4:00 and Wed. 9:00-12:00 |

On greaterallegheny.psu.edu it will look like this:

| Office Hours: | FA15: Tues. 2:00-4:00 and Wed. 9:00-12:00 |

Your class schedule is displayed automatically – the information is pulled from the University’s schedule of courses. If it is summer and you are not teaching, then nothing will be displayed.

There are two other fields that can display, but must be controlled within the campus web page system. One is your profile picture, and the other is an extra field for a web page.

Profile picture: a 100 px X 100 px headshot is needed. We can use the ones that we have already or you can send me your favorite.

Extra web page: This is mainly for campuses that have already developed extensive web pages for faculty. If you have another web page, for example, for a special project or a blog, you can give me the URL and we can add it to your profile.

Finally, some have encountered difficulty when entering too much information in fields such as education. Unfortunately, there is no way to tell where the line is between too much and OK. If your information fails to appear on the web directory after a day or so, then there is likely too much and trial and error will be needed to fix the problem.
Travel Authorization Request form (on ERS)
Submit estimated travel expenses for trips to be authorized by Dr. Peles PRIOR to traveling.
Log in to ERS (www.ers.psu.edu)

1. Select Expense at the top of the page.
2. Click on the → next to Authorization Requests and select New Authorization Request.

   ![New Authorization Request]

3. Complete all areas highlighted in red. The Authorization Request Name should be something like “U.P. Annual Business Mtg”. Please do not put your name in this field. Complete the Purpose field with a detailed reason (500 characters allowed.) Don’t worry about the Account, Object Code and Cost Center fields. SAVE

   ![Enter info. in red & Purpose and SAVE]

4. You will be taken to a page with four expense categories (highlighted in blue). (Each category has sub categories, which cannot be selected.)
   - **Airfare** – click on category and complete amount. SAVE
   - **Lodging** – click on category and complete amount. SAVE
   - **Meals** – click on category and complete comment and amount. SAVE
     *This is where you would put per diem.
   - **Other** – click on category and complete comment and amount. SAVE
     Please list all necessary subcategories in the comment section (40 characters max) and total the estimated costs and put in the amount. (Example – Mileage, Seminar Registration, Supplies)

   ![Enter information and SAVE]

5. **SUBMIT REQUEST**

   ![SUBMIT REQUEST]
To calculate estimated travel expenses: http://abs.psu.edu/travelrates/

PER DIEM CONUS (U.S. travel)
Select U.S. General Services Administration Per Diem Rates for CONUS per diem rates
Enter zip code. Select FIND PER DIEM RATES
Meals & Incidentals and maximum lodging rates by month will be displayed.

PER DIEM OCONUS (International travel)
Select Department of Defense for OCONUS per diem rates
Enter country. CALCULATE
Maximum lodging rates, meals and incidentals will be displayed next to all locations for the country selected.

MILEAGE RATE is updated daily. Mileage calculator: http://abs.psu.edu/TravelRates/Mileage/Actual/

**AFTER TRAVELING:**

1. Complete “Checklist for ERS Travel-CONUS” worksheet online at: https://guru.psu.edu/forms/checklistforERSTravel-CONUS.pdf

2. Save and Email the worksheet with signed receipts to Nancy Lucas (NLL2@psu.edu). The worksheet will now be attached to all travel reimbursement requests that Nancy processes through ERS. Receipts for costs that fall under Expenses Requiring Receipts need to be attached, but the amount no longer needs to be written on the report. (Just notate whether it was paid for by cash or put on a purchase card.)
Emergency Procedures

PENN STATE GREATER ALLEGHENY UNIVERSITY POLICE

Emergency: 911
University Police: 412-675-9130
Physical Plant: 412-675-9120

FIRES
• In case of a fire, employees should activate the nearest fire alarm pull station.
• Close doors behind you (DO NOT LOCK) as you exit the building.
• Evacuate to a safe area at least 500 feet from the building and out of the route of responding emergency equipment.
• Do not use elevators.
• Notify 911.
• Report any trapped or handicapped persons needing assistance.

EXPLOSIONS
• Activate the building fire alarm.
• Evacuate the building using the closest safe exit and inform others to do the same.
• Move at least 500 feet away and upwind from the explosion site.
• Notify 911.
• Do not re-enter the building until Police declare it safe for reoccupation.

HAZARDOUS MATERIAL SPILL
• Evacuate personnel from the spill area and alert all people in the vicinity of the spill.
• Isolate persons who may have been contaminated by the spill and have them remain in the area for decontamination by emergency personnel. If appropriate, use safety showers immediately.
• Call 911 from a safe location. Be specific about the nature and location of the spilled material, if known.
• Isolate the spill area and close doors to the room if it is safe to do so.
• Do not re-enter the area until Police declare it safe for reoccupation.

ACTS OF VIOLENCE
• If you hear gunfire immediately seek refuge, preferably in an area that can be locked from the inside.
• Lock, wedge, or barricade doors.
• Turn off lights. Remain still and quiet.
• If it is safe to do so, use any available phone to call 911.
• Monitor your surroundings.
• Should you be confronted by the shooter(s) YOU must decide on your action:
  • If you hide, minimize all movement.
  • If you run, zigzag as you move.
  • When you exit a building run as fast as you can to safety with your hands in clear view.
• If you must defend yourself, **resolve yourself to winning** the encounter; use every resource/weapon at your disposal, use the element of surprise, and do not ease your attack until the shooter is immobilized and disarmed.
• Be aware that you might be perceived as an attacker by responding law enforcement personnel. Do not make furtive or sudden moves when confronted by a responder.

**BUILDING LOCKDOWN**
• A lockdown is used to isolate persons from a danger and involves locking a building and barring admission to outsiders.
• University Police or building monitors will lock inner doors and place postings that the building is under a lockdown.
• Lock or secure offices and classrooms.
• Limit your exposure to view, remain quiet, monitor your surroundings.
• Listen for commands or instructions from Police and building monitors.
• Use your cell phone for receipt of text messages updating instructions and information.
• **Remain in shelter until notified by Police** that the emergency is over and it is safe to resume normal activities.

**MEDICAL EMERGENCIES**
• Dial 911 and report the emergency.
• Unless trained, do not attempt to render first aid before assistance arrives.
• Unless the environment becomes unsafe, or the injury becomes life-threatening, do not move a person who has fallen or appears to be in pain. Keep the person stable, in a comfortable position, and covered if necessary.
• Appoint someone to go outside to direct emergency responders to the person needing attention.

**AED USE**
• If you are trained in use of an AED, ensure that the 911 system is notified.
• Appoint persons to guide the emergency responders to your location.
• Make sure that the scene is safe and the victim can be approached safely.
• Open the AED case and activate the switch on the front of the unit.
• Follow the instructions contained inside the case, and the oral directions given by the AED to attach the leads, assess the victim, and use the unit.

**EMERGENCY COMMUNICATIONS**
Penn State Greater Allegheny has a variety of emergency communication methods available which will be used during an emergency. These include:
• Penn State Greater Allegheny Web site ([www.greaterallegheny.psu.edu](http://www.greaterallegheny.psu.edu))
• Outside media announcements
• Text Messages ([http://newswires.psu.edu/](http://newswires.psu.edu/))
• Voice Mail
• PSU Alert – to sign up go to [https://psualert.psu.edu/psualert/](https://psualert.psu.edu/psualert/)

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