

Earth & Atmospheric Sciences
Department Policies and Procedures Manual

June 26, 2004

This document is produced for the sole purpose of providing a concise guide to how the Department of Earth and Atmospheric Sciences generally works as an aid to those who are new to the department. It is not intended to replace, modify, or otherwise supplement official Purdue University rules, regulations, policies, or procedures, which will always take precedence in case of conflict with anything in this document.

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1. GENERAL INFORMATION

A. Mail

1. Incoming.
 - a. The receptionist receives, sorts, and distributes all incoming mail.
 - b. Faculty and staff mail is placed in the recipient's mailbox in the reception area or copy room.
 - c. Mail for graduate students is placed in a tub in the copy room. Graduate students can go through the mail and retrieve their own mail. Any mail not claimed at the end of the day is placed in the graduate student's mailbox in CIVL 2279.
 - d. Mail for the Department Head is placed in the Administrative Assistant's office. The Administrative Assistant opens and determines distribution to the Head or other personnel.
2. Outgoing.
 - d. Campus mail is placed in a tray on the bookcase located to the left of the faculty mailboxes in the receptionist area..
 - e. Personal USPS mail is placed in a tray on the bookcase to the located to the left of the faculty mailboxes.
 - f. Departmental USPS mail is placed in a tray on the table behind the screen divider in the receptionist area. There are separate trays for US mail and overseas mail.

B. Conference Rooms

1. EAS Conference Room
 - f. The EAS Conference Room (CIVL 2173) can be reserved by making an entry in the calendar book located on the desk in the receptionist area.
2. CIVL G-212
 - f. CIVL G-212 is reserved by calling Cathy Ralston at 45025.

C. Department Equipment

1. Policy
 - f. The purpose of this policy is govern the use of departmental computing or other equipment for its intended application, and to ensure that the Department can meet both Purdue and funding agency requirements.
2. Equipment taken off campus.
 - f. Removal of any equipment from campus that has been (or will be) assigned a Purdue property accounting number requires completion of a Purdue University Form 12, including appropriate signatures. This form must be reviewed and renewed each fiscal year.
3. Computer systems at home

- f. A computer system may consist of several items, including a CPU cabinet, keyboard, mouse, monitor, printer, scanner, modem, and add-in boards.
 - g. EAS faculty members are allowed to have two University-owned computer systems at home for University purposes (research, teaching, and/or administration). Such equipment is purchased by research funds or by funds specifically allocated to the faculty member.
 - h. EAS faculty members may approve equipment they have purchased for students or staff to use at home for University purposes (one computer system per person). In this case, both the approving faculty member and the person taking the equipment off campus must sign the Form 12.
 - i. Departmental staff may be allowed to have a University-owned computer system at home with written justification and approval by the Department Head or designee.
4. Portable/Laptop Computers
- i. EAS faculty members, students, and staff are allowed to have two University-owned portable computers (including docking stations) for University purposes off-campus. The same policies that apply to computer systems at home also apply to portable computers.
 - j. Inexpensive computers (including most hand-held or palm-top computers) that do not require a Purdue property management accounting number are subject to these policies.
5. Computers for Non-University Personnel
- j. Purdue University equipment cannot be taken off campus by anyone who is not associated with the University as faculty, staff, or student.
 - k. Employees or students with University-owned equipment off-campus who are leaving the University are expected to return all such equipment before leaving.
6. Special Situations
- k. Computer or other equipment may be taken off campus temporarily for use at conferences, trade-shows, or similar events without the limitations described in this policy. A Form 12 must still be completed and signed.
- D. Copy Machine, Fax, Printers, Scanner
2. Copy machines
- k. The department copy machine, Fax, and printer is located in room 2169-M.
 - l. Copier users must obtain access code(s) from Virginia Ewing and use the appropriate access code for the purpose of the copying.
3. Printers
- . The main office printer is shared by users throughout the department so printing may occasionally be delayed until a previous user's job is completed.

- H. Audio-Visual Equipment.
 - 2. Location
 - n. Equipment is kept in room 2296 and is available to all department personnel by reserving it with Virginia Ewing.
 - o. Equipment that has not been previously reserved is available on a first-come, first-served basis.
 - 3. Use
 - o. Virginia Ewing is responsible to keep a record of usage, and no equipment should be removed from the room without first contacting her to establish its availability.
- I. Office Supplies
 - 2. Stocked
 - o. Commonly used office supplies are kept in room 2169-C. Department personnel may take whatever is needed, but should indicate what is taken on the sheet provided on the desk in the room.
 - 3. Ordering
 - o. If the needed office supplies are not on hand, see Virginia Ewing (2169-E) to order what is needed.

2. GRADUATE STUDENTS & POST-DOCS

- A. Graduate Student Status and Employment.
 - 2. General Policies
 - o. The department hires graduate students for teaching and grading courses. Unless explicitly stated otherwise in an offer letter or other document, the employment is only for one academic year.
 - p. Offer letters to applicants state that we normally continue the assistantship from semester to semester provided the student performs satisfactorily as an employee, and makes good progress toward his/her degree.
 - q. Faculty who wish to hire as research assistants, students who are or are committed to be, teaching assistants should inform the Graduate Secretary as soon as possible.
 - r. If, for whatever reason, a faculty member cannot honor a commitment, or if a commitment ends, the student will enjoy no preference in applying for a teaching assistantship unless the department has declared an intention to support the student, as done in the typical offer of an assistantship to an applicant.
 - s. Students who have accepted an offer of a teaching assistantship from the department are eligible for research assignments, if one becomes available.
 - 3. Support as Teaching Assistants:

- s. Maximum of 2 years for MS and 3 ½ years for PhD degrees.
 - t. Maximum time for PhD degree, before formal petitions have to be filed, is 6 years.
4. Undergraduate Student Employees.
- s. Please check with the Business Office prior to making an offer to an undergraduate student to ensure compliance with University pay scale and federal law.

B. Postdoctoral Appointments

2. Procedure

- s. Postdoctoral appointments will be made on an academic year basis. Such appointments may include guarantees of additional summer support.
- t. An offer letter from the Department Head is required.

3. **FACULTY MATTERS**

A. Faculty Promotions

2. General Criteria For Promotion

The tasks of University faculty members are to acquire, discover, apprise, and disseminate knowledge. They could communicate this knowledge and the manner of its acquisition or discovery to their immediate community of students and scholars, to their profession, and to society at large. Service to the institution, the community, the state, and the nation constitutes an important mission of University faculty members. As an institution of higher education with a commitment to excellence and a diversity of missions, Purdue University values creative endeavor, research, and scholarship; teaching and learning in its many forms; and extension, outreach and other forms of engagement activities. To be considered for promotion, a faculty member should have demonstrated excellence in at least one of these areas. Ordinarily, strength should be manifest in more than one of these areas.

0. Recognition of Variety in Achievement

The diversity of academic enterprise in a land-grant institution such as Purdue University is to be taken into account when promotions are considered. For example, artists' portfolios and performances that may simultaneously represent unique discoveries and the communication are equivalent to the more traditional publications and research products. The same is true of innovation in clinical instruction, diagnostic activities, extension and outreach roles, and the like. Administrative functions, committee service, special program management, contributions to staff development, leadership in community affairs, participation in scholarly and professional societies, membership on review panels, consultation to government agencies, and the like are additional examples of professorial roles worthy of appropriate recognition. Faculty also may contribute in ways such as assisting in the production of scholarly publications, devising curricula, developing courseware, counseling students, organizing laboratories and libraries, officiating in

professional societies, and so on. Many other equivalents exist have to be recognized by members of the successive committees on promotions.

Length of service in rank is one of the criteria for promotion, but by itself it should not ensure promotion or cause denial of promotion.

4. The Faculty Review System

The above requirements are intended to guide all academic units of the University. Throughout the entire promotion process, primary, area, and university promotion committee members respond to each tenure or promotion nomination as individuals, interpreting achievements described in the nominating documents in the light of standards appropriate for the nominee's discipline and the University's criteria for promotion. In the course of the evaluations, the give-and-take of full and confidential discussion is a critical element to informing each committee member of the candidate's accomplishments. To this end, and with the unanimous support of the University Senate Faculty Affairs Committee, only those promotion committee members present for the entire discussion of a candidate's record shall be extended the privilege of voting (Faculty Affairs Committee Meeting Minutes, March 2, 1998). Additional information about Purdue's promotion process is included later in this document.

To optimize faculty growth and productivity, it is important that heads of departments and schools who chair primary committee committees and have an active role on area committees, attempt to convey, annually and as accurately as possible, to each colleague who is not a full professor, what levels of performance and achievement are viewed favorably by those two committees. Deans of schools who chair area committees and have an active role on the University Committee on Promotions have corresponding obligations to the members of their area committees.

B. Promotion to Different Ranks

1. Tenure-track faculty

- . Promotion to Assistant Professor

A tenure-track instructor may be promoted to assistant professor upon attaining the level of professional accomplishment, which would have justified appointment to an assistant professorship.

- . Promotion to Associate Professor

Academic tenure is acquired on promotion to this rank. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

- . Promotion to Professor

Successful candidates should be recognized as authorities in their fields of specialization by external colleagues-- national and/or international as may be appropriate in the academic disciplines-- and be valued for their intramural contributions as faculty members.

General Promotion Procedure

During the first semester of each academic year, the head of each school, division, or department shall convene the primary committee, which is to consist of all tenured full professors in the respective administrative unit. The department head shall act as chair of the primary committee.

In departments with fewer than five tenured full professors, including the department head, additional tenured full professors to meet this minimum number shall be appointed by the chair of the area committee (usually the dean) to which the primary committee reports, following consultation with the appropriate department head. Tenured associate professors may be added to the primary committee by the tenured full professors to discuss and to vote upon promotion up to and including the associate professor level.

Persons who in their penultimate probationary year shall be automatically nominated for promotion and voted on by the primary committee, unless they specifically request otherwise in writing at any step in the process. Persons also may be nominated for promotion by any member of the primary committee. Those whose nominations are seconded shall be on by the committee. Persons with tenure who are not nominated by a member of the primary committee but, nevertheless, consider themselves ready for promotion may nominate themselves and have their cases for promotion considered by the primary committee, if they have not been considered for promotion during the last three years. All voting on candidates by a primary committee shall be done by secret ballot.

The department head shall prepare a form (Nomination for Promotion – Presidents Office Form 36) for each nominee for whom a majority affirmative vote is obtained and forward this form to the dean of the school for consideration by the area committee. The department head may also, if he/she wishes to do so, forward a nomination form for a person nominated in the primary committee who did not receive a simple majority vote.

The department head shall not cast a vote in the primary committee: rather, his/her recommendation will appear separate from the primary committee's recommendation on the promotion document. This constraint will not apply if the number (including the chair) of tenured full professors on the primary committee is less than seven.

The Provost, Dean of the Graduate School, and the other members of the University Promotions Committee (see below) who are deans of academic schools will not vote in any primary committee.

The Nomination for Promotion form and supporting documentation shall contain at least the following items: name of the nominee, date and rank of initial appointment, dates and ranks of subsequent promotions, proposed rank, list of academic degrees, basis of nomination, prior experience, teaching assignments and evaluations of performance, research responsibilities and achievements, extension assignments and evaluation of performance, scholarly work in progress, publications, administrative and committee responsibilities, other pertinent

activities (membership and positions held in professional societies, consultation, committee and public service, etc.), prospects for future development, comments and recommendations by the department head, and the vote of the primary committee.

A candidate should be given the opportunity to help create and review his/her promotion documentation and should receive a copy of any document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate's own brief (one page) comments about teaching, research/creative activities and service. The candidate may choose that these brief comments be attached to the promotion document.

To permit candidates and potential candidates to exercise the rights in a convenient fashion, it is expected that each chair of a primary committee should, during the first month of each fall semester, publish a timetable setting forth the dates of the primary committee meetings and suitable deadlines for faculty members to update their files and to receive and react to the appropriate parts of a nomination for promotion.

The area committee shall consist of the dean, serving as chair, all the school's directors and department heads, and/or school heads, plus tenured full professors elected by the voting faculty of the school according to procedures established by that faculty. At least one-third of the membership of each area committee shall consist of tenured faculty members without administrative responsibilities. In no case will the number of faculty members without administrative responsibility be fewer than two.

Each nomination shall be considered and discussed individually by the area committee, after which a secret ballot will be held. The result of the ballot shall be recorded on the nomination form.

The dean shall not cast a vote in the area committee. Rather, the dean's recommendation will appear separate from the committee's recommendation on the promotion document.

A separate, secret ballot shall be cast for each candidate in the primary and area committees. In addition to providing for a "yes," "no," or "abstain" vote, the ballot should provide an opportunity to show reasons for the vote cast, with space allotted for comments, explanations, etc. The primary purpose of the ballot, other than to obtain a numerical vote count, is to contribute to a summary for "feed-forward" and "feed-back" use. The reasons for a negative vote are especially important.

Candidates who receive at least a simple majority vote of the area committee and support of their dean will be considered by the University Promotions Committee. In addition, the University Promotions Committee will consider candidates who receive either a simple majority vote of the area committee or the support of their respective school dean. Panel A will consider promotions within tenured and

tenure-track ranks and Panel X will consider promotions within clinical/professional ranks. These panels, following a secret ballot on each nomination, shall record the result of their ballot on a form that also shows the results of the balloting by the primary and area committees. These forms are then to be transmitted to the President of the University who, in turn, make his/her recommendations to the Board of Trustees for final action.

In those cases where a recommendation supported by at least two-thirds of an area committee has been rejected by the University Promotions Committee, the dean may request written explanations for the vote.

Panel A of the University Promotions Committee for the West Lafayette campus shall consist of the Provost (chair); Dean of the Graduate School; the academic school deans, seven tenured faculty members nominated by the University Senate Nominating Committee and appointed by the President for three-year terms.

It is in the best interest of the University and faculty that full and frank discussion occur during the deliberations of promotion committees. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved. Recommendations against promotion may be discussed with the faculty member affected, in a discreet manner and without undue delay, by the appropriate department head or dean.

Faculty will be advised of their promotion progress by their department head after the Primary Committee and by their dean after the Area Committee and University Promotions Committee meetings. Official notice will be sent to promoted faculty members after the president and the Board of Trustees approve the promotions.

Provost Memo Revised May 2003 (Abridged)

D. PACs

1. General Policy

- a. The Department of Earth and Atmospheric Sciences is committed to being a strong research and education center in these fields. Consistent with its commitment to strong research and teaching, it has adopted the following policy for appointment, promotion, and retention:
- b. Appointment to and promotion within the department is made only when this contributes to excellence. This policy conforms to the policies and procedures of Purdue University.
- c. The department expects every faculty member with teaching assignments to perform at a satisfactory level in teaching and to recognize that inferior teaching will preclude promotion or re-appointment. Superior teaching will aid in promotion and retention.
- d. Probationary Periods
 - (1) The original appointment is normally for three years. Before May 1 of the second year of appointment, one of the following actions is taken: (a) a further appointment of one year (the fourth) is made, or (b) notification is given that the third year is

terminal. Before May 1 of the third year, one of the following actions is taken: (c) a year-by-year appointment is made beyond the fourth year for a maximum total probationary period of 7 years as an Assistant Professor, or (d) notification is given that the fourth year is terminal. Before May of the sixth year, one of the following actions is taken: (e) promotion to Associate Professor, or (f) notification is given that the seventh year is terminal.

- (2) Assistant Professors whose appointments begin in January are treated the same as those whose appointments began the previous August.
- (3) Under exceptional circumstances, tenure may be granted without promotion to Associate Professor.
- (4) An Assistant Professor may be promoted earlier than the sixth year if the department considers this warranted and the University concurs.
- (5) Assistant Professors should note that it is unlikely they will be promoted if their performance in teaching is judged as being inadequate, or if their performance in scholarly work and research fails to show promise of achieving national distinction.

2. Operational Procedures

- c. The Primary Committee of the Department of Earth & Atmospheric Sciences, composed of all tenured full professors of the Department with at least a 50% appointment, and chaired by the Department Head, is responsible for all departmental decisions regarding promotions and tenure. Positive decisions of this committee are passed on to the Area Committee of the School of Science for further deliberation and evaluation.
- d. All procedures and practices of the Primary Committee are constrained by germane University regulations contained in the latest Executive Vice President for Academic Affairs Memorandum regarding University Promotion Policy, attached hereto as Appendix I. However, to clarify the role and expedite the functions of the Primary Committee, the following procedures, timetable, and lists of responsibilities have been adopted.

3. General Promotion Procedures

- d. Prior to the end of the spring semester, the Primary Committee will meet to review the records of all tenure-track instructors, assistant and associate professors and non-tenured professors of the department, hereinafter referred to as “promotable faculty”. At that time the committee will:
 - (5) Advise the Department Head regarding information that should be conveyed to individual faculty members concerning their academic progress and/or perceived areas of needed improvement;
 - (6) Make an initial selection of possible candidates for promotion in the next promotion cycle (beginning in the fall of the succeeding academic year). Note that persons who are in their penultimate

probationary year shall be automatically nominated for promotion by the primary committee, unless they specifically request otherwise in writing (Appendix I, Section III);

- (7) Authorize the solicitation of outside references on possible promotion candidates; and
 - (8) Make recommendations regarding renewal of faculty contracts.
- e. Early in the fall semester, the Primary Committee will meet to formally nominate faculty members for promotion. In most cases, these nominees will be taken from the list of possible candidates identified in the preceding spring meeting. However, it is recognized that other nominees may emerge as a result of new data that have become available over the summer months and also through self-nomination by tenured associate professors (Appendix I, Section III). In those cases, every effort will be made to obtain outside reference information early in the promotion cycle. This cycle is defined as beginning in the fall of an academic year and ending with the final announcement of the promotion list in the early spring.
 - f. During the first weeks of the fall semester, additional meetings will be called as required to discuss promotion candidates.
 - g. Formal nomination of and voting on promotion candidates will follow procedures prescribed in Appendix I, Section III. Voting will begin only when the Primary Committee is prepared to vote on all nominees, and only those present will be permitted to vote. In all cases, the official vote will be the last action taken by the Primary Committee on the nomination of a candidate. Committee members will be allowed a period of 24 hours following the vote to give the Department Head thoughtful comments regarding the reasons for their vote for each candidate.
 - h. Disclosure of results of promotion actions to other faculty members will follow procedures set forth in Appendix I, Section III.
4. Timetable
- . September, or within the first semester of employment:
 - (0) The Head will contact each non-tenured faculty member and tenured associate professor regarding the subject professor's desire for a Professional Affairs Committee (PAC) and will appoint such committees as needed or requested.
 - . March 1:
 - (0) All promotable faculty must have updated vitae on file in the departmental office, regardless of whether or not promotion or tenure is an issue. The format must follow the specified example (see Appendix II).
 - . Prior to April 1:
 - (0) PACs review past progress, future goals, course/service load, and updated vita with respective faculty members. Faculty members revise vita as required.
 - . Mid-April:

- (5) Primary Committee meets to review all tenure-track faculty, and to make an initial selection of possible candidates for promotion/tenure during the next promotion cycle (no vote taken).
- l. Prior to June 1:
 - (5) PACs receive list of suggested referee names submitted by candidates and members of the Primary Committee and submit a list of potential referees to the Department Head.
- m. June-July:
 - (5) Outside references are solicited by the Department Head on behalf of possible candidates from the list of potential referees submitted by the PACs and additional referees chosen by the Department Head.
- n. Prior to October 1:
 - (5) Promotion Evaluation Documents (PED), equivalent to what is sent to the Area Committee, excluding referee's letters, are completed by PACs. These documents are produced with the cooperation of respective faculty members.
- o. October 1-21:
 - (5) Members of the Primary Committee review the PEDs of possible candidates including the referees letters and, if necessary, the vitae of other tenure-track faculty and nominate candidates for promotion. Additional external references are solicited as may be deemed advisable. The Primary Committee may conduct additional meetings to further discuss and/or vote on nominees.
 - (6) NOTE: If a faculty member whose PED has been prepared as a result of the mid-April committee decision is not put forward for promotion, the Department Head, as soon as convenient, will inform the faculty member and indicate the reasons for the decision. After notification by the Department Head, the PAC may meet with the faculty member for further discussion, if deemed necessary by the committee or requested by the faculty member.
- p. First week of November:
 - (6) The Primary Committee meets to discuss candidates and to vote on all nominees.
- q. Mid-November:
 - (5) The final PEDs are completed and transmitted to the School of Science.
- r. December-February:
 - (6) The Department Head meets, when appropriate, with the Primary Committee to review results of University promotions, subject to University regulations.
- 5. Professional Affairs Committee (PAC)

- h. The faculty are subjected to many and often conflicting demands upon their time. This is particularly true of non-tenured faculty who are in the process of establishing academic and research programs and finding their specific role in the Department and the University. Faculty must establish priorities for time and effort expended in academic counseling, course preparation, teaching, faculty committees, research, proposal writing, etc. In reaching decisions of this nature, the non-tenured faculty must be concerned about individual professional development as well as achieving recognition by the Department and University in the form of tenure and promotion. It is the responsibility of the senior faculty, particularly those in the faculty member's departmental area, and the Department Head to provide guidance to non-tenured faculty in their quest for these goals. However, the full professors of the Primary Committee have a special concern for the development of non-tenured faculty and should serve as mentors to them. Therefore, a small representative committee, known as a Professional Affairs Committee (PAC) selected from the Primary Committee, will be assigned to each non-tenured faculty member and tenured associate professor to provide guidance concerning professional affairs. The PAC will serve as an important communication link between the individual non-tenured faculty member or tenured associate professor and the Primary Committee and the Department Head. The PAC does not necessarily serve as an advocate for the promotion and tenure of the faculty member. Rather, its role is advisory and all parties should understand that it is only representative of the Primary Committee, which is solely responsible for promotion and tenure decision within the Department.
- i. Selection Procedure for PACs
- (6) The Department Head will assign a three-member PAC to each promotable faculty. Selection of committee members and the committee's chair will be with the advice and consent of the faculty member involved.
 - (7) At least one member of the committee shall be from outside the faculty member's departmental area and one from within the faculty member's departmental area.
 - (8) The Department Head will not serve on PACs.
 - (9) Replacement to PACs will be appointed as needed within the guidelines specified above.
6. Responsibilities
- . Primary Committee
 - (0) To nominate and approve candidates for promotion and tenure.
 - (0) To establish, in the spring semester, a timetable for consideration and action on promotion/tenure cases that will allow sufficient time for preparation of candidate documents, solicitation of reference information, and thorough discussion of candidate records.
 - (0) To thoroughly review available candidate documents and reference information prior to any committee meeting.

- (0) To hold confidential any and all discussions occurring in any committee meeting.
- (0) To provide the Department Head advice on information that should be conveyed to individual faculty members regarding their academic progress and/or perceived areas of needed improvement.
- (0) To make recommendations to the Department Head regarding renewal of faculty contracts.
- (0) To ensure the confidentiality of materials within the PED that deal with responses from external referees, all comments from referees will be deleted from the PED before the candidate reviews it.

Professional Affairs Committee

- (0) The Chair will call the committee to meet with its assigned faculty member at least once per year in early spring to review the professional activities of the faculty member and to consult with the faculty member on problems, progress, and plans.
- (0) The Chair will brief the Department Head on the results of meetings and present the Department Head with a written synopsis of the committee's evaluation of the progress of the faculty member and any other relevant material. The faculty member will receive a copy of this memo, which will become a permanent part of the faculty member's personnel folder.
- (0) To advise faculty members on the preparation of vitae.

Department Head

- (0) To ensure that all deadlines are advertised sufficiently far in advance so that necessary documents can be provided and/or updated by the faculty.
- (0) To ensure that all PACs meet and report the results of their meeting by the end of March.
- (0) To provide all information regarding promotion/tenure procedures and criteria to the faculty and Primary Committee in a timely manner.
- (0) To inform faculty members of their progress as advised by the Primary Committee during the mid-April meeting.
- (0) To inform all affected faculty members of decisions made by the Primary Committee at the mid-April meeting.
- (0) After the final selection in September-October or following the vote in November, to inform appropriate faculty who are not being proposed for promotion, and to convey the reasons for the decision or the negative vote.
- (0) To initiate all correspondence related to promotion and tenure in a timely and expeditious manner and to ensure that all documentation is made available to the Primary Committee.

- (23) To meet with the Primary Committee to review the results of the University promotions, subject to regulations of the University.
- k. Candidates
 - (23) To provide and update, in the specified format (see Appendix II), a vita by March 1 each year. This is to be done whether or not promotion is a current issue.
 - (24) To provide necessary information and meet with the PAC either at scheduled dates or as may be requested.
 - (25) To suggest names of possible members of the PAC to the Department Head.
- E. Commencement Representation.
 - 1. Selection
 - h. EAS is required to provide one or two representatives for each commencement ceremony each year (December, May, and August).
 - i. The Administrative Assistant keeps a record of who represented the department at each instance.
 - j. When required to do so, the Administrative Assistant will contact faculty who have not participated in a commencement ceremony for the longest period of time, and secure agreement to represent EAS at the next commencement. Faculty are expected to be cooperative and comply with the request unless on official travel or absent for other unavoidable reasons.
 - k. Frequently a faculty member will have a student graduating, and will plan to attend the commencement. When that happens, the faculty member will often volunteer to be the EAS representative at that time.
 - l. Typically, faculty members are called upon to represent EAS once every five years or so.
 - 2. Procedure
 - l. Whoever represents EAS receives instructions for participating directly from the Dean's office.
 - m. If one does not have his/her cap, gown, or hood they can be rented at a local bookstore. The representative can use the department purchasing card to order the attire.
- F. Research Proposals
 - 1. Proposal Submission
 - m. The University Office of Sponsored Programs requires that proposals be in their office at least 2 business days prior to the agency or sponsor deadlines. This will allow them to review the proposals and obtain the appropriate signatures for the transmittal check sheets.
 - n. Your proposal must be in the EAS Business Office at least 4 business days prior to the agency or sponsor deadline. This allows our office only two days to complete the budget, get the necessary signatures, and forward the proposal to the Office of Sponsored Programs. Please initiate the budget process with the Business Office as soon as you

decide to submit a proposal. Provide them with the name of the agency and the proposal announcement number.

- o. Keep in mind that several faculty members could have proposals within the same deadline. In that case, the Business Office will make every effort to process them all on time, on a “first-come, first-served” basis. Proposals reaching the Business Office too late are not guaranteed to reach the Sponsored Programs office two days before the agency’s deadline.

2. Royalty Income Distribution.

- 1. Purdue’s policy regarding research royalty income distribution is 1/3 to the faculty, 1/3 to the home department and 1/3 to the University.

G. Faculty Compensation

1. Faculty Workload.

a. The criteria for awarding merit annual salary increases are similar to those used by the department for promotion and tenure. These are excellence in discovery, learning, and engagement. The items that are used to assess the faculty contributions to these three areas are listed below in the Faculty Activity Report.

b. The contribution of each of these three areas to the salary increase is based on the assumption that, on the average, each faculty member’s workload in the department is distributed as follows:

- (1) Discovery 50%
- (2) Learning 40%
- (3) Engagement 10%

2. Equitable Distribution

b. Clearly, some faculty members devote more of their time towards teaching and/or service. In these cases, the relevant percentages are adjusted accordingly. Decisions regarding salary increases are based on the essential data outlined in Section 9.2. Through such vitae, the Head, in accordance with the responsibilities of the EAS Executive Committee, assesses each faculty member’s contribution to the department’s excellence and the associated salary increase.

c. Since an Associate Head and Chairs of the Graduate, Undergraduate, and Faculty Search committees are in charge of vital service functions, the service component of the salary increase is higher than the above fraction of 10%.

3. Faculty Activity Report

- . Each faculty member is expected to provide this data to the Head each year by the first Friday in March.

- . Learning

- (0) Courses taught

- (0) Major revision of courses, or labs initiated.

- (0) Textbooks

- (4) Student and/or peer evaluation
 - (5) Student projects and reading courses
 - (6) Supervision of M.S. or Ph.D. student theses
 - (7) Chair of Ph.D. committees
 - (8) Ph.D. committee membership
 - e. Discovery
 - (6) Publications in high quality journals and rigorously refereed conferences.
 - (7) Research monographs
 - (8) Invited presentations and keynote addresses at major conferences and workshops.
 - (9) RA and Post-Doc support via external research grants and gift funds.
 - (10) Proposals submitted
 - (11) Membership in editorial boards of high quality journals.
 - f. Engagement (Include formally assigned as well as informal activities. Also include a brief statement as to your particular contribution on each committee or activity.)
 - (9) Department.
 - (10) School or University.
 - (11) Professional (editorial boards, conference organizing committees, etc.).
 - (12) Mentoring of faculty and students (in addition to graduate students you are supervising).
 - (13) Provide any additional information you feel is important relative to service.
 - g. Honors and Awards.
 - h. Other Information.
 - (13) Your most significant accomplishments in learning, discovery and engagement this past year (explain briefly the significance and/or evidence of the significance).
 - (14) Your highest priority plans and goals in learning, discovery, and engagement for next year (explain briefly the expected impact of achieving these plans and goals).
 - i. Any Other Items, Comments, Suggestions, Concerns, or Problems.
- H. Teaching
- 1. Academic Appointments and Teaching Load
 - c. The standard appointment in the department is the 10-month, academic year (AY) appointment. Thus, normal salaries will be 10-month salaries. A faculty member with a 10-month appointment can augment his/her salary by securing supplementary summer salary through

grants, contracts, or teaching in the summer, as specified by University regulations. See (2)(b) for 12-month (FY) appointed faculty.

2. Basic Teaching Loads of Faculty

- c. Since excellence in research, teaching, and service is required in a highly ranked department, faculty members are expected to contribute significantly to all three components. The purpose of the following guidelines is to make faculty workloads more equitable, to focus a faculty member's energies on those activities most in line with his/her interests and talents, and to reward each faculty member's contributions to the department.
- d. Academic year faculty members with tenure are normally expected to teach 3 lecture/lab sections per academic year. Fiscal year faculty members who do not contribute at least 15% in salary savings are expected to teach or carry out other assignments during the summer in addition to their academic year duties. In addition, faculty members with this teaching load are expected to have a viable research program manifested by:
 - (14) Publications in refereed journals or refereed conference proceedings, and publication of research monographs or textbooks.
 - (15) Support of research assistants and postdoctoral candidates via external research grants.
 - (16) Supervision of Ph.D. theses and M.S. projects.
- e. Equitable Distribution.
 - (15) For the sake of equitable distribution of workload, faculty members without such evidence of research activities in two consecutive academic years are expected to assume a teaching load higher than 3 lecture/lab sections in the following academic year. The Department Head will consider this increase on a case-by-case basis, and will alert the faculty member concerned well in advance of the change in the teaching load.
- f. Performance Evaluation
 - (15) Faculty with higher teaching loads have the right to expect that their performance evaluation and salary increases will be heavily based on teaching contributions to the department.

3. Administrative Load Reduction.

- c. The Department Head can authorize a reduction in teaching load for those serving as chairs of key departmental committees and faculty search committees.

4. Load Reduction Using Research Funds

- c. Course buyouts through AY salary savings or FY salary savings in excess of 15% are allowed only if the department has sufficient teaching capacity, or to augment 1-semester sabbaticals whenever possible. These are negotiated with the Department Head.

5. Selection of Courses Offered

- c. The following priority criteria apply to the selection of courses to be offered each year.
- d. Category 1 Required undergraduate courses.
- e. Category 2 Regular courses, undergraduate and graduate, with enrollment in excess of 10 students.
- f. Category 3 Courses with enrollment *below* the following thresholds:
 - (15) EAS 300- & 400- level 10 students
 - (16) EAS 500- level 5 students
 - (17) EAS 600- level 3 students
- g. Enrollment levels effective the end of the *third* week of November for the Spring semester courses, and effective the *end* of the Spring semester for the following Fall semester courses.
- h. Courses in Category 3 are offered only if the department has sufficient teaching capacity after staffing the lecture sections of the courses in Categories 1 and 2. Courses with the lowest enrollment in Category 3 are cancelled first until the department's teaching capacity is restored. Faculty members whose low enrollment courses are cancelled may, as always, offer these courses on a voluntary basis. Special exceptions may be made for Assistant Professors in their first two years.

6. Instructor Absences From Classes

- h. From time to time it is necessary for an instructor to miss classes. Justified reasons for this include illness, attendance at conferences, and participation in certain University activities. It is the instructor's responsibility to see that classes and students are not disrupted or penalized by such absences. The normal and best method to handle absences is to arrange for another faculty member to teach the class. This is often done on a "trading" basis.
- i. It is not appropriate to cancel a class, except to compensate for examinations given (typically in the evening) outside the regular class meeting times. It is NOT appropriate to ask a student (e.g., the class TA) to substitute for you in your absence, except for the administration of an examination, the discussion of the answers to an examination, the discussion of the outcomes of a project, etc. If the student's native language is not English, the student's spoken English proficiency must be officially certified for teaching.
- j. If you are prevented by an emergency from arranging a substitute, call the Head, Associate Head, or the Assistant to the Department Head, if possible.

I. Sabbaticals

1. Purpose

- j. Purdue University, as one of the major universities in the United States, is concerned with the search for new knowledge and its transmission through teaching and service. In order to maintain and continue the high level of academic excellence necessary for this mission, it is important for the faculty to periodically update and strengthen their professional skills and horizons. A sound program of sabbatical leaves

is thus of vital importance to the University in that it provides for this continued professional growth and new or renewed intellectual achievement through study, research, and writing.

2. Eligibility and Remuneration from the University
 - j. Any tenured member of the faculty of the University shall be eligible for consideration for sabbatical leave. Normally only full-time service at professorial rank shall be counted for eligibility for sabbatical leave.
 - k. For academic year faculty members, sabbatical leaves may be granted as follows:
 - (15) after a minimum of six semesters of service, one semester at half pay;
 - (16) after a minimum of twelve semesters of service, one semester at full pay to two semesters at half pay with pay rate adjusted proportionately for intermediate periods.
 - l. For fiscal year faculty members, sabbatical leaves may be granted as follows:
 - (16) after a minimum of three years of service, six months at half pay;
 - (17) after a minimum of six years of service, six months at full pay to one year at half pay with the pay rate adjusted proportionately for intermediate periods of time.
3. Sabbatical Continuity
 - j. Normally, for both academic and fiscal year faculty members, sabbaticals will be taken over a period of consecutive months. When it is in the best interest of the University as determined by the President (or the President's designee), the sabbatical may be split such that it is not taken over a continuous time period. However, the sabbatical, from the beginning to the end; must be completed within 18 months and cannot exceed in total time limits established in items a. or b. above, whichever applies.
 - k. As each sabbatical ends a new waiting period begins in accordance with the above sections.
4. Application for Sabbatical Leave
 - k. Application shall be made by way of a proposal containing the following information:
 - (17) Purpose of the proposed sabbatical leave and the location at which the leave is to be taken;
 - (18) Benefits which the faculty member believes will accrue to the University as a result of sabbatical.
 - l. Application shall be made in the spring semester for sabbatical leaves to be taken in the following fall and spring semesters.
5. Residence
 - l. Faculty members on sabbatical leave are expected to choose a residence in a location which is appropriate to the purposes of sabbatical leave as described in 1. Purpose.

6. Additional Remuneration

Staff members granted sabbatical leaves may be permitted to accept appointments and receive additional remuneration as follows:

- l. sabbatical leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the full time salary rate for the period of the leave, and provided that activities resulting from additional compensation are not in conflict with the purposes of the sabbatical leave;
- m. normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the sabbatical program and have been approved through normal administrative channels;
- n. grants or stipend adjustments to defray family travel, cost of living allowances, and/or research expenses may be accepted, provided such grants, allowances, and/or expenses are not for personal remuneration in addition to 4.b above.

7. Fringe Benefits

- n. The University will continue its contributions to TIAA/CREF based upon the budgeted full time salary rate for the period of the sabbatical leave and within the limits of the TIAA/CREF retirement policies.
- o. The University will continue its contributions to the group insurance programs based upon the full-time salary rate for the period, provided the individual faculty member continues normal employee contributions to the fringe benefit program.
- p. The University will make payments for Social Security based upon the actual salary received.
- q. Vacation leave shall not accrue during the period of sabbatical leave.

8. Obligation of the Faculty Member

- p. Any faculty member taking sabbatical leave is obligated to:
 - (17) return to the University for at least one complete year of service,
 - (18) submit to the Dean of his or her School, through regular administrative channels, a special report covering the professional activities
- q. In the event the faculty member fails to comply with a condition above, he or she is obligated to reimburse the University for all compensation (including cost of fringe benefits) paid during the period of the sabbatical leave.

9. Deviation from Policy

- q. The policy stated above is intended to serve all but the most unusual cases. Requests for deviation from the above policy will require special approval by the President of the University.

J. Administrative Salary Supplements

1. Purpose

- q. In some situations it has been determined that the use of an administrative supplement is an appropriate way to recognize a specific assignment for a faculty or staff member. This mechanism allows a salary adjustment for increased or temporary duties to be tied to the specific appointment or assignment. When the faculty or staff member completes or relinquishes the appointment or assignment, the administrative supplement is removed.

2. Supplement Amount

- q. To maintain consistency across operating units, the following guidelines are offered to assist in determining an appropriate supplement amount.

- (17) Appointments or assignments that can be related in scope to managing a small department or less would normally earn up to 5% of the individual's current base salary not to exceed \$5,000.

- (18) Appointments or assignments that can be related in scope to managing an average to large department would normally earn up to 10% of the individual's base salary not to exceed \$10,000.

- (19) Appointments or assignments that can be related in scope to managing a school would normally earn up to 15% of the individual's base salary not to exceed \$20,000.

- (20) Appointments or assignments that warrant amounts outside of these guidelines will require special consideration and approval by the President or those who report to the President for their respective areas.

- r. Approvals

- (20) New administrative supplements must be requested by the Dean, Director or Vice President and will require approval in advance by the President or those who report to the President for their respective areas. Annual adjustments to existing administrative supplements will be reviewed and approved as part of the budget process. However, these adjustments will be considered outside of the annual salary policy. Only the base salary will be subject to the merit increases that are addressed in the annual salary policy. Adjustments at times other than the annual budget process will require approval in advance by the President or those who report to the President for their respective areas.

- (21) To document the administrative supplements, a budget table will be included in the annual budget analyses that lists all staff who have been approved for an administrative supplement and any proposed increases. Annual increase to the administrative are not required and may not be appropriate in all cases.

- s. Offer letters and Employment Contracts.

- (21) When an appointment is made that includes an administrative supplement, the offer letter should clearly state the amount of the supplement and the conditions for receiving it.

- (22) When the offer is to someone who is new to the university, and employment contract will normally be required. For most

continuing appointments, a new employment contract will not be required. However, there are select situations where the need for an employment contract does not follow these guidelines. Your business office can advise on when a contract is required.

- . Effort Reporting

- (0) The administrative supplement will not be separately recorded from base compensation within the payroll records. Therefore, if current guidelines require effort reporting for a particular appointment, the combined amounts for base salary and administrative supplement for each position code of the employee must be included for reporting purposes. Many staff performing central administration functions are not currently required to complete an effort report. Your business office can advise on this.

- . Questions.

- (0) Questions concerning these guidelines should be directed to your business manager or regional campus vice chancellor.

- . Engaging in Outside Activities

Each year no later than October 1, you will receive a Form 32A (revised 4/96) application for permission to engage in outside activity. Anyone engaging in outside activity should fill out this application and submit it to the EAS Business Office for routing for approval by the department, the School of Science, and Provost. If you have previously had outside activities, a copy of your previous form will be attached for your reference. If you have never had outside activities and are uncertain as to what type of activity needs approval, please see the Business Manager for clarification and assistance in determining whether you need to complete the form at this time. At any time during the year that you engage in a new activity of this type, it will be necessary for you to complete a Form 32A and obtain approval. The Business Office will type the forms based on your handwritten copy and return to you for signature prior to routing. A Form 32A can be picked up in the business office (Room 2285).

- . Summer Pay Policy for Academic Year Faculty

Academic year faculty may be employed during the summer for up to 12 weeks, providing they have funding to cover that amount of time. It is the *faculty member's responsibility* to determine and establish the source of funding for his/her summer salary. NSF will allow only .222 of AY salary to be paid during the summer from all NSF sources. If a PI has only NSF funding, only the amount of time equivalent to .222 of the AY salary (this is approximately 8+ weeks), can be paid in the summer. DOD allows summer employment of 10 weeks (25% of AY salary) from any one grant or contract. Providing research funds are available from more than one agency, a PI can receive a maximum of 12 weeks pay. The use of departmental gift funds towards summer support when being paid more than 10 weeks requires approval from the Provost. This is normally allowed if the gift funds are for the PI's research. Academic year faculty members do not earn vacation time, therefore they may not take vacation while they are in pay status.

If a faculty member is being paid 12 weeks of summer, this leaves only 1-2 weeks for vacation time, depending on the university calendar.

The Provost does not allow departments to pay faculty on departmental funds, unless that faculty member is teaching during the summer, or there is a contractual agreement providing for summer pay (e.g., in initial employment offer). If departmental funds are used due to contractual agreement, a maximum of 10 weeks support is allocated.

Late in the spring semester, the EAS Business Office asks the faculty if they are planning to work in the summer, how many weeks they will be working, the source of funding, and what times during the summer they will be taking vacation, traveling away from campus on University business, etc. If a faculty member is in pay status and away from campus, it is very important that the absence be documented with a Form 17 (travel request) and/or a Form 33 (leave of absence, for more than 10 consecutive working days). If the absence is due to consulting activities, then a Form 33 must be submitted.

M. Policies Regarding Courtesy Appointments

1. Procedure.

- a. The prospective appointee must be a regular faculty member, and there must be at least three regular EAS faculty members who support the courtesy appointment.
- b. The EAS supporters meet with the Head of EAS to determine if an appointment might be appropriate and, if so, to specify the potential responsibilities, commitments, and goals of the appointment.
- c. The case is presented to the EAS faculty members for discussion and approval with a majority vote by secret ballot.
- d. All appointments will be reviewed by the Head of EAS every three years and, if necessary, reconsidered by the faculty supporters beginning the process with step 2. It is expected that there are again three EAS faculty members who support the case.

2. Rights and Responsibilities.

- . A faculty member with a courtesy appointment in EAS has a limited set of rights and privileges which do not include voting membership on departmental committees unless special approval the department head and faculty is granted. This approval must come from that segment of regular EAS faculty that can serve on the committee in question. A courtesy appointment allows one to use the appropriate title Assistant Professor, Associate Professor, or Professor of Earth and Atmospheric Sciences, commensurate with faculty rank in the faculty member's primary department. A faculty member with a courtesy will receive supervisory privileges as co-advisor for MS and PhD theses. This regulation is intended to encourage research collaborations between faculty members with courtesy appointments and those with primary or joint appointments in EAS. A faculty member with courtesy appointments may also offer research seminars in EAS to EAS students that count on the plan of study in the same way as such seminars offered by regular EAS faculty.

N. Unpaid Leave of Absence

1. Statement of Policy

- d. Recently there has been an apparent increase in requests by faculty in the School of Science for unpaid leaves of absence while “testing the waters” at other institutions. These requests have been presented with some apparent misconception about our School policy and that of the University. The purpose of this memo is to clarify what has been unwritten policy in the past and to clearly state the policy of the School as of the date of this memo.
- e. An unpaid leave for a faculty member who is accepting a permanent appointment elsewhere is not a perk for faculty at Purdue. The University views such leaves as fundamentally disadvantageous to the institution in that they frequently lead to delay in filling faculty openings. Because of this, there are Schools at Purdue that have a strong policy of not granting such leaves.
- f. Our School policy has been to grant such a leave when it was felt that this was in the University’s best interest, i.e., when there was a strong hope that the departing individual might change his/her mind and the faculty member involved was an eminent scholar. In fact, even those of us who go back more than 20 years in our knowledge of Science Administration can recall only three cases where such a change of heart occurred.
- g. The School’s attempt to be flexible has been interpreted by some as meaning that any request of this sort should be granted. For the reason noted in #1, any such general policy would place an unnecessary, and unacceptable, constraint on departmental hiring. Furthermore, it is difficult to distinguish between those for whom such a leave might be justified and those for whom it might not.
- h. While we certainly want our colleagues to remain at Purdue, and will work hard to maintain an environment that encourages them to do so, we also recognize that faculty are “free agents” some of whom will choose to accept positions elsewhere. We believe it would be unfair to place any obstacle in the path of those choosing to do so; it’s also unfair to expect the University to hold a position open while someone explores alternative employment options. It should be noted that adjunct appointments have routinely been made available to faculty leaving Purdue while they have graduate students still working towards degrees here.
- i. Upon agreement with the School’s Department Heads the policy for the School of Science will henceforth be that no such leaves of absence will be granted to Science faculty who are accepting positions at other institutions.

11/02/99

O. Academic Administrators Returning to Faculty

1. Statement of Policy

- i. Upon returning to the faculty, Academic Administrator Officers’ salaries on a 12-month base will be reduced to a 10-month base faculty salary (equivalent to 10/12 of the 12-month salary base, which is normally a reduction of 20 percent). In addition, specifically stated

administrative supplements, if any, included in the 12-month salary base will be discontinued in order to arrive at the adjusted base faculty salary.

2. Procedures
 - i. When an Academic Administrative Officer with faculty rank and tenure is to return to the faculty, the appropriate Supervisor should consult with the Provost and the Office of the Executive Vice President and Treasurer to determine the adjusted faculty salary.
 - j. When the adjusted faculty salary has been determined and approved by the appropriate Supervisor, the Supervisor shall write to the Academic Administrative Officer to confirm it and provide a copy to the appropriate business manager.

HR Policy IV.5.1 (abridged)

4. **FACULTY SEARCHES**

A. Advertising

1. Placing an ad.

- j. Upon approval by Department Head, an ad is prepared by the Search Committee and submitted to the Affirmative Action Office (AAO) for approval. The ad should be accompanied with AAO Form 2 - "Position Announcement Authorization".
- k. Upon approval of the ad, the AAO will assign the search a number and inform the department of its approval. Once approval is given by AAO, the department can begin advertising the position in various journals, websites, personal contacts, etc.
- l. Get approval from Department Head on costs for all ad placements.
- m. Work with Business Office for proper documentation for payment of ads.
- n. Check with Business Office for an account to charge postage.

B. Search Packet

1. Contents.

- m. The AAO will send a Search Packet, through campus mail, to the Search Chair or other designated contact person listed on AAO Form 2. This packet will include:
 - (1) Letters (Form 3) and business return envelopes (35 each) necessary to obtain applicant flow data information. If more letters are needed, keep one and make copies. Contact AAO if more envelopes are needed. These should be mailed to each applicant.
 - (2) Purdue University's Nondiscrimination Policy Statement and Confidential Communication Form. These should be mailed to each applicant.

- (3) A letter from William Coghill, to mail to all applicants prior to their campus visit.
 - (4) Procedures from the Office of International Students and Scholars for hiring international faculty.
 - (5) Search and screen document retention checklist.
- C. Short list.
- 1. Forms
 - m. Once a short list of candidates has been created, contact AAO at 47255 to obtain Form 4 - "Statistical Description of Applicant Pool Form". This form provides the department with statistical information on the applicant pool. At this time, AAO will also provide the department with Form 5 - "Search and Screen Recommendation Form".
- D. Closure
- 1. Forms
 - m. Once an applicant is hired and the search is closed, the Department will prepare AAO Form 5 with the names of all candidates interviewed and a paragraph supporting the recommendation to hire or not hire the candidate interviewed. The completed forms should then be returned to AAO for closure.
- E. Moving Expenses
- 1. Mechanism
 - m. The actual mechanics for reimbursement are complex, so we:
 - (4) List 5 items that most often cause difficulty, and
 - (5) Attach the official University guidelines used by the Business Office in processing claims.
 - n. Note that Purdue's intent is to pay only for moving normal household goods (no boats, trailers, etc.).
 - o. Get the most "official" looking receipt possible for each transaction or charge.
 - 2. Saving Money
 - . Trying to "save money" may not be to your advantage.
 - (0) You rent your cousin's truck for half the cost of a U-Haul or Ryder truck. You could have trouble being reimbursed, even if you have written estimates from the commercial companies, and your cousin.
 - (0) You pull a trailer across the country for six days instead of driving three days and using a moving company.
You pull a trailer: costs = \$200 trailer + \$250 motels + 2240 food + \$360 gasoline : total = \$1,050.

You drive and use a moving company: costs = \$100 motel + \$120 food + \$240 gasoline + \$3,000 moving company: total = \$3,460.

You would probably be reimbursed \$200 the first way, and \$3,000 the second way.

- (6) You store your furniture in a warehouse for three weeks (cost = \$48) in order to share a the cost of a truck with a friend who is also moving here (savings = \$325). You are not likely to be reimbursed for the cost of the storage.

3. Unusual Items.

- o. Reimbursements tend to be made for items from a (short) list of “allowable” items. Costs that may be absolutely essential to the move might be disallowed if not on the list.
- p. Costs that are unusual or events over which you have no control occur often and are usually not reimbursable, such as paying a plumber to disconnect your washing machine because the connections are rusted.
- q. Always double-check the reimbursability of anything not obviously implied by the University’s official documents. See our websites for official rules: <http://www.adpc.purdue.edu/Disburse/moving> and <http://www.adpc.purdue.edu/VPBS/d-3.htm>.

4. Moving Allowance Limit.

- q. The employment offer letter uses this statement:
 - (6) “We will arrange to reimburse you or pay the moving company directly for your expenses in moving your normal household goods from XXX to West Lafayette up to a limit of \$YYYY. Please request guidelines and procedures for moving expenses before making any final arrangements.”
- r. The statement suggests that:
 - (6) Only belongings are to be moved, and
 - (7) There are various rules and regulations that must be taken into account.
- s. The fact that you spend much less than the limit allowed does not mean that any less stringent procedures will be used in figuring your reimbursement.

5. **EXTERNAL VISITORS**

A. External Review Committee (every 5 years)

1. Selection

- . The committee typically will consist of at least six members.
- . Names of potential members are supplied by faculty to the department head.
- . The department head chooses 12 names to submit to the Dean.

- v. The Administrative Assistant prepares a brief information blurb for each of the 12 listing the present position of each, along with their educational background and significant accomplishments, awards, etc.
 - w. The department head submits the list to the Dean who selects the individuals to contact for inclusion on the committee.
 - 2. Review Process
 - w. Beginning in January of the year of review, the Administrative Assistant begins gathering information from all areas of the department for inclusion in the formal comprehensive report to be submitted to the review committee.
 - x. The committee will typically visit the campus in the fall semester.
 - B. Seminars
 - 1. Speakers
 - w. Suggestions for seminar speakers should be submitted to the Chair of the Seminar Committee.
 - x. One secretary (Virginia) will produce and distribute seminar announcements as appropriate.
 - C. Meal Allowances.
 - Seminar Speakers - Lunch \$50.00; Dinner \$75.00 (max. of 2 lunches and 1 dinner total dollar max. \$175.00)
 - Faculty Candidates- Lunch \$50.00; Dinner \$75.00; plus Lunch w/Grads. (no limit on number of meals)
 - Prospective Graduates - Lunch \$25.00; Dinner \$25.00 (max. 1 lunch and 1 dinner total dollar max. \$50.00)
 - D. Seminar Refreshments

Typically, a graduate student is assigned to prepare a refreshments table prior to each seminar and clean up afterward.
 - E. Visitors/Consultants
 - 1. General Policy
 - a. Visitors who will be on campus for more than a brief period of time need to have a letter invitation from the Department Head, which includes the reason for the visit, appropriate title, length of visit and source of financial support, if applicable. In addition, the CV of the visitor needs to be provided so approving authorities can accurately judge if the level of appointment and salary are reasonable. Consultants who will be providing service for a period exceeding 15 days require a long-term consulting agreement before payment can be issued. Sufficient advance notice is necessary to allow time for processing of this agreement. Payments to consultants cannot be issued in advance, however, periodic payments can be issued if it is a long term consulting arrangement.
 - 2. Payment Exclusions

- a. Please realize that certain visa types do not allow payments to visitors. Also, federal employees generally cannot be paid as consultants or receive honoraria. Housing may be provided for consultants if the host's funds allow, but Purdue cannot pay housing for additional family members. Check with the Business Office before making payment commitments.
3. Needed for Payment
 - a. All visitors who receive honoraria/consultant payments need either a social security number or an ITIN (Individual Tax Identification Number). No SSN or ITIN is necessary if the visitor is being reimbursed incurred expenses only. Visitors must secure these numbers on their own; Purdue is not responsible for obtaining these numbers for them. The department funds available for honoraria or travel reimbursement for a regular colloquia speaker are determined on a year-to-year basis. Faculty should contact the department Head for current information.
4. Parking
 - a. Guests who are invited by the Department should be instructed to go to the Northwestern Avenue Visitor Information Center and purchase a single-day (currently \$5) or multiple-day (currently \$8) parking permit and submit the receipt with other expenses for reimbursement.
- F. Alumni Advisory Council
 1. Charge to the Council.
 - a. To provide an external perspective concerning the Department's efforts to prepare graduates for successful entry into the workforce.
 - b. To participate in external mentoring, suggesting alumni speakers, securing internships, and student job opportunities.
 - c. To provide leadership in building alumni relationships, assist in Departmental fund raising, and support for development activities.
 2. Number and Term
 - c. There is no specific requirement or limitation on the number of members.
 - d. Members are asked to serve for a three-year term.
 3. Selection and Responsibilities
 - c. Faculty suggest members to the Department Head who contacts the nominees to secure their agreement to serve.
 - d. The Council meets once a year, usually during Exam Week of the spring semester.
 - e. Members of the Council are expected to absorb their own travel and lodging costs for the annual meeting.

6. **STAFF**

- A. Administrative Assistant Duties.

1. General
 - e. Assist the department head in implementing the policies and procedures established for the administration of the department.
 - f. Attends faculty meetings and records minutes.
 - g. Attends Primary Promotions Committee meetings and records minutes.
 - h. Supervises the secretarial staff in the department.
 - i. May supervise other staff, hourly or A/P, as assigned by the department head.
 - j. Opens and sorts mail addressed to the department head.
 - k. Has signature authority as delegated by the Department Head.
 - l. Supervises the Department Maintenance person.
 - m. Keeps the Department Head's calendar.
 - n. Protects the integrity of sensitive and confidential information.
 - o. Makes housing reservations for visitors to the department.
 2. Event Coordination
 - n. Coordinates departmental events, meetings, conferences, etc. (Does not include departmental seminars.)
 - o. Annual faculty retreat.
 - p. Regular and special faculty meetings.
 - q. Alumni gatherings around the country.
 - r. Alumni Advisory Committee
 - s. Heads/Dean meeting when hosted by EAS.
 3. Communications
 - q. Produces the annual Alumni Newsletter.
 - r. Prepares correspondence for the Department Head (draft and finished).
 - s. Liaison with International Scholars and Students (ISS) office.
 - t. Liaison between EAS and Physical Facilities units.
 - u. Gathers information and completes various surveys for University units and outside organizations as directed by the Department Head.
 - v. Liaison with Telephone Office for telephone and data line needs.
 4. Facilitation
 - u. Tracks progress of projects and activities to ensure reasonably prompt and proficient progress.
 - v. Notifies or calls upon department or University personnel to expedite the completion of projects and activities.
- B. Secretarial Staff Responsibilities.
1. Provide secretarial support for faculty as assigned to each.

- v. Gina: Agee, Smith, Gieré, Lasher-Trapp, Trapp (Vincent)
 - w. Kathy: Braile, Harshvardhan, King, Nowack, Ridgway, Shieh, (Hinze)
 - x. Virginia: Calais, Cooper, Freed, Huber, Johnson, Ogg, Tharp
 - y. Lana: Granger, Harbor, Sun, Leap
2. Specialized Responsibilities
- x. One secretary (Kathy) functions as liaison with the Graduate School, will attend meetings of the Graduate Committee, and carries out the policies and procedures associated with graduate student needs.
 - y. One secretary (Kathy) functions as secretary to search committees as needed.
 - z. One secretary (Virginia) functions as the Schedule Deputy for the department and carries out the policies and procedures associated with the academic scheduling for the department. She also schedules seminars and produces the departmental mail and telephone listings. This secretary also assists with hostess duties to help prepare and clean up department events where food or refreshments are served (faculty meetings, etc.).
 - aa. One secretary (Lana) is designated as the Receptionist for the department and carries out the policies and procedures established for receiving telephone calls, visitors, and mail duties. This person also acts as an editorial assistant for assigned faculty who have editorial responsibilities for professional journals.
 - bb. One secretary (Gina) functions primarily as secretary to Dr. Agee and also has responsibility for meeting the needs of other assigned faculty. This secretary produces and distributes the weekly EAS newsletter and posts it on the website. She is available to help with main office needs on an “as available” basis.
3. Other duties
- bb. Other secretarial support may be provided as needed.
 - cc. In addition to the above specifically assigned duties, each secretary shall be responsible for other duties as assigned by the Administrative Assistant from time to time.
4. Overtime
- cc. By law, all non-exempt employees MUST be paid overtime for ALL time that is worked over 8 hours per day or 40 hours per week.
 - dd. By law, non-exempt employees are forbidden to volunteer to work overtime and should not be asked or expected to do so. There are very strict rules governing compensatory time including an allowance for 1 ½ hours off for every 1 hour worked. All requests for overtime work must be cleared with the Supervisor in advance.
 - ee. Non-exempt employees must have their supervisor’s permission to work through their lunch break with arrangements made for overtime pay or other compensatory allowance.
 - ff. Work should be given to clerical staff with a reasonable time expectation for completion during regular working hours. Tasks not

given in a timely manner may not be completed until the following work day. This means that work that cannot be completed on a Friday may not get done until the following Monday.

C. Undergraduate Student Advisor

1. Purpose

ff. The responsibilities for the EAS Academic Advisor (Nancy Stewart; CIVL 2169G) focus on the academic progress of our undergraduate students. Students are encouraged to pursue the resources and opportunities available to them and to be a full participant in what the university experience has to offer.

2. Process

ff. The Academic Advisor meets with them to schedule classes, determine the appropriate level of courses, make referrals for services and testing, promote career development, answer questions, and help with the various requirements, rules, and regulations.

3. Duties

ff. In addition, the advisor coordinates registration with faculty, serves on EAS Committees, and is a resource for various student related services, issues, or concerns. He/she meets with prospective students and parents and is involved with our recruiting plan. At this time, the EAS student advisor is a half-time position coupled with work as a career counselor for the School of Science.

D. Outreach Coordinator

1. Purposes

2. Processes

E. Department Maintenance Person.

1. Functions

ff. Functions as a generalist to provide physical maintenance and repair service to the various units and personnel within the department as appropriate to the training, skill, and ability of the person.

gg. This position may be part-time and requests for service will be worked into a schedule depending upon what other work needs to be done.

2. Responsibilities

gg. Responsibilities shall include, but are not limited to: moving and repairing furniture, installing and repairing machinery and equipment, hanging bulletin boards, caring for vehicle maintenance and repair, maintaining overhead projectors and screens, running errands, etc.

hh. Reports to the Administrative Assistant unless assigned otherwise by the department head.

ii. Requests for service can be sent to the Maintenance person directly (maintenance@eas.purdue.edu) or through the Administrative Assistant.

- jj. Requests for service that cannot be met by the department person will be sent to the appropriate University Physical Facilities unit by the Administrative Assistant.

7. DEPARTMENT COMMITTEES

A. Selection and term of service.

The following committees are appointed annually by the Department Head except for the Executive Committee, which is elected by the faculty for a 2-year term.

B. Strategic Planning

Purpose:

To formulate a strategic plan to guide the future development of the department in harmony with the School of Science strategic plan

Process:

The committee meets regularly to discuss the various options for the future of the department's direction and makes recommendations to the faculty for approval. The development of the strategic plan is a major item for the annual faculty retreat and often on the agenda for faculty meetings.

C. Undergraduate

1. Purpose:

- a. to provide support and direction for undergraduate courses and programs in the EAS department that is responsive to the academic and career goals of its students and to assist in recruiting students to ensure a diverse undergraduate student body. This includes: course and curricula changes, requirements, and assessments; scholarships and assistantships; student special cases; department head requests; and other issues that arise affecting undergraduate students.

2. Procedure:

- a. the committee fulfills its responsibilities by meeting on a regular basis; reporting to the faculty and department head; coordinating with other departmental, school, and university committees responsible for undergraduate education; and working with the departmental undergraduate counselor.

D. Outreach and Diversity

1. Purpose:

- a. to provide support and direction for outreach activities within the department; and
- b. to assess the department's current status regarding and explore strategies for improving the recruitment and retention of students from underrepresented groups.

2. Procedure:

- b. The committee fulfills its responsibilities by advising the department's Outreach Coordinator regarding outreach activities, encouraging faculty participation in these activities, and coordinating with the Undergraduate Counselor and the Undergraduate Committee on underrepresented student recruitment and retention issues.
- E. Computer
 - 1. Purpose:
 - b. To provide a base for review of existing equipment and computer support services, make recommendations for improvements, and plan for future needs.
 - 2. Procedure:
 - b. The committee meets at least once each month with ITaP supervisors and administrators to accomplish the above.
- F. Field
- G. Executive
 - 1. Purpose:
 - b. The Executive Committee was created in 1997 to assist the department head in matters of faculty and staff relations. It is meant to be a conduit for faculty and staff to relate concerns to the department head regarding the academic and work climate in the department. The committee also acts as a sounding board for the head when administrative plans are being formulated.
 - 2. Members
 - b. The committee consists of three full professors, one associate professor and one assistant professor. The department head chairs the committee. The term of service is for two calendar years starting with the beginning of the spring semester of odd numbered years. When an associate or assistant professor is promoted or a member leaves the university, there is a special election to fill the vacancy.
 - 3. Procedure:
 - b. The committee meets at least once a month during the academic year but not usually during the summer. The meetings are typically held during the week prior to the regularly scheduled faculty meetings.
 - c. The three full professors on the committee, along with the department head, constitute the faculty evaluation committee. This group meets in the latter half of the spring semester to review faculty annual performance reports. Evaluations coming out of this meeting form the basis of merit raise recommendations put forward by the head to the dean towards the end of the spring semester.
- H. Alumni and Industrial
 - 1. Purpose:

- c. The objective of the Alumni and Industrial Relations Committee is to establish and maintain strong relationships with our EAS departmental alumni, to encourage their continued interest in the department and to communicate with industrial representatives in EAS related specialties.

2. Procedure:

- c. This objective is accomplished in the following way: The committee oversees the preparation of the annual alumni newsletter with special assistance from the Assistant to the Department Head and staff. Alumni are encouraged to provide a brief description of their recent achievements. Faculty members provide an update of their activities.
- d. During the fall semester the Committee evaluates alumni candidates for two annual awards: the EAS Distinguished Alumni Award and the SOS Distinguished Alumni Award from EAS. Typically alumni are first selected for the EAS award before receiving the SOS award.
- e. The Committee hosts annual alumni gatherings at national professional meetings where EAS alumni are in attendance. Meetings include the annual Geological Society of America, American Meteorology Society and the Society of Exploration Geophysicists. These meetings have a social aspect as well as a technical component regarding research accomplished in the department. Typically the SoS Development Office has some involvement too.
- f. We also meet annually with the Alumni Advisory Committee near the end of the Spring semester. Discussion topics typically include alumni relationships and the encouragement of financial contributions to Department.
- g. Regarding industrial relationships, committee members keep abreast of potential employers for graduating students. Contacts are also maintained with potential visitors to the department to serve as guest lecturers and seminar speakers. Employment recruiters are also encouraged to visit the department.

I. Seminar

1. Purpose:

- g. This committee brings external earth and atmospheric scientists, who represent the very best in their fields, to present their research to our department.
- h. This committee fosters learning and collegiality across the department by encouraging attendance and participation at seminars that are chosen to represent the department's research strengths.
- i. To promote the department's research efforts across the international scientific community by introducing world-class visitors to our faculty.
- j. To expand the scope of departmental research by introducing new research ideas and potential collaborations.

2. Procedure:

- j. Soliciting names of appropriate researchers from the department faculty and graduate students.
- k. Reviewing these candidates and choosing those which appear to be most active in research, capable of delivering a coherent and broadly accessible seminar, and representative of the breadth of the department.
- l. Providing refreshments to attendees at a time and place that is conducive to congenial discussion.
- m. Arranging meetings between our faculty and invited speakers.

J. Graduate

1. The main goal of the Graduate Committee is to recruit high-caliber graduate students and to provide them with an academic setting that is conducive for research. Additional tasks of the Graduate Committee are to: 1) award teaching assistantships to continuing students; 2) review graduate level course requests; 3) consider revisions to departmental regulations that pertain to graduate education; 4) evaluate Purdue Research Foundation proposals; 5) consider waiver requests; and 6) decide on recipients for awards program
2. During the past several years, the Graduate Committee has improved on attracting and admitting many excellent graduate students. We attribute this increase to a better designed web page, recruiting at national meetings, and recruiting at specific schools. To create a better research-oriented environment for our graduate students, the Graduate Committee has helped improve the Graduate Expo. The Expo is a day-long departmental meeting that gives students an opportunity to present their research results. Cash awards are given for the best presentations. .

K. Safety and Resources

2. Purpose:
 1. To document and recommend the departmental safety program; to recommend and approve acquisitions of new books and journals; to oversee the departmental resources including technicians and library resources.
3. Process:
 1. The committee is divided into two subcommittees: Library and Safety and meet as needed to discuss and act on relevant needs and requests. In addition to the EAS professors assigned, the committee also includes two library supervisory staff.

8. EQUIPMENT AND SUPPORT

A. Computer Support.

2. General procedures
 - l. Computer support for the department is handled by the Information Technology at Purdue (ITaP) department.
 - m. ITaP maintains two permanent positions in EAS to provide computer support during normal working hours.
 - n. Requests for help should be made directly to either of the two ITaP employees in EAS. They will determine if the problem can be handled locally or if another person from ITaP needs to be brought in.
 - o. The preferred method of contact is via email (eas-itap@purdue.edu) so a record of reported needs can be established.
 - p. If a problem is not resolved satisfactorily, the client should contact the Chair of the Computer Committee to alert him/her to the situation, then contact the ITaP supervisor (Janet Lange: lange@purdue.edu) assigned to EAS to describe the situation and seek further relief.
3. Purchases
 - p. Any contemplated purchases of hardware or software should be communicated to the ITaP supervisor so that:
 - (1) Proper licensing for software use can be assured.
 - (2) Compatible usage can be assured.
 - (3) Appropriate levels of anticipated support can be assured.
 - (4) The best price can be obtained through bulk purchasing or supplier discounts.
 - q. Hardware or software purchases shall be made through a cooperative arrangement between the EAS Business Office and the ITaP Business Office.

B. Audio-Visual Equipment.

2. Location
 - q. Equipment is kept in room 2169H and is available to all department personnel on a first-come, first served basis.
3. Use
 - . One secretary (Virginia Ewing) is responsible to keep a record of usage.

0. DEPARTMENT VEHICLE USE

. General Policies

- . EAS department vehicles are for departmental use only. No personal errands such as stopping at restaurants, stores, etc. are allowed.
- . An approved Form 17 (Request to Travel) or “blanket” travel must be on file in the Business Office before taking a vehicle off campus. Trips to local vendors to obtain supplies are covered under blanket travel.

- s. Accompanying passengers must be listed on the Form 17. For course trips, a list of all students traveling is to be attached to the Form 17.
- t. Non-employees (students) authorized to travel in University vehicles are covered by University insurance only while they are in the vehicle. Individual insurance coverage is in effect in case of accident or injury while outside the vehicle.
- u. Only University employees with a valid driver's license may drive University or Department vehicles unless a waiver is obtained. A waiver may be requested for non-University employees to drive a University/Department vehicle from Risk Management. See the Business Office for the form and allow 5 working days prior to the trip for the submission of the form to Risk Management.

B. Procedures

2. Reserving and Sign-Out

- u. Vehicles must be signed out in the Business Office (VICL 2285). A calendar is available in the Business Office to reserve a department vehicle for future use.
- v. Keys must be returned to the Business Office at the time department business is completed. If the Business Office is closed, put the key case through the drop box in the door of Room 2285.
- w. A magnetic board in the Business Office indicates where each vehicle is parked. When you return the keys, indicate on the board where you left the vehicle. If the Business Office is closed, the board will be hanging on the door to room 2285. Additional information is attached to the board.

3. Fuel

- w. Gasoline cards are in the key cases. These are for out-of-town use only. Gas purchased locally should be done so through Purdue Transportation Services. There is a separate card for Transportation Services and instructions are posted on the gas pumps there.
- x. If the gas gauge is at $\frac{1}{4}$ tank or less, you are to fill it up before returning the vehicle.
- y. The key cases contain several major oil company credit cards for use when away from campus. These cards can be used for tire repair or other minor repairs when needed.

4. Maintenance and Repair

- y. Mechanical service needs should be reported promptly to maintenance@eas.purdue.edu (this email goes to the department maintenance person and the Administrative Assistant).
- z. If you are planning an extended trip, notify maintenance@eas.purdue.edu that the vehicle you plan to use needs to be serviced and by what date. Include your destination so the approximate mileage can be determined.

- aa. Should you be involved in an accident while driving a University/Department vehicle, instructions on what to do are listed on a red brochure located in the glove compartment.

5. Parking

- aa. If you are driving a University or Department vehicle and need to park in the Grant Street Garage, a card that will let you enter/exit can be obtained the Business Office when you pick up the vehicle keys.
- bb. If you illegally park a Department vehicle and it is ticketed, you are responsible for paying the ticket. The Department does not have any funds that can be used for this purpose. Note: If you cannot find a space reserved for University vehicles, you can park the vehicle in an "A" parking space in the Northwestern Avenue Garage.

10. **DEPARTMENT NEWSLETTER**

A. Distribution

- bb. This is normally distributed weekly on Monday mornings and contains information about department activities for the week, faculty grants awarded and papers published, and items of interest to faculty, staff, and students.

B. Submissions

- bb. Items to be included in the newsletter should be given to Gina Richey no later than noon on the Friday preceding the date of publication.

11. **PURCHASING CARDS.**

A. Usage and Restrictions.

- bb. Purchasing (credit) cards can be obtained from the Business Office for department-related needs. You will be required to sign it out and return it on the same day.
- cc. The department card has a transaction limit of \$250. If you intend to purchase items from the same vendor that exceeds the \$250 limit, the charge card is not the mode of purchase that should be used. Purdue policy prohibits the vendor to charge the purchase a 2 separate transactions in order to avoid the transaction limit.
- dd. Upon return, the credit card and an itemized list of purchases is required.
- ee. Please remind vendors that Purdue is tax exempt so sales tax should not be charged.

12. **AWARDS & SCHOLARSHIPS**

A. Outstanding Teaching Award Guidelines

2. Eligibility

- ee. The EAS Outstanding Teaching Award is awarded to an EAS faculty member each year that the awards committee deems there is an applicant worthy of recognition. Only tenure track faculty are eligible for nomination. The award is presented in recognition of excellence in teaching using the following criteria as a guide:
 - (1) Undergraduate and/or graduate courses taught,
 - (2) Student evaluations,
 - (3) Peer evaluations,
 - (4) Course materials developed,
 - (5) Manuscripts published related to teaching,
 - (6) Educational impact of research and/or other projects, and
 - (7) Other information submitted related to teaching.
- 3. Award.
 - ee. The recipient of the award will receive \$750 and a special recognition plaque. The names of all award winners will be prominently displayed on a plaque in the department.
- 4. Committee Selection
 - ee. The Awards Committee will consist of five members (3 faculty and 2 students). Each award winner will serve on the Awards Committee for a period of three years, and the latest award winner becomes the chair of the committee for that year. The Department Head will appoint members to the committee to fill any vacancies that may occur, and appoint a chair if there was no recipient in the previous year. PUMA and PGS will each nominate a graduate and an undergraduate student. The Department Head chooses two (1 grad and 1 undergrad) of these four students to fill out the committee. Members of the Awards Committee are not eligible to receive the award during their term of service on the committee.
- 5. Procedure
 - . Each September the committee chair will send a notice to all faculty and students requesting nominations for the award. By the end of October, each nominee will have prepared a portfolio of documentation utilizing the seven areas previously mentioned. The committee will meet in mid-November to review the portfolios submitted and will select a recipient. At that time, the committee may also recommend an individual for consideration for the School of Science Outstanding Teaching Award, School of Science Outstanding Assistant Professor Teaching Award, and the Purdue University Murphy Award for Undergraduate Teaching.
 - . Each application should include the following:
 - (0) A cover sheet.
 - (0) A written statement by the nominee (not to exceed three single-spaced pages) outlining the following:
 - (0) A professional history where the candidate reflects over their career as a teacher;

- (9) Current and future goals for teaching;
- (10) An overall rationale for why the teaching efforts outlined above have contributed to excellence in teaching related to quality and impact;
- (11) Four letters of recommendation: two from colleagues and one each from a graduate and undergraduate student.
- (12) Student evaluations including a summary page of cafeteria evaluations and one page of student comments identified as solicited or unsolicited.
- (13) Samples of documentation from the seven areas of the first paragraph of this document.
- (14) Other documentation that supports or enhances the written statement.

B. Distinguished Professorships

2. Purpose and Definition

ee. The purpose of the position of Distinguished Professor at Purdue University is to enrich the intellectual environment by attracting and retaining exceptional faculty.

ff. A Distinguished Professor in the School of Science should have a record of scientific accomplishment that significantly exceeds the requirements for promotion to the position of Full Professor. Thus a Distinguished Professor is expected to an exceptionally original, creative, and productive individual whose achievements in scholarship and research have made a major positive impact. A Distinguished Professor is also expect to have a record of outstanding achievements in teaching, and in University and professional service.

3. Criteria for Nomination

The nomination should present evidence of scientific accomplishment, significantly beyond that required for promotion to Full Professor. Such evidence might include:

ff. Membership in the National Academy of Sciences or National Academy of Engineering.

gg. A major medal or award for scientific contribution in one's field of specialization.

hh. Significant and lasting scientific impact as documented by letters from the outstanding scientists in the person's field.

4. Departmental Procedure

The departmental procedure to review candidates for Distinguished Professor is preliminary to review at higher levels. Note that, in any given year, there may be a single candidate, or several, or there may be none. Candidates will be evaluated individually. A candidate is not to participate in any of the following activities pertaining to his or her own candidacy.

- hh. The candidacy of a Full Professor for a Distinguished Professorship may be initiated at any time with a memo from a nominating group of at least one-quarter of the tenure-track faculty. The memo should indicate how the Full Professor meets the criteria for nomination.
- ii. The nominating group will identify ten of the most prominent scientists in the candidates field of specialization and related fields. This list should be circulated among the entire faculty and should be amended to reflect a consensus of the faculty.
- jj. The nominating group will prepare a document in support of the candidacy. The documentation should be similar in format and extent to that used in regular faculty promotion procedures, but should be based on the purpose and definition of the Distinguished Professorship and emphasize how the candidate meets the departmental criteria for nomination. The document will include the list of selected outstanding scientists in the candidate's field of specialization and related fields.
- kk. If a two-thirds majority of the tenure-track faculty vote in favor of the nomination, the nominating document, with a record of the vote, will be forwarded to the Dean of Science by the nominating group.

C. Teaching Academy

2. Process

Faculty may become Fellows of the Teaching Academy by:

- kk. Being a recipient of the Outstanding Undergraduate Teaching Award (*i.e.*, Murphy Award). Recipients are automatically admitted each academic year.
- ll. Being named a Distinguished Professor of Teaching at Purdue University.

mm. Being nominated by their School and being selected by the Teaching Academy Executive Council. Each year the Executive Council will select a maximum of five nominees to be inducted.

3. Criteria for Selection

mm. Demonstrated excellence in teaching. Example include being a recipient of Department, School, University, and/or professional teaching/education awards.

nn. Demonstrated record of course creation and innovation as well as curricular innovation in the discipline. Examples include the attainment of a teaching innovation grant; successful integration of multimedia instruction and technology to enhance student learning.

oo. Evidence of the scholarship of teaching. Examples include scholarly publications (*e.g.*, academic articles, books on pedagogy), invited presentations, and participation in educational poster/podium sessions.

4. Nomination Document

The nomination document should not exceed 4 pages (excluding the Dean's nomination form, single- or double-spaced, 8 ½ x 11-inch paper, one-sided, at least 1-inch margins, at least 12 pt. Font) and should contain the following:

- oo. The Dean's nomination form;
- pp. The nominee's statement of his/her philosophy and goals of teaching and education, including any examples/experiences that demonstrate these;
- qq. The nominee's description of an educational problem that he/she solved. This might include how the problem was identified, what process/method the nominee took to address the problem, and/or how the process/method was evaluated;
- rr. An abbreviated curriculum vitae from the nominee.

D. University Faculty Scholar.

2. Purpose.

To recognize outstanding faculty colleagues who are on an accelerated path for academic distinction.

3. Term of appointment.

Five years and non-renewable. Appointees will receive \$10,000/year S&E allocation.

4. Eligibility.

Faculty holding the rank of full professor for not more than five years (at Purdue University or elsewhere) and tenured associate professors shall be eligible. New hires with immediate tenure are also eligible. In cases where there may be unusual circumstances and/or questions concerning eligibility, the Dean or his/her representative will make the final decision.

5. Procedure.

- a. The Dean of Science will initiate the process with a call for nominations from the science department heads. The total number of nominations for the School and the number of nominations permitted from the science departments will be announced with each nomination cycle. The nomination documentation will include the following information in the order listed:
 - (1) No more than a 5-page summary of the candidate's achievements and academic distinctions, including a justification as to why the candidate is uniquely qualified for the UFS recognition.
 - (2) The results of a vote for each nomination by an appropriate departmental faculty group (*i.e.*, promotions, faculty, or executive committee, etc.) shall be a part of the summary narrative.
 - (3) An up-to-date and complete CV which will also include the number of current graduate students and post-docs, graduated

students and previous post-docs, and funding history of the candidate.

- b. Nomination document will **not** include promotion documents or letters of reference used as part of the promotion process. Outside letters will **not** be used in the School of Science UFS selection process.
- c. Completed nominations will be sent to the Science Dean's Office as requested by a/the Dean. The Dean will form a UFS selection committee with the charge to provide a rank-ordered list of recommended candidates to the Dean.

E. Outstanding Graduate Student Award

1. Purpose.

- c. The Outstanding Graduate Student Award in the Department of Earth and Atmospheric Sciences is an annual award intended to recognize the accomplishments of the Department's graduate students. The award is given for outstanding scholarship and research achievement. Excellence in teaching and/or service will constitute additional supporting material.

2. Award.

- c. In recognition of outstanding achievement, the awardee will have his/her name engraved on the Outstanding Graduate Student plaque which is displayed in the display case on the second floor of the Civil Engineering Building. The awardee will be publicly recognized with the presentation of the award at the Department's annual awards program. The awardee may be asked to present a seminar on his/her research or other scholarly activity related to the award. The award will consist of a \$300 cash award and the engraving of the awardee's name on the plaque.

3. Procedure.

- c. Each spring semester the Department Graduate Committee will solicit nominations from faculty, students, and staff for the Outstanding Graduate Student Award. The nomination will consist of the information on the nominating form along with supporting materials. Supporting materials may include copies of published papers or reports, or manuscripts relating research accomplishments by the nominated student or other materials which illustrate the nominated student's excellence in scholarship, research, teaching, or service. Because graduate degree programs in the Department of Earth and Atmospheric Sciences leading to an M.S. or Ph.D. degree involve thesis research, it is expected that nominees for the Department's Outstanding Graduate Student Award will have a strong record of research accomplishments. A copy of the nominee's vita should be provided as part of the supporting materials.
- d. The Graduate Committee will consider all nominations received by the deadline date, will recommend the name(s) of the recipient(s), and provide nominating materials to the Department Head to arrange for presentation of the award. Depending on the nominations received

zero, one, or two awards may be presented each year. If two awards are presented, the monetary portion of the award will be split. The Outstanding Graduate Student will be recognized at the Department's Annual Awards program in the spring.

F. Henry Silver Graduate Student Scholarship

1. Qualifications.

- d. The recipient of this scholarship is a continuing graduate student at any level (M.S. or Ph.D.) in Atmospheric Science, Hydrogeology, Engineering Geology, or related fields of environmental geosciences. Consideration of Purdue grade-point average (overall >3.2/4.0 and environmental courses >3.5/4.0), thesis research topic, environmental papers and publications, community interest in environmental concerns, and faculty committee recommendation.

2. Procedure.

- d. Nominations will be sought from EAS faculty, students, and staff. The Graduate Committee will recommend a recipient from the nominations. The written nomination should include information on the nominee's grade point average and other information mentioned above plus a brief description of the student's thesis research topic.

3. Award.

- . The monetary award is \$2,000. The awardee will be recognized at the annual EAS awards program.