DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

NEW FACULTY GUIDE
2013
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# Administrative Staff

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<th>OFFICE</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td>Manager of Administrative Services</td>
<td>Amy Hasan</td>
<td>343C IST</td>
<td>5-9189</td>
</tr>
<tr>
<td>Assistant to Department Head</td>
<td>Beth Kennedy</td>
<td>342F IST</td>
<td>5-9505</td>
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<tr>
<td>Publications Assistant</td>
<td>Jen Latchford</td>
<td>342E IST</td>
<td>5-9187</td>
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<tr>
<td>Senior Graduate Staff Assistant</td>
<td>Kathy Zimmerman</td>
<td>342F IST</td>
<td>5-9186</td>
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<tr>
<td>Graduate Staff Assistant</td>
<td>Cindy Milliron</td>
<td>342G IST</td>
<td>5-1582</td>
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<tr>
<td>Senior Undergraduate Staff Assistant</td>
<td>Katelen Bair</td>
<td>342H IST</td>
<td>5-9191</td>
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<tr>
<td>Undergraduate Staff Assistant</td>
<td>Marcy McAfee</td>
<td>342G IST</td>
<td>5-9235</td>
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<tr>
<td>Budget Assistant</td>
<td>Annie Royer</td>
<td>343A IST</td>
<td>5-9188</td>
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<tr>
<td>Budget Assistant</td>
<td>Lena Pipenberg</td>
<td>342A IST</td>
<td>5-4007</td>
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# Technical Support Staff

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<th>POSITION</th>
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</thead>
<tbody>
<tr>
<td>Assistant Director of Management Systems</td>
<td>John Domico</td>
<td>111E IST</td>
<td>5-3757</td>
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<tr>
<td>Senior Systems Analyst</td>
<td>Eric Prescott</td>
<td>111G IST</td>
<td>3-1142</td>
</tr>
<tr>
<td>Senior Systems Analyst</td>
<td>Tony Vallalla</td>
<td>112C IST</td>
<td>5-1040</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>Mark Tamminga</td>
<td>111B IST</td>
<td>7-1780</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>Christen Naugle</td>
<td>111C IST</td>
<td>3-4252</td>
</tr>
<tr>
<td>Network Systems Specialist</td>
<td>Kem Hartley</td>
<td>111H IST</td>
<td>7-1947</td>
</tr>
<tr>
<td>Senior Database Analyst/Programmer</td>
<td>Barb Einfalt</td>
<td>111D IST</td>
<td>5-1167</td>
</tr>
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Academic Integrity – College of Engineering

You can find the guidelines for dealing with academic integrity at:
http://www.engr.psu.edu/FacultyStaff/AcademicIntegrity.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that governs how we protect and disclose student educational records. As a recipient of federal funding, Penn State is obligated to comply with FERPA. The University has established a requirement that all users with access to “personally identifiable information” of students, complete the FERPA test.

Please visit ANGEL to view the tutorial:

1. Go to http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm
2. Click the blue ANGLE Web site link
3. Press the “Logon” button and log in with your Penn State access account
4. Under My Groups, click on “Find a group”
5. In the Keyword Search box, enter “ferp” and click on the Search button
6. Click on the “FERPA - Family Educational Rights and Privacy Act” link
7. Click on each module, read the material, and when finished, take the quiz

Coffee/Food

Coffee and food are available at the café located on the second floor bridge of the IST Building. Hours vary according to the time in the academic year.

Classroom Scheduling

Rooms are automatically scheduled for regular course offerings. There is rarely a chance to change the room for a regularly scheduled course, since the courses are scheduled one year in advance. You should always check your course schedule far ahead of time to avoid last-minute surprises. If you wish to schedule a room for a special event, help sessions, etc., and one of our conference rooms are not sufficient, any of the administrative staff can help you schedule a room outside our building.

Conference Room Scheduling

The department has three conference rooms (223B, 333, and 353 IST). Any of the administrative staff can schedule a conference room for your use. 333 holds approximately 30-35, 223B holds 12, and 353 holds approximately 5. 333 is equipped with computer-projection equipment and 353 and 223B have none. 333 and 223B have been used for scheduling special topics courses and occasionally a 500-level course, if no suitable room can be found. 223B and 353 are appropriate for small group meetings where no computer equipment is necessary. 353 does have a telephone for teleconferencing.
Course Class Lists

To find out who is registered for your class you must go to https://elion.psu.edu/ and do the following:

1. Select Faculty
2. Log on
3. Select “classlist” (left side menu)
4. Select semester and course

Equipment Orders

Equipment over $2,000 is done by purchase order. An equipment order form is located at http://www.cse.psu.edu/resources/forms/equipsuppliesform.pdf. Please work with the IT support staff. Their input speeds things along with deployment once the equipment arrives and also ensures compatibility of equipment and completeness of the order.

Amy Hasan, Manager of Administrative Services (343C IST)

As a new faculty member, you should make an appointment to meet with Amy Hasan to cover Penn State Policies and Procedures.

Benefits

Once you have obtained your PSU Access Account, you can go to http://www.ohr.psu.edu/benefits. Should you have any questions, please contact the Employee Benefits office at 5-1473. Benefit selections must be completed within 30 days of hire. Please make sure to review and select options for Retirement, Healthcare, Dental, Vision, Life Insurance, Voluntary Accidental Death & Dismemberment, Flexible Benefits, and Long Term Disability through ESSIC (Employee Self-Service Information Center) found at https://essic.ohr.psu.edu/essic/index.cfm.

Computer Accounts

The PSU Access Account

This account is obtained by completing an application available from Amy Hasan. You should allow at least three business days for the form to be processed.

After three business days you can obtain your userid and password by taking your Penn State ID card to any of the Penn State Access Account signature stations listed below. If you have problems using the Penn State Access Account signature station, please contact computer support staff at the location of the signature station (if applicable), or the ITS Computer Accounts Office.
• 103 Boucke Building
• 204 Wagner Building
• 6 Findlay Commons
• 15 Sparks Building
• 201 Pollock Library
• 112 Shields Building Lobby area (2 Kiosks)
• 107 Waring Commons
• 107 Warnock Commons

• W130 Pattee Library
• 109 Willard Building
• 24 Redifer Building
• 5A Katz Building
• 170 Physical Plant Building (M-F 7:00 AM - 3:30 PM)
• 128 Outreach Building (100 Innovation Park Boulevard)
• 329 Building, Suite 306 OTS Lobby (M-F 7:30 AM - 5:00 PM)

A campus map and hours for each of these locations can be obtained at http://clc.its.psu.edu/labs/ on the Web.

Photo Identification

Photo identification cards are issued Monday – Friday, 7:30 AM – 6:00 PM, Saturday and Sunday, 12:00 PM – 3:00 PM. Please take your “New Hire Authorization Form,” available from Amy Hasan, with you to 103 Hetzel Union Building (HUB).

Submitting Research Proposals

All proposal submissions must go through the College of Engineering and the Office of Sponsored Programs via CSE. Certain agencies require electronic submission such as the National Science Foundation and need password permission. Susan Benner 5-3393, will make application for your NSF account. Budgets can be created by Amy Hasan or Susan Benner (in Amy’s absence).

Kathy Zimmerman (342F IST)

Graduate Advising

We do not automatically assign graduate students during a faculty member’s first semester here. Students may change their advisor after consultation with the graduate office and after obtaining approval from their present advisor and the advisor they wish to have. All students must fill out a “Change of Advisor” form from Kathy Zimmerman, and obtain the necessary signatures.

Beth Kennedy (342C IST)

Office Keys and Building Access

Your office will be assigned prior to the start of your appointment. See Beth Kennedy to be assigned appropriate keys. Entrance to the building is by card access 24 hours per day.
Parking

Please see Beth Kennedy to obtain your parking permit.

Telephones

To find instructions on how to use your voice-over IP telephone, visit the following link:

http://its.psu.edu/training/handouts/VoIP_FeaturesandVoicemail.pdf

If you have further questions or need help, please see Beth Kennedy.

Katelen Bair (342H IST)

Evening Midterms

Near the end of the semester, Cindy Milliron (342G IST) will distribute forms to mailboxes for every course you are scheduled to teach in the next semester. You will need to decide if you wish to offer any evening midterms in your course(s).

Final Exams

Final exams are scheduled by the University Scheduling Office during the final exam period. Cindy Milliron (342G IST) will distribute a form to your mailbox at the end of the previous semester, for every course you are scheduled to teach, requesting information about whether you plan to have a final exam during the finals period and whether you will need alternative seating for the exam. All courses numbered through 400-level are required to hold a final exam during the final exam period, unless special permission is requested from Dr. Lee Coraor, Director of Academic Affairs (360G IST). Final exams are not required for 500-level courses.

Reporting Class Grades

Grades are entered on-line using elion (https://elion.psu.edu/). You will receive an email with detailed instructions two weeks prior to the end of the semester. If you have any questions, please see Katelen.

Secure ID Token

You will need a secure ID token to prepare and report your grades on-line. Pick up your secure ID token from Katelen.

Special Topics Course Offerings

Many faculty choose to teach a special topics course to introduce students to their research area. Typical offerings in a first or second semester might be a 597 or 598 course.
597 courses are typically a one to three credit course that might be an introduction to your research area, reading and presenting research papers, etc. Typically no exams or homework are required, except for possibly writing a research paper and presenting it in class. If you are interested in teaching a 597 course, you should provide Katelen with a title and number of credits. She will request, from the University Faculty Senate office, that a letter character be assigned to the course number (ex. 597A). After the course is assigned a letter and approved by the Senate Office overall, she will contact you about scheduling an offering time for the course.

598 courses are typically 3 credit courses and require a course outline for review and approval by the graduate committee. 598 courses must be courses that do not exist on the course master file, but something you would like to possibly add as a regular course offering sometime in the future. The outline should include information about any course requirements, exams, etc., that may be required for the course, as well as prerequisites. A course outline for a CSE 598 should be submitted to Katelen. She will forward the outline to the graduate committee for review. After the committee has reviewed the outline and approval is granted, she will request, from the University Faculty Senate office, that a letter character be assigned to the course number (ex. 598A). After the course is assigned the letter and approved by the Senate Office overall, Katelen will contact you about scheduling an offering time for the course.

**Undergraduate Advising**

Faculty are responsible for advising undergraduate students after their first year at Penn State. Katelen will assign new advisees at the beginning of the fall semester when we admit all our new undergraduate students into the major. A copy of the Undergraduate Bulletin and current copy of our undergraduate handbook will be placed in your mailbox when you have been assigned advisees. The Undergraduate Degree Bulletin and the CSE Undergraduate handbooks are both available on-line at [http://bulletins.psu.edu/bulletins/bluebook/](http://bulletins.psu.edu/bulletins/bluebook/) and [http://www.cse.psu.edu/current/ce](http://www.cse.psu.edu/current/ce) (computer engineering) and [http://www.cse.psu.edu/current/cs](http://www.cse.psu.edu/current/cs) (computer science). These are both essential for advising students. You will be able to view your advisee’s degree audits and transcripts on-line via elion at [www.elion.psu.edu](http://www.elion.psu.edu). Please contact Dr. Coraor or Katelen to answer any questions you may have regarding our requirements for the majors.

**Jen Latchford (342E IST)**

**Promotion and Tenure**

The College of Engineering no longer prints a Promotion and Tenure Handbook. This information can be found on-line at [http://www.engr.psu.edu/hr/fac.html](http://www.engr.psu.edu/hr/fac.html). There is also a link on that page to the Promotion and Tenure Procedures and Regulations (HR-23). **It is your responsibility to provide the required information for your dossier throughout the year.** Jen Latchford will supply you with administrative support for this process.
Scholarly Activity and Vitae Update

You are strongly urged to keep our publications assistant, Jen Latchford, informed of your current works. We are building on your dossier from your date of hire. Publications, journal, and proposal submissions should routinely be recorded as well as committee work at the college and University level. Please give these updates to Jen Latchford regularly.

Press Releases and Department News

If you have a news item or a press release, please contact Jen Latchford. While we cannot guarantee that every item will be used, a few simple procedures will help ensure that your release or news item gets to the College of Engineering editors (for press releases only) and increases your chance of getting coverage.

- Please keep release short
- Write clearly, addressing who, what, where, and why in the first two paragraphs
- Include whether the material is for immediate use or for release at a later date

For department news, you may include a picture to be posted along with the news item.

Marcy McAfee (342G IST)

Copying

Copy requests should be submitted to the “work box” located in 342G. Please complete the appropriate form, attach it to your work, and leave it in the work box. If you have special instructions or would rather explain the work you need done, please see Marcy McAfee with the completed form attached. Turn-around time is as follows:

- General copying – 4 hours from drop-off (with exception of large printing jobs).
- Examinations – 5 working days (please keep in mind that others are giving exams at approximately the same time).

DO NOT PUT EXAMS IN THE WORK BOX. Please give them directly to Marcy McAfee or Cindy Milliron (both located in 342G IST).

Mail

Your mailbox is located in room 111N. We have daily UPS Express Mail service. The deadline for processing express mail is 3:30 PM. Questions regarding mail should be directed to Marcy McAfee.

Student Rating of Teaching Effectiveness (SRTE)

SRTE’s are conducted during the last two weeks of every semester. Marcy McAfee will contact you to schedule your evaluation.
Technical Reports

If you are currently writing a Technical Report, please contact Marcy McAfee, 865-9235, marcy@engr.psu.edu for a Technical Report Number before submitting your publication - do not use an arbitrarily large number; TR Numbers are often pre-assigned to other TRs in progress. All Technical Reports must reference the TR number after authors names.

Cindy Milliron (342G IST)

Address Update

Please be sure to keep your address up-to-date with the department. Give any updates you may have to Cindy Milliron, who will disseminate the information to the appropriate staff members. This information will be held confidential and will not be given to the general public unless you so desire. To change your address with the University, you must submit a new W-4, available in the Employee Self-Service Information Center (ESSIC) system (https://ohr.psu.edu/essic/index.cfm).

Textbooks

Please see Cindy Milliron for all your textbook needs. She can order desk copies, course textbooks, trial copies, etc. Deadlines for ordering text books are April 1 (fall and summer semesters) and October 1 (spring semester).

Lena Pipenberg (342A IST) and Annie Royer (343A IST)

Department Travel

Complete a Notification of Travel Form at least 2 weeks in advance of your trip, available from Lena or Annie. This form can be obtained online at:

http://www.cse.psu.edu/resources/forms/Notificationoftravel2010.pdf

Book your travel arrangements through Penn State Travel Services using your Purchasing Card at http://www.travel.psu.edu/ or see Lena or Annie.

Attach the actual ticket receipt which comes from Travel Services to the Purchasing Card Support Form found at http://www.cse.psu.edu/resources/forms/purchasingcard.pdf/. Be sure to print the Research Assistant/Itinerary reservations page and attach it to your Purchasing Card Support Form. You must also initial your receipt when attached.

Complete your Travel Support Form once you have finished traveling at:

http://www.cse.psu.edu/resources/forms/travelsupport

Attach receipts and submit to Lena Pipenberg.
Penn State Purchasing Card

If you intend to purchase equipment/supplies and travel from your research funds, you will need a purchasing card. To obtain a purchasing card you must complete an on-line tutorial and quiz located at http://guru.psu.edu/p-card/. Once you have passed the quiz please contact Lena or Annie to complete the process.

Supplies

Basic needs supplies are located in the mailroom (111N IST). Please help yourself to supply your office. Additional needed supplies can be obtained from Lena or Annie.