**Department of Meteorology and Atmospheric Science**

**Mission, Values, Vision,**

**Governance and Administration, and Departmental Policies**

**Approved 12 December 2022**

**Amended 15 March 2024**

**MISSION, VALUES, AND VISION**

**Mission Statement:**

The Department of Meteorology and Atmospheric Science expands the reaches of the atmospheric sciences, prepares students for emerging careers, and advances the well-being of the University and society.

**Values:**

* Scientific integrity
* Dedication to teaching, research, and service
* Innovation in academics and research
* Collaboration and collegiality in all that we do

**Vision:**

To have world-renowned excellence in meteorology, atmospheric science, and climate science research and teaching, attracting the best and brightest students.

**Penn State Values:**

* Integrity
* Respect
* Responsibility
* Discovery
* Excellence
* Community

**GOVERNANCE AND ADMINISTRATION**

The department faculty provide guidance to the Department Head and the Department Executive Committee through one-on-one conversations and discussions at faculty meetings, committee meetings, and department retreats. Thus, attendance and participation in these meetings is an important component of department governance and the building of community. The department seeks to reach a consensus decision on many issues, but some items (e.g., tenure-line faculty hiring, graduate student exam results) require a formal vote.

**Definitions**

**Quorum**: A quorum at a meeting is achieved when more than one-half of the tenure-line faculty members are present at the meeting or represented by proxy. Proxy votes are provided to the Department Head in writing or via archivable electronic means prior to the meeting.

**Senior Non-Tenure Line Faculty**: Non-tenure line faculty members within the department holding the ranks of Professor of Practice, Teaching Professor, and Research Professor.

**Intermediate Non-Tenure Line Faculty**: Non-tenure line faculty members within the department holding the ranks of Associate Teaching or Associate Research Professor.

**Faculty Meetings**

**Frequency**: Faculty meetings are called by the Department Head and should be held at least monthly during the academic year. Faculty meetings are not held during the summer except under unusual circumstances. Special faculty meetings may be called by the Department Head, an Associate Head, by a majority vote of the department Executive Committee, or by petition by a minimum of 1/3 of the tenure-line faculty members. An agenda for all meetings should be distributed no later than 3 days before the meeting.

**Voting Faculty**: Voting faculty are tenure-line faculty members with academic ranks of assistant, associate, or (full) professor, as well as some non-tenure line faculty as described below in the **Non-Tenure Line** **(NTL) Faculty Policies.** When voting on items related to the activities of the graduate program, only graduate faculty are eligible to vote. When voting on members for the department Promotion and Tenure committee, only tenure-line faculty are eligible to vote.

**Graduate Student Representatives**: One graduate student shall be selected by the graduate student body as a non-voting representative to faculty meetings. This individual is encouraged to participate fully in meeting discussions but will be asked to leave the meeting when the faculty discuss personnel matters or other matters deemed confidential by the Department Head, such as graduate student exam results.

**Method of Voting**: A quorum of the tenure-line faculty must be present for a vote to occur. In most cases, votes will be taken by show of hand or declaration. All personnel-related (e.g., tenure-track faculty hire recommendation) votes must be taken in writing and be approved by a super-majority of 2/3 of the voting faculty present at the meeting or represented by proxy. A simple majority vote will be accepted in all other cases. Any faculty member can call for any vote to be secret and in writing.

**Changes to the Governance Procedures**

Any significant changes in degree requirements and departmental procedures and organization shall have the approval of the tenure-line and senior non-tenure line faculty via a majority vote taken in writing.

**Parliamentary Procedure**: Roberts Rules of Order will be followed except where they conflict with other provisions of this document.

**FACULTY RIGHTS AND RESPONSIBILITIES**

Faculty members can meet with the Department Head, Associate Heads, department office staff, and IT staff as needed throughout the year. In general, an open-door policy is followed such that when people are at work in the building they are available for informal meetings if they do not have scheduled appointments. Faculty can also set up formal appointments to meet with the Department Head, Associate Heads, department office staff, and department IT staff.

Faculty members can call a Special Faculty Meeting via a petition from a minimum of 1/3 of the tenure-line faculty members.

Tenure-line faculty receive an annual funding allocation from the department to use for research-related expenses not provided by other funding sources. The annual funding amount is determined by the Department Head in consultation with the Department Executive Committee. Funding is typically used for purchasing a new computer, travel costs, publication expenses, and graduate student travel. This annual allocation is not provided to faculty members who still have start-up or have other university or college funding (e.g., a Faculty Fellowship, Center support).

Tenure-line faculty members can request funding beyond any annual faculty allocation from the Department Head for specific purposes. Requests will be evaluated by the Department Head and may or may not be granted depending upon the request and the budget situation.

Each fall, tenured faculty members must provide a list of 5 or more different courses (at least 3 must be undergraduate) to the Associate Head of Undergraduate Programs that they would be willing to teach during the next academic year. Faculty should indicate on this list which 2-3 courses they most prefer to teach to fulfill the teaching requirement, while recognizing that the Department has a large list of courses that need to be taught each year. Assistant Professors (and Associate Professors without tenure) provide a shorter list of 2-3 courses that they would be willing to teach, and their course requests are given preference to the extent possible. Assistant Professors are not expected to create new courses; a department goal is to have them teach no more than 5 different courses prior to promotion and tenure. The department will do its best to balance faculty requests with teaching needs. A department goal is to have at least two experienced instructors for every course taught.

Faculty members may propose new permanent undergraduate/graduate courses. They will first confer with UGAP/GAP, undergraduate/graduate Associate Heads, and Department Head to receive advice on utility and fit in overall curriculum, and then obtain approval of UGAP/GAP and the Department Head.  Once approved, the faculty member proposing the course should confer with the undergraduate/graduate Associate Head (and/or the Associate Dean for Undergraduate Education) to discuss best practices for curriculum proposals and to obtain an example of a recent department course proposal. While the faculty member is responsible for writing the course proposal, the respective Associate Head should be given the opportunity to review the proposal and provide feedback prior to submission.

Faculty members provide constructive and helpful feedback to their graduate student advisees via the annual progress report and provide yearly appraisals for any post-doctoral scholars or NTL faculty under their supervision.

Faculty members are expected to facilitate the continual growth of a strong university, college, and department community through their regular presence in the department (in their office and at faculty meetings, colloquium talks, student defenses, celebrations, banquets) and their participation in events that foster faculty-faculty, faculty-staff, and faculty-student interactions.

Faculty members involved in teaching are expected to hold regularly-scheduled weekly office hours in person or via remote means for all classes being taught in an academic term. For a three-credit course you should have two one-hour-long office hours plus be available by appointment. Office hours should be scheduled to minimize student conflicts.

Tenure-line faculty members are expected to assist in advising undergraduate students. Academic advising plays a central role in enhancing student success. Each year tenure-line faculty members will be assigned a group of undergraduate advisees by the Associate Head. The number of advisees assigned will vary with enrollments, with the goal that each faculty member assists a similar number of students. Advisors should reach out to their advisees once each semester to offer guidance on courses to take and discuss the undergraduate option they want to pursue. Should a student be identified as having academic or other performance issues, the advisor should reach out to the student and offer support. The advisor should be aware of and take advantage of university and college resources to provide students with avenues for pursuing help in non-academic situations. Please work closely with the department’s Undergraduate Program Coordinator and the Ryan Family Student Center (particularly in relation to general education and other university requirements) in all advising activities.

**Department Executive Committee**

**Membership:** The Department Executive Committee typically consists of six members. TheDepartment Head, three Associate Heads, the Director of the department’s Online Education program, and the department Office Manager make up the six permanent members of this committee.

If a member of the department faculty is an Assistant or Associate Dean in the College of EMS, then this faculty member will be invited to serve as a seventh member of the Executive Committee. Experience indicates that including college leadership on the department Executive Committee is very beneficial to the department and college.

**Duties and Responsibilities**: The Executive Committee advises and assists the Department Head in Department-wide activities and interactions with the College and University. In general, this committee will meet weekly during the academic year and members will report on activities and concerns in their areas of responsibility, raising issues that require careful consideration and advice from a larger group, and acting to serve the best interests of the department. The committee has a responsibility to help oversee department activities, help foster faculty discussions on strategic directions, enhance department community, advise on new research and educational initiatives, assist with faculty recognition, and provide input on facility improvements. The Executive Committee is also a conduit for expression of faculty concerns to the Department Head.

**Associate Department Head for Diversity, Equity, and Inclusion (DEI)**

**Term of Office:** The appointment length will be determined via a discussion between the Department Head and the Associate Head for DEI.

**Method of Selection**: When the Associate Head for DEI steps down from the position, the Department Head will ask for nominations from the faculty. Each nominee will be approached by the Head and asked if they are interested in serving as the Associate Department Head for DEI. If less than two nominees are interested, then the Department Head may actively seek other nominations. The interested nominees will then be interviewed by the members of the Executive Committee (minus the current Associate Head for DEI). This group will provide verbal feedback to the Department Head after the interviews are conducted. The Department Head will appoint the new Associate Head for DEI after considering this feedback carefully.

**Duties**: The Associate Department Head for DEI has executive oversight on all diversity, equity, and inclusion program activities. Responsibilities include:

* Organizing social events for underrepresented students at both the undergraduate and graduate level
* Contacting every underrepresented student in the department regularly and inviting them to social and educational events to build community
* Developing relationships with underrepresented students in the department to provide support, learn of any barriers to their success, and work to remove these barriers
* Being an advocate for underrepresented students in the department
* Educating faculty members on the challenges facing our underrepresented students and on issues involving DEI
* Supporting faculty members on their DEI initiatives, such as partnering with Historically Black Colleges and Universities (HBCUs) and Minority Serving Institutions (MSIs), science education outreach, fellowship applications for undergraduate and graduate students, and other novel ideas that they develop
* Working effectively with the Associate Department Heads for undergraduate and graduate programs to create a department where all feel like they belong
* Working with middle and secondary school students through available programs (e.g., EnvironMentors, Center for Science and the Schools, direct interaction with STEM science educators) in order to increase understanding of DEI issues and help to develop a deeper pool of well-qualified students for STEM pathways
* Being a member of the Committee on Belonging in the department
* Working effectively with the Associate Dean of Educational Equity within the College and with other Associate Department Heads of DEI on underrepresented undergraduate and graduate student recruiting, recruiting of a diverse work force, and other issues that are priorities to the College
* Helping to keep our undergraduate and graduate programs one of the most diverse and the best in the nation

**Undergraduate and Graduate Program Administration**

**Associate Department Head for the Undergraduate Program**

**Term of Office:** The appointment length will be determined via a discussion between the Department Head and the Associate Head for the Undergraduate Program.

**Method of Selection**: When the Associate Head steps down from the position, the Department Head will ask for nominations from the faculty. Each nominee will be approached by the Head and asked if they are interested in serving as the Associate Department Head. If less than two nominees are interested, then the Department Head may actively seek other nominations. The interested nominees will then be interviewed by the members of the Executive Committee (minus the current Associate Head for the Undergraduate Program) and the Undergraduate Program Coordinator. This group will provide verbal feedback to the Department Head after the interviews are conducted. The Department Head will appoint the Associate Head after considering this feedback carefully.

**Duties**: The Associate Department Head for Undergraduate Programs has executive oversight on all undergraduate program activities. Responsibilities include:

* Staying current on any proposed changes to undergraduate education and providing feedback as needed
* Being a member of and working closely with the Chair of the Undergraduate Academic Program (UGAP) Committee to advance undergraduate program matters
* Overseeing course offerings
* Assigning of faculty teaching responsibilities
* Supervising the undergraduate advising system
* Assigning Teaching Assistants to undergraduate courses, in collaboration with the Associate Head for Graduate Programs
* Overseeing development of undergraduate courses and curricula (with advice and assistance of the Undergraduate Academic Program Committee)
* Working effectively with the department Undergraduate Program Coordinator
* Promoting undergraduate enrollment and undergraduate non-course activities, including recruitment of new majors through outreach activities such as EMEX, Spend A Summer Day, and Freshmen Seminar presentations
* Chairing the Scholarship Committee that selects undergraduate students for scholarships and awards
* Leading the annual assessment of the undergraduate program
* Assisting undergraduate students as they move through the program (required forms, advising, etc.)
* Working with the Department Head to identify a faculty member to be the Option Coordinator for each option of the undergraduate major
* Working effectively with the Associate Dean for Undergraduate Education within the College and with other Associate Department Heads for Undergraduate Education on recruitment, improvements to undergraduate education, and other issues that are priorities to the College
* Working to keep our undergraduate program the best in the nation

**Associate Department Head for the Graduate Program**

**Term of Office**: The appointment length will be determined via a discussion between the Department Head and the Associate Head for the Graduate Program.

**Selection Procedure**: When the Associate Head steps down from the position, the Department Head will ask for nominations from the faculty. Each nominee will be approached by the Head and asked if they are interested in serving as the Associate Department Head. If less than two nominees are interested, then the Department Head may actively seek other nominations. The interested nominees will then be interviewed by the members of the Executive Committee (minus the current Associate Head for the Graduate Program) and the Graduate Program Coordinator. This group will provide verbal feedback to the Department Head after the interviews are conducted. The Department Head will appoint the Associate Head after considering this feedback carefully.

**Duties**: The Associate Department Head for Graduate Program has executive oversight on all graduate program activities. Responsibilities include:

* Being the focal point for communication with the Graduate School, staying current on Graduate School program changes, and providing feedback to the Graduate School as needed
* Being a member of the Graduate Academic Program (GAP) Committee and working closely with the Chair of this committee to advance graduate program matters
* Working closely with the Director of the Dual-Title PhD Program in Climate Science
* Working effectively with the department Graduate Program Coordinator
* Certifying satisfactory completion of degree requirements
* Assigning Teaching Assistantships (in collaboration with Associate Department Head for Undergraduate Programs) and appointment of Research Assistantships with approval of project supervisors
* Chairing the Department’s Graduate Admissions Committee
* Communicating with prospective graduate students and organizing the annual prospective graduate student visit day
* Nominating prospective graduate students for university fellowships (e.g., UGF, DGF, DDGF, Bunton-Waller Assistantships, and Fund for Excellence in Graduate Recruiting (FEGR) incentives
* Assigning graduate student offices
* Scheduling of graduate courses and instructors (in consultation with Associate Department Head for Undergraduate Programs)
* Overseeing graduate courses and curricula (with advice and assistance of the Graduate Academic Program Committee)
* Serving as the instructor for METEO 591
* Overseeing the administration of the Technical English Competency Exam
* Appointing Initial Advisory, Qualifying Exam, M.S., and Doctoral Committees, and other Graduate Program Committees
* Administering annual review of student progress, and reviews at other times as needed
* Being the faculty liaison for the Meteorology and Atmospheric Science Graduate Student Organization (MASGO)
* Working effectively with the Associate Dean for Graduate Education and Research within the College and with other Associate Department Heads for Graduate Education on recruitment, improvements to graduate education, and other issues that are priorities to the College
* Working to keep our graduate program the best in the nation

**Director of the Climate Science Dual-Title Program**

**Term of Office**: The appointment length will be determined via a discussion between the Department Head and the Director of the Climate Science Dual-Title Program.

**Selection Procedure**: When the Director steps down from the position, the Department Head will ask for nominations from the dual-title faculty. Each nominee will be approached by the Head and asked if they are interested in serving as the Program Director. If less than two nominees are interested, then the Department Head may actively seek other nominations. The interested nominees will then be interviewed by the members of the Executive Committee and the Program Coordinator. This group will provide verbal feedback to the Department Head after the interviews are conducted. The Department Head will appoint the Director after considering this feedback carefully.

**Duties**: The Director administers the dual-title program. Responsibilities include:

* Working effectively with the Program Administrator, Associate Heads for the participating primary graduate programs, and the Graduate School
* Chairing the dual-title Program Committee
* Working with the Program Committee and the Graduate School on changes to the program
* Meeting with prospective students, reviewing applications to the program, and providing guidance to students in the program
* Recruiting Climate Science Dual-Title Program faculty
* Working with primary graduate programs in adopting the dual-title program

**DEPARTMENTAL POLICIES**

**Teaching Load and Buyouts**

The teaching expectation for tenure-line Assistant Professors is 3 semester courses per year. Professors new to the department are not required to teach during their first academic semester in the Department. The teaching expectation increases for tenured Associate and Full Professors to 4 semester courses per year. Faculty actively engaged in starting or leading vigorous research programs, which involves the mentoring of graduate students, postdoctoral scholars, or non-tenure line faculty members, or faculty actively engaged in substantial service (university and/or external), qualify for a one course reduction in teaching load. Tenured faculty can additionally buy out a maximum of one course for 2 weeks of salary provided from grant funds, which provides sufficient support for the department to hire a qualified instructor as a replacement. The Department Head is given discretion to depart from these expectations when assigning teaching loads in the event of unusual circumstances.

In challenging situations faculty members may be asked to teach an additional course per year, but we try to keep this to an absolute minimum and share the responsibility among the team. Usually this would happen owing to sabbaticals or retirements that challenge our ability to teach all the classes needed by our students to complete their degrees on time.

**Tenure-Line Faculty Mentoring Program**

The mentoring of junior faculty members is one of the most important responsibilities of senior faculty members. The department follows the recommendations of the College of EMS Faculty Mentoring Program to help our new tenure-line faculty develop strong connections across the department and guide them in developing their professional skills and attitudes for personal, institutional, and career success. The EMS Faculty Mentoring Program documentation is available at <https://www.ems.psu.edu/resources-faculty-and-staff/faculty-mentoring-best-practices>. The Department Head will match new Assistant Professors with a more senior faculty member.

**Meteorology and Atmospheric Science Promotion and Tenure Committee**

The department Promotion and Tenure (P&T) committee provides input during the second- and fourth-year tenure-line assistant professor reviews, and reviews tenure-line promotion and tenure dossiers from our faculty before the dossiers are submitted to the College of Earth and Mineral Sciences. The Department Head is responsible for reviewing the dossier and making sure it meets the format and content guidelines before the dossier is provided to this committee. There is a separate committee for evaluating promotion of NTL faculty.

The Department Promotion and Tenure Committee shall consist of three tenure-line faculty members, all of whom are tenured with at least two at the rank of professor. Owing to the great diversity of research disciplines within the faculty, one committee member serves a one-year term to provide any needed disciplinary expertise to the committee. The other two members serve two-year staggered terms as chair and incoming chair. This committee structure requires that the committee be reformed each spring for the next academic year. The Department Head will assess expected committee activities for the coming year and seek faculty membership to provide the needed disciplinary research expertise, as well as ensure that committee members are of equal or senior rank to any faculty member being considered for promotion/tenure. The Department Head will bring the nominations for committee membership to the faculty for a vote prior to the end of the spring semester each year. Committee members serve from June through May of the following year. Only tenure-line faculty vote on nominations for the Promotion and Tenure Committee.

The Chair will be selected by the Department Head. The Department P&T Committee is given complete authority and responsibility for generating recommendations for promotion and tenure for the department and for carrying out all requirements of the University's promotion and tenure policy on behalf of the departmental faculty. Committee members must maintain confidentiality and must meet deadlines set by the Department Head and University for committee activities.

The department representative serving on the College Promotion and Tenure Committee will be selected by the Department Head. The department representative should be a member of the tenure-line faculty, be tenured and hold the rank of professor. It is helpful if this faculty member has experience on the Department Promotion and Tenure Committee. This representative must maintain confidentiality and must meet deadlines set for committee activities.

**Under-performing Committee Members/Replacement Procedures**

(the following text was provided by the College and was requested to be part of our policy)

Committee Member Requests Replacement: If the Faculty Member cannot fulfill their duties due to time restraints, travel schedule, or research needs, they may request removal from their P&T Committee responsibilities. Replacement of the member will follow the department's normal appointing procedures (found in the procedures captured above).

Under-performing Committee Member: If the Faculty Member is not fulfilling their duties, for any reason, the P&T Committee Chairperson, the Dean and/or Department Head (as appropriate to committee level) may meet with the under-performing committee member to discuss behaviors, causes of behaviors, and ways to meet obligations. However, neither the Dean nor the Department Head should request the member’s resignation or take part in replacing the member. If the Faculty Member continues to be unable to meet their obligations to the committee, the under-performing committee member may be replaced by a vote from the department’s P&T Committee members or a vote from the department tenure-line faculty. Replacement of the member will follow the department's normal appointing procedures (found in the procedures captured above).

**Departmental Criteria for Promotion and Tenure – Meteorology and Atmospheric Science**

The Promotion and Tenure Committee established by the Department of Meteorology and Atmospheric Science faculty to implement the University and College procedures will base its recommendations on the impact and scholarly achievements of the faculty members. We interpret this concept to encompass research, teaching, and other scholarly services to the academic community and society; it involves both the quality and productivity of scholarly contributions. The critical measure in our evaluation will be the individual's impact on science and higher education, i.e., advancing their field of specialization or establishing new paradigms; the impact on students, colleagues and departmental programs, and field of specialization; and impact across the profession and in the wider community. We will promote and reward those who excel in their academic work and who, by their dedication and performance, enhance our reputation as a distinguished Department of Meteorology and Atmospheric Science.

The Committee's recommendations will be based on merit, not on seniority, although substantial evidence and wide recognition of professional achievements and impact is required to establish a reputation meeting the criteria set forth above.

A person appointed to the rank of assistant professor will normally have completed a doctorate

degree, though very rare exceptions may be granted to individuals who have clearly demonstrated outstanding abilities and performance. Demonstrated ability in research, with a potential for continuing growth, is essential, as well as a commitment to excellence in teaching and mentoring.

Those recommended for the rank of associate professor must have demonstrated all of the

qualifications for assistant professor. In addition, the individual must have demonstrated,

through scholarly achievements, awards and letters indicating scholarly impact that they have the potential to become an outstanding scholar of national repute, and through testimonials of students (or by other surveys) that they are an accomplished and dedicated teacher.

For the promotion to the rank of professor, it is necessary that the person be an established, internationally recognized scholar and a dedicated teacher. Truly outstanding performance in one area may be considered to compensate to some degree for less-than-superior performance in the other. Demonstrated ability to direct others in research and participation in activities such as University-wide decision-making or formulation of national science policy are desirable.

**Stay of the Provisional Tenure Period**

There are a variety of personal factors that can impact a faculty member’s journey through the tenure process. For faculty with newly growing families, Penn State’s HRG18 details the University’s policy on providing parental leave to faculty members for the birth or adoption of a child. This policy is meant to be the floor and not the ceiling for parental leave. Faculty should reach out to the Department Head to create a plan for parental leave that considers both the needs of the faculty member’s growing family and their professional goals. This may include additional accommodations to those outlined in HRG18 for paid parental leave, such as a semester of relief from service responsibilities, opportunities for remote work, modified expectations for student mentoring, and flexibility in scheduling the semester for teaching relief. Penn State’s HRG11 details policies regarding family and medical leave for illnesses.

In addition, Penn State’s AC23 includes a provision for stopping the tenure clock for one academic year (July 1 to June 30) for such extenuating circumstances related to changes in personal or family circumstances (e.g., birth, adoption, foster care, personal illness, care for a seriously ill family member, and similar circumstances). See AC23 for details. Assistant Professors considering a tenure stay are encouraged to talk with the Department Head.

**Department of Meteorology and Atmospheric Science Budget**

The Department Head with the support of the Department Office Manager oversees and implements the department budget. The budget is reviewed yearly by the Finance Office within the College of Earth and Mineral Sciences. The budget provides essential support for department instructors, computing and IT needs, office supplies, special teaching equipment unique to our field, various department facilities (e.g., computing labs, Joel N. Myers Weather Center), department student groups, faculty support, the colloquium series, graduate student recruitment, and other foundational resources needed to keep the department functioning effectively. The Department Head will provide a report on the budget status to the faculty during a regular faculty meeting at least once each academic year.

Research Incentive Funds (RIF) are provided to the Department to support our programs, and are used for new faculty start-up, graduate student fees, repairing/replacing damaged or lost equipment, annual tenure-line faculty allocations, and to support computer purchases for NTL faculty.

If a faculty member has over-release (meaning more than 14 weeks of supplemental salary support in a year), then the Department keeps the first 2 additional weeks of salary. Salary beyond this amount can sometimes be provided from RIF to the faculty member during the next fiscal year to spend on non-faculty-salary research-related expenses, but this incurs a cost to the Department and so is not encouraged.

**Non-Tenure Line (NTL) Faculty Policies**

Non-tenure line (NTL) faculty augment the extent and range of activities performed by tenured faculty. NTL faculty currently make up a significant percentage of the total faculty in the College of Earth and Mineral Sciences (EMS). The duties and responsibilities of NTL faculty members fall into four main categories: teaching, research, service, and administration. Each NTL faculty member has their own unique duties and responsibilities that are tied to funding sources. Some NTL faculty focus on one specific responsibility area, while others are involved in a mixture of responsibility areas, and these responsibilities may change over time.

Acknowledging the variety of responsibilities and career paths that occur within the NTL faculty, this document summarizes the Department’s NTL policies. For more information, visit the [Department’s NTL faculty webpage](http://www.met.psu.edu/browse-by-audience/faculty-staff/fixed-term-and-research-faculty-information).

**Participation in Department Activities**

Many regular department academic activities and social events, categorized below, are open to NTL faculty. Through regular participation in these activities and events, NTL faculty contribute to the department, and they also have the opportunity to meet members of the department, including tenure-line faculty, staff, graduate students, and other NTL faculty.

***Department Colloquia***

NTL faculty are strongly encouraged to attend the weekly department colloquia during the academic year, and they may sign up for slots to meet with colloquium speakers. NTL faculty are welcome to suggest colloquium speakers.

***Social Events***

NTL faculty and their families are welcome to attend department picnics, banquets, and other social events.

***Faculty Meetings***

NTL faculty are invited to participate in regular faculty meetings when they (1) attain an intermediate or senior rank, i.e., Associate Research/Teaching Professor, Research/Teaching Professor, Professor of Practice, or (2) when they attain their first promotion, which typically occurs after at least five years of service to the university. Additional NTL faculty members, such as the Chair of the NTL Faculty Advisory Committee, may attend faculty meetings at the discretion of the Department Head. In addition, members of the Graduate Faculty may attend faculty meetings, regardless of their rank.

NTL faculty who are eligible to attend faculty meetings may vote on all department issues except for hiring decisions for tenure-line faculty (except as noted below). After consultation with the tenure-line faculty, the Department Head may invite a few senior NTL faculty to vote on hiring decisions for tenure-line faculty. NTL faculty who are members of a search committee are able to vote during the faculty meeting to discuss the candidates. Only members of the Graduate Faculty may vote on graduate program related issues.

***Faculty Position Searches***

NTL faculty will be asked to provide input to Department search committees regarding tenure-line job candidates and may be invited to serve on search committees. NTL faculty are eligible to meet with job candidates, and they are invited to the seminar that candidates give for the Department. NTL faculty feedback will be summarized by the Chair of the NTL Faculty Advisory Committee and then either communicated to the Chair of the relevant faculty search committee or presented to the faculty directly.

**NTL Faculty Advisory Committee**

The NTL Faculty Advisory Committeeserves as a conduit of information between Department and EMS College administration and members of the Department’s NTL faculty. The Committee represents the needs and concerns of the NTL faculty and disseminates information pertaining to policies and issues of NTL faculty appointments.

The NTL Faculty Advisory Committeemeets monthly during the academic year. The Committee has five members, one of which is the Department’s representative on the College of EMS NTL Faculty Advisory Committee. Committee members are elected from the NTL faculty in the Department. Members serve for 3-year terms. After two consecutive terms, a member must step down for at least one year. The College representative is elected to a 3-year term in a separate election and is bound by any term limits imposed by the College committee. For more information about the Department’s NTL Faculty Advisory Committee, consult the [**by-laws**](http://www.met.psu.edu/browse-by-audience/faculty-staff/fixed-term-and-research-faculty-information/fixed-term-research-faculty-advisory-committee-bylaws).

***Annual NTL All Hands Meeting***

The NTL Faculty Advisory Committee organizes an annual All Hands meeting every Fall for all NTL faculty. The meeting includes presentations on current topics of interest for the NTL faculty, as well as time for discussion of important issues.

**Organization**

NTL faculty members generally are listed on the Department web site and on the Department bulletin board under the *Research and Teaching Faculty and Staff* category. Those NTL faculty who have a professorial title (Assistant Research/Teaching Professor or above) and are regularly involved in teaching activities and/or the supervision of graduate students may be listed under the *Faculty* category at the discretion of the Department Head.

**Graduate Faculty Membership**

The [Graduate Faculty](https://secure.gradsch.psu.edu/gpms/) at Penn State is intended for individuals who participate broadly in the training of graduate students (e.g., supervising research, serving on M.S./Ph.D. committees, teaching graduate-level classes) on an ongoing basis and who have an active program of research and scholarship appropriate to their field. NTL faculty are generally expected to be actively involved in graduate student mentoring or teaching prior to requesting membership on the Graduate Faculty (e.g., informal mentoring of graduate students, serving on M.S./Ph.D. committees, teaching graduate courses). NTL faculty who meet these requirements and plan to make **sustained** contributions to graduate education in the Department through teaching courses and/or mentoring of graduate students are eligible for membership in the Graduate Faculty through the following process.

1. Confirm you meet the University minimum requirements for membership in the Graduate Faculty under one of the available categories.
2. Forward nominations from two current members of the Graduate Faculty in the Department, including at least one tenure-line faculty member, to the Department Head.
3. Send a current CV to the Department Head.
4. Upon invitation from the Department Head, give a seminar on your research during the regular Wednesday weekly colloquium. This seminar serves three purposes: 1) it helps introduce you to the tenure-line faculty; 2) it builds relationships between you, tenure-line faculty, and graduate students; and 3) it allows the Department to assess your potential as a graduate course lecturer.
5. At the next regular faculty meeting after your seminar, members of the Graduate Faculty will vote on your nomination. If the nomination passes, then you will work with the Department office staff to complete all required forms.
6. The Department Head will submit the completed forms to the Graduate School and you will be notified of the outcome at the end of this process.

To maintain membership on the graduate faculty, it is the responsibility of the NTL faculty member to supervise graduate students, serve on M.S./Ph.D. committees, and/or teach graduate-level classes. Every 3 years, the Department Head will review the status of each NTL faculty member on the Graduate Faculty to ensure the requirements for membership are being met; if not, the Department Head will meet with the NTL faculty member to discuss their interest in retaining Graduate Faculty membership. To retain membership, the NTL faculty member must develop and successfully implement a plan to meet the requirements for membership, otherwise the NTL faculty member will be removed from the Graduate Faculty. Any NTL faculty member removed from Graduate Faculty membership can reapply for Graduate Faculty membership via a simplified process of obtaining two nominations from current members of the Graduate Faculty (one from a tenure-track faculty member), providing a current CV to the Department Head, and having a passing nomination vote at the next faculty meeting by members of the Graduate Faculty. If the lapse in membership on the Graduate Faculty is more than two years, then the Department Head may require the candidate to follow the full nomination process, including the colloquium talk, as described by steps 1-6 above.

**Promotions**

The College of EMS acknowledges that NTL faculty play a different role within the college than tenure-line faculty. As a result, NTL faculty members have different career paths and are evaluated differently than tenure-line faculty. It is important that the evaluation of NTL faculty is based upon each NTL faculty member’s unique career context and job description.

***Annual Reviews***

The NTL faculty promotion process is built upon the annual performance review process. Preparing the annual review is a shared responsibility of the NTL faculty member and their supervisor and/or unit leader. The dean’s annual letter of guidance, the applicable year’s job description, the annual summary, and a candidate's evidence become the NTL faculty’s “annual review.” An annual meeting between the candidate and their supervisor provides a basis for a further revision of the job description for the following year.

Annual reviews summarize your job performance for the previous calendar year (January to December). The steps in the annual review process repeat every year and are summarized below.

* **Annual Letter of Guidance (February/March):** The dean sends an annual letter of guidance to NTL faculty that describes the NTL faculty evaluation and promotion process. The letter is distributed via email. It provides broad guidance and includes reminders about the critical deadlines for the annual review.
* **Faculty Activity Summary (March/early April):** The NTL faculty member prepares the faculty activity summary document (including job description), utilizing the format supplied by the College.
* **Annual Review (by April 15):** The NTL faculty member meets with their supervisor to discuss the faculty activity summary, including job description, prior year activities, and future goals. If it is the NTL faculty member’s first year, the job description only is discussed. The NTL faculty member should make sure that the job description is accurate and reflects current and expected future duties.
* **Annual Assessment (by 15 August):** If not completed as part of the Annual Review, the supervisor will provide the NTL faculty member with a written assessment of ~~your~~ performance during the past calendar year. *NTL faculty member and their supervisor should ensure that a copy of your annual written assessment is included in NTL faculty member’s personnel file*.
* **Evidence Compilation (January to December):** Throughout the year, ~~you~~ the NTL faculty member should compile evidence relevant to their job description.

***Promotion Process and Promotion Dossier***

To initiate the promotion process, the NTL faculty member should solicit support from their supervisor and/or unit leader during the annual review. After receiving favorable support, the NTL faculty member will prepare a Promotion Dossier. Information on the content required in the Promotion Dossier and the specific details of the promotion process are listed in the [Non-Tenure Line Faculty Promotion Policy document](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf).

The deadlines for NTL faculty promotion include:

* **1 August**: deadline for the Chair of the Department’s NTL Faculty Promotion Committee to solicit candidates for promotion for the upcoming academic year. The Chair will email all of the NTL faculty to remind them about the promotion process, along with a link to the [Non-Tenure Line Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) and the Department promotion deadlines.
* **30 August**: deadline for candidates to inform the Department’s NTL Faculty Promotion Committee and the Department Head of your interest in being considered for promotion. It is the responsibility of the Department’s NTL Faculty Promotion Committee to provide advice and feedback to candidates on their draft Promotion Dossiers, including the personal statement and the list of internal (if appropriate) and external referees from whom evaluation letters will be requested.
* **1 October**: deadline for candidates to provide a complete Promotion Dossier to the Department’s NTL Faculty Promotion Committee and the Department Head.
* **20 December**: deadline for the Department Head to submit the completed Promotion Dossier and other necessary documents to the Dean of the College for consideration. Candidates are typically notified of the outcome of the promotion review by the end of May in the following year.

**Department of Meteorology and Atmospheric Science Committees**

Membership on department committees is determined by the Department Head in consultation with individual faculty members. All tenure-line faculty are appointed to at least one committee, and many tenure-line faculty will serve on two or more committees. Non-tenure line faculty are encouraged to serve on department committees~~,~~ but are not required to do so. These committees guide the department, help us to set goals and determine priorities, and are an essential component of our governance. The Department Head will strive to be fair in the allocation of committee duties among the tenure-line faculty, taking into account the level of effort required by the various committees and seniority of the faculty member, and balancing commitments internal and external to the department as best as possible. Some faculty members may also play an important role by serving as advisors for student organizations or undergraduate major option coordinators.

**Undergraduate Academic Program (UGAP) and Graduate Academic Program (GAP) Committees**

UGAP and GAP oversee the undergraduate and graduate academic programs, respectively. Every tenure-line faculty member will be a member of one of these two committees. Membership is determined by the Department Head after consultation with individual faculty members, and the committee memberships should be roughly equal in size. The Associate Head of the Undergraduate Program will be a member of UGAP, and the Associate Head of the Graduate Program will be a member of GAP. The Chairs of UGAP and GAP are appointed by the Department Head. In general, we have found it beneficial for the Chairs of UGAP and GAP to not be the Associate Heads. Integral to their mission, each committee will keep an eye to the evolution of new areas of expertise or career opportunities, reporting back annually on whether the department should explore changes in the curriculum beyond the regular updates, or consider modifications to other department offerings.

**UGAP:** The Undergraduate Academic Program committee reviews the Meteorology and Atmospheric Science undergraduate program and oversees the regular assessment of how well the BS degree requirements are meeting the departmental program objectives and outcomes. All proposed revisions to the BS degree requirements, undergraduate options, minor(s), exceptions to the undergraduate degree requirements, and the evaluation of proposed undergraduate courses pass through this committee. The committee meets and makes recommendations to the departmental faculty as needed throughout the year.

**GAP:** The Graduate Academic Program committee reviews the Meteorology and Atmospheric Science graduate program and oversees the regular assessment of how well the MS and PhD requirements are meeting departmental program objectives and outcomes. GAP also assesses the progress that students are making toward achieving their degrees (e.g., reviewing qualifying exam results, handling graduate student petitions). All proposed revisions to the MS and PhD degree requirements, examination policies, and the evaluation of proposed graduate courses pass through this committee. The committee meets and makes recommendations to the departmental faculty as needed throughout the year. Membership on the graduate faculty is required to be a member of GAP.

One graduate student shall be selected by the graduate student body as a non-voting representative to GAP. This individual is encouraged to participate fully in meeting discussions but will be asked to leave the meeting when the faculty discuss matters deemed confidential by the chair, such as graduate student exam results.

**Committee on Belonging**

The Committee on Belonging is charged to provide actionable guidance to the department head and faculty on ways to make everyone (students, staff, post-docs, and faculty) in the department feel that they belong; keep an open ear and heart for those individuals who feel isolated or unwelcome and to guide the department in helping these individuals. Committee membership will include students (undergraduate and graduate), post-docs, staff, and faculty members.  The committee will determine its own meeting frequency, although it is hoped that the committee will attempt to meet monthly in the fall and spring semesters, or as circumstances require.

**Computer Committee**

The computer committee provides guidance and leadership to promote the current and future computing needs of the Department's academic and research programs. The committee meets formally twice a year and informally through email discussion as needed. The committee provides recommendations to the Department Head, faculty, and EMS IT Director. The EMS IT Director is an ex-officio member of the computer committee and will update the committee regularly on new resource opportunities emerging within and outside the university.

**Non-Tenure Line Faculty Advisory Committee**

This committee serves as a conduit of information between the the Department’s NTL faculty and the Department and EMS College administration.  The Department’s NTL Faculty Advisory Committee meets monthly during the academic year.  The Committee has five members, one of whom is the Department’s representative on the College’s NTL Faculty Advisory Committee.  Department Committee members serve 3-year terms.  After two consecutive terms, a member must step down for at least one year.

The department’s non-tenure line faculty have their own set of by-laws to guide how members on this committee are nominated and selected.

**Non-Tenure Line Faculty Promotion Committee**

This committee reviews NTL faculty promotion dossiers and recommends cases for promotion. Three members are selected by the department NTL faculty via a nomination and voting process. The fourth member is ex officio and selected by the Department Head from the tenured faculty to provide help, assistance, and guidance.

**Graduate Admissions Committee**

The Graduate Admissions Committee reviews graduate program applications and assists the Associate Head of the Graduate Program on decisions for admission.

**Meteorology and Atmospheric Science Graduate Student Organization (MASGO)**

The MASGO is a committee comprising the department’s graduate students. All graduate students are encouraged to attend MASGO meetings. MASGO provides feedback to the Department on graduate student issues and concerns and facilitates graduate student social events to help create a welcoming and inclusive environment. One graduate student is selected by MASGO to attend department faculty meetings, and another student is selected to attend GAP committee meetings.

**Meteorology and Atmospheric Science Ombudspersons for Faculty and Graduate Students**

Two or three faculty members are selected as ombudspersons for the department and are available to help resolve complaints and problems that may arise, such as between faculty and supervisor, or between graduate students and supervisor, or between two faculty, or between two graduate students. The department ombudspersons are selected by the Department Head.

**Opportunities Committee**

The Opportunities Committee meets once or twice a year, as the need arises, to discuss potential opportunities that the department would like to pursue. This committee also serves as a driver for identifying nominators to promote faculty for professional society awards and honors.

**Scholarship Committee**

The scholarship committee is charged with distributing most department-level undergraduate student scholarships and awards as well as a few scholarships and awards at the college level. They meet several times a year to evaluate award and scholarship criteria and make selections and recommendations. The Associate Head of the Undergraduate Program chairs this committee.

**College of Earth and Mineral Sciences and pan-University Committees**

The College of Earth and Mineral Science also has numerous committees that are required to have representation from the department. These include promotion, tenure, advisory, performance, academic integrity, safety and other more permanent and ad hoc committees.

Department faculty are encouraged to engage with university governance such as the Faculty Senate, search committees and advisory boards relevant to the department mission. Service on any of the SVPR Institute committees shall count as university committee service.