



**PennState**  
College of Arts and Architecture

# New Staff Handbook

2022–23



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## Welcome to the College of Arts and Architecture!

The [College of Arts and Architecture](#) (A&A) is a vibrant community of artists, performers, researchers, designers, and educators committed to making learning an enriching experience for all. We are nationally and internationally recognized as scholars, innovators, practitioners, educators, curators, and performers who integrate arts and design research, creative practice, and transformative learning and teaching, in order to investigate, inspire, and improve cultural, social, and environmental conditions.

The College prepares artists, designers, scholars, teachers, performers, and professional practitioners to further research and creative activity and to interpret and preserve cultural heritage. We provide communities of the Commonwealth and beyond with performances, exhibitions, and arts engagement programs.

The College of Arts and Architecture is committed to making this document useful and accessible to all users, and we welcome comments or suggestions on content and access improvements. Please send your comments or suggestions to Amy Bucha at [ags2@psu.edu](mailto:ags2@psu.edu).

# PENN STATE VALUES

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Integrity • Respect  
Responsibility • Discovery  
Excellence • Community

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PennState



**INTEGRITY**: We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

**RESPECT**: We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

**RESPONSIBILITY**: We act responsibly, and we are accountable for our decisions, actions, and their consequences.

**DISCOVERY**: We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

**EXCELLENCE**: We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

**COMMUNITY**: We work together for the betterment of our University, the communities we serve, and the world.

For more information see: <https://universityethics.psu.edu/penn-state-values>

# Strategic Plan

**AT A GLANCE**

# A&A

## STRATEGIC PLAN 2020-2025

**MISSION**

The College of Arts and Architecture prepares artists, designers, scholars, teachers, performers, and professional practitioners to further research and creative activity and to interpret and preserve cultural heritage. We provide communities of the Commonwealth and beyond with performances, exhibitions, and arts engagement programs.

**VISION**

To be nationally and internationally recognized as scholars, innovators, practitioners, educators, curators, and performers who integrate arts and design research, creative practice, and transformative learning and teaching, in order to investigate, inspire, and improve cultural, social, and environmental conditions.



[arts.psu.edu](http://arts.psu.edu)

### GOAL 1

#### Cultivate transformative arts and design opportunities and experiences.

- + Increase engagement opportunities and experiences.
- + Increase financial support for our students.
- + Provide opportunities to enrich, deepen, and catalyze environmental, cultural, and social awareness.



### GOAL 2

#### Establish a culture of anti-racism and anti-oppression that embraces individual identities, fosters a culture of inclusion, and promotes equity through our curricula, values, standards, ideals, policies, and practices.

- + Uphold anti-racism and equitable standards and ideals within College procedures and policies.
- + Uphold anti-racism and equitable standards and ideals within College curricula.
- + Increase anti-racist and equitable professional development, programs, collections, exhibitions, and performances.



### GOAL 3

#### Advance innovative practices in teaching and learning, research, creative activity, performances, and professional development.

- + Promote student success and cultivate global citizens while being responsive to changing societal needs and values.
- + Highlight the significance of the United Nations (UN) Sustainable Development Goals, and further understanding of commitment to equity and social relevance.
- + Expand arts/design curricula to a wider range of students, both in residence and online.



### GOAL 4

#### Develop strategic alliances, partnerships, and collaborations to broaden impact and promote a culture of research and creative activity.

- + Intentionally and strategically increase revenue generation within the College of Arts and Architecture.
- + Increase visibility through communications, engagement, programs, exhibitions, performances, and publications.
- + Foster partnerships, collaborations, and practices in research and creative activity.
- + Enhance the impact of the work in sustainability.



## Academic Departments and Schools

### Department of Art History

Department Head Elizabeth Mansfield  
Pronouns: she  
240 Borland Building  
University Park, PA 16802  
Phone: (814) 865-6326  
Fax: (814) 865-1242  
Contact: [Erica Nodell](#)

### School of Music

Director David Frego  
Pronouns: he, him, his  
233 Music Building  
University Park, PA 16802  
Phone: (814) 863-4421  
Fax: (814) 865-6785  
Contact: [Machelle Reese](#)

### School of Theatre

Director Rick J Lombardo  
Pronouns: he, him  
116 Theatre Building  
University Park, PA 16802  
Phone: (814) 865-7586  
Fax: (814) 865-6785  
Tickets: (814) 863-0255  
Contact: [Judy King](#)  
Publicity Contact: [Cheri Sinclair](#)

### School of Visual Arts

Director Vagner Mendonça-Whitehead  
Pronouns: he, him, ele  
210 Patterson Building  
University Park, PA 16802  
Phone: (814) 865-0444  
Fax: (814) 865-1158  
Contact: [Rachael E. Cochrane](#)

### Stuckeman School

Interim Director Mallika Bose  
Pronouns: she/her  
121 Stuckeman Family Building  
University Park, PA 16802  
Phone: (814) 865-1574  
Fax: (814) 863-8137  
Contact: [Jamie Behers](#)

### Department of Architecture

Interim Department Head Dan Willis  
121 Stuckeman Family Building  
University Park, PA 16802  
Phone: (814) 865-9535  
Fax: (814) 863-8137  
Contact: [Chrissy Leidy](#)

### Department of Graphic Design

Interim Department Head Gary Chinn  
30 Borland Building  
University Park, PA 16802  
Phone: (814) 865-0345  
Fax: (814) 863-8706  
Contact: [Diana Nolten](#)

### Department of Landscape Architecture

Department Head Roxi Thoren  
121 Stuckeman Family Building  
University Park, PA 16802  
Phone: (814) 865-9511  
Fax: (814) 863-8137  
Contact: [Nina Bumgarner](#)

## Degree Programs

<https://arts.psu.edu/>

### Degree Overviews

- Graduate
- Undergraduate
- Accreditation
- Interest**
- Design
- Performing Arts
- Visual Arts

### Schools & Departments

- Department of Architecture
- Department of Art History
- Department of Graphic Design
- Department of Landscape Architecture
- School of Music
- School of Theatre
- School of Visual Arts
- Stuckeman School
- See all Faculty

### All Degrees

#### Acting

B.F.A.

#### Architecture

B.Arch. M.Arch. M.S. (+Dual M.S. +IUG)

Ph.D. (+Dual Ph.D.)

#### Art

B.A. B.F.A. M.F.A.

#### Art Education

B.S. M.S. (+Dual M.S.)

Ph.D. (+Dual Ph.D.)

#### Art History

B.A. M.A. Ph.D. (+Dual Ph.D.)

#### Digital Arts

Certificate

#### Digital Arts and Media Design

B.Des.

#### Digital Multimedia Design

B.Des.

#### Graphic Design

B.Des.

#### Integrative Arts

B.A.

#### Landscape Architecture

B.L.A. M.L.A. M.S. (+Dual M.S. + IUG)

M.P.S. + Certificate in Geodesign

#### Music Education

B.M.E. M.M.E. Ph.D.

#### Music

B.A. B.M. M.A. (+IUGs) M.Mus.

#### Musical Arts

B.M.A. D.M.A. Piano

#### Musical Theatre

B.F.A.

#### Professional Photography

B.Des.

#### Theatre

B.A. B.F.A. M.F.A.



**PennState**  
College of Arts  
and Architecture

# Operations Chart

## A&A Units + Operations





## **A&A Leadership Meetings**

Dean Carpenter holds monthly meetings with college leadership. The below meeting schedule will be in place for the 2022-2023 academic year:

### **A&A Leadership Collaborative (AALC)**

The second Tuesday of every month we will schedule a two-hour meeting. The composition of AALC will include approximately 31 members (see full membership list below). The intention is to provide an inclusive space for representatives from across the college. AALC will meet once each month with the purpose of sharing high-level updates college and university updates, presentations, and discussions of new and ongoing issues, policies, and opportunities. Meeting regularly as a group will enhance communication and sharing of information through a representative body.

Membership of this Collaborative can be found on the next page.

### **Academic Department Heads/School Directors (DH/SD)**

The fourth Tuesday of every month we will schedule a one-hour meeting with the academic department heads and school directors.

At this time, the meetings will have a Zoom and in-person option. For those who would like to attend in person, the meetings will be held in 121 Borland. An agenda and Zoom link will be sent prior to the meeting.

If you have any questions on which meeting you should attend, please reach out to Amy Bucha at [aqs2@psu.edu](mailto:aqs2@psu.edu).

# A&A Leadership Collaborative



<b>MICHAEL J. AND AIMEE RUSINKO KAKOS DEAN</b> B. Stephen Carpenter II	<b>EXECUTIVE ASSISTANT TO THE DEAN</b> Amy Bucha	<b>ASSOCIATE DEAN ACADEMIC AFFAIRS + OUTREACH</b> Darrin Thornton	<b>ASSOCIATE DEAN ACCESS + EQUITY</b> Folayemi Wilson	<b>ASSOCIATE DEAN RESEARCH, CREATIVE ACTIVITY + GRADUATE STUDIES</b> Mallika Bose
<b>ASSISTANT DEAN ADMINISTRATION + TECHNOLOGY</b> Kate Domico	<b>ASSISTANT DEAN DIGITAL LEARNING</b> Gary Chinn	<b>DIRECTOR CENTER FOR THE PERFORMING ARTS</b> Sita Frederick	<b>DIRECTOR PALMER MUSEUM OF ART</b> Erin Coe	<b>DIRECTOR BLUE BAND</b> Greg Drane
<b>DIRECTOR SCHOOL OF MUSIC</b> David Frego	<b>DIRECTOR SCHOOL OF THEATRE</b> Rick Lombardo	<b>DIRECTOR SCHOOL OF VISUAL ARTS</b> Vagner Mendonça-Whitehead	<b>DIRECTOR STUCKEMAN SCHOOL</b> Mallika Bose (Interim)	<b>DEPARTMENT HEAD ARCHITECTURE</b> Dan Willis (Interim)
<b>DEPARTMENT HEAD ART HISTORY</b> Elizabeth Mansfield	<b>DEPARTMENT HEAD GRAPHIC DESIGN</b> Gary Chinn (Interim)	<b>DEPARTMENT HEAD LANDSCAPE ARCHITECTURE</b> Roxi Thoren		
<b>HUMAN RESOURCES STRATEGIC PARTNER</b> Jerry Henry	<b>FINANCIAL OFFICER</b> Nicole Hane	<b>MANAGER FACILITY RESOURCES</b> Katie Rountree	<b>DIRECTOR SUSTAINABILITY</b> Mihyun Kang	<b>COMMUNICATIONS COORDINATOR</b> Amy Milgrub Marshall
<b>ANALYSIS + PLANNING CONSULTANT</b> Sharon Hoover	<b>DIRECTOR DEVELOPMENT</b> Don Lerze	<b>DIRECTOR ALUMNI RELATIONS + STEWARDSHIP</b> Kelsey Knight	<b>CHAIR STAFF ADVISORY COUNCIL</b> Diana Malcom	<b>COLLEGE REPRESENTATIVE TO UNIVERSITY FACULTY SENATE</b> William Keryon
<b>CHAIR FACULTY COUNCIL</b> Ted Christopher	<b>UNDERGRADUATE STUDENT REPRESENTATIVE</b> Alex Wind	<b>GRADUATE STUDENT REPRESENTATIVE</b> TBD		

**A&A Arts District Map**




## Office of the Dean

<https://arts.psu.edu/>

124 Borland Building  
University Park, PA 16802  
Phone: (814) 865-2591

### Dean

B Stephen Carpenter, II  
Michael J. and Aimee Rusinko Kakos Dean  
Pronouns: he/him

To request a meeting with Dean Carpenter, please email: [aadean@psu.edu](mailto:aadean@psu.edu)

### Executive Assistant

Amy Bucha, [aqs2@psu.edu](mailto:aqs2@psu.edu)

### Administrative Support Coordinator

Jennifer Curry Morgan, [jlb1012@psu.edu](mailto:jlb1012@psu.edu)

The Office of the Dean (124 Borland Building) provides leadership for the college and all its operations through the administration of financial services, facilities, and human resources. A primary goal of the office is to provide support to students, staff, faculty, alumni, and friends in order to advance the college's teaching, research and creative activity, and service missions. The office oversees the implementation of college and university policies and procedures, and takes step towards supporting the college's efforts in reaching its strategic planning goals.

We strive to have an open-door policy and supporting the needs of our students, faculty, and staff is one of our top priorities. Our office is open from 8 am to 5 pm Monday-Friday. If we do not have the answer, we will help you find it. Please feel free to reach out to us.

For general inquiries, please email [aadean@psu.edu](mailto:aadean@psu.edu).

## Office of Research, Creative Activity, and Graduate Studies

<https://arts.psu.edu/research/arts-and-architecture-research/>

<https://arts.psu.edu/degree/graduate/>

102 Borland Building  
University Park, PA 16802  
Phone: (814) 863-7589

### Associate Dean for Research, Creative Activity and Graduate Studies

Mallika Bose, Professor of Landscape Architecture / [mub13@psu.edu](mailto:mub13@psu.edu)

Pronouns: she/her

102 Borland

### Assistant to the Associate Dean

Tracie Mehalick, [t1m250@psu.edu](mailto:t1m250@psu.edu)

102 Borland

### Grants and Contracts Coordinator

Barbara Cutler, [bac31@psu.edu](mailto:bac31@psu.edu)

101 Borland

The Office of Research/Creative Activity and Graduate Studies in the College of Arts and Architecture acts as a catalyst for faculty and graduate students in attaining their scholarly and creative ambitions. We work to position these activities as a central component of the research enterprise at Penn State. At the College of Arts and Architecture, we are committed to supporting research and creative activity of our faculty and students at the highest level. We aim to foster within the college a vibrant culture of inquiry that promotes excellence in the arts and design disciplines, while also leveraging the potential of a comprehensive research university.

The Graduate School at Penn State is one of the largest in the nation with more than 10,000 graduate students enrolled at the University Park and Harrisburg campuses and at Penn State Erie, The Behrend College; Penn State Great Valley; and the College of Medicine at The Milton S. Hershey Medical Center. The [Graduate School](#) website provides a comprehensive guide to programs and policies governing all aspects of graduate education. The [Graduate Bulletin](#) is the comprehensive source for graduate academic information and program requirements.

### We provide assistance with:

- Identification of potential funding sources for research and graduate education
- Proposal and budget development
- Proposal submission
- Compliance with research ethics and related policies
- Grants and contracts administration

For inquiries related to these issues, please contact Barbara Cutler at [bac31@psu.edu](mailto:bac31@psu.edu).

For matters related to Graduate Studies, please contact Tracie Mehalick at [t1m250@psu.edu](mailto:t1m250@psu.edu).

We hold individual research meetings with faculty and graduate students by appointment. Topics might include strategies for identifying funding opportunities, a specific opportunity, possible collaborators, your research agenda, etc.

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### Graduate Studies:

Graduate students should reach out first to their units regarding program-specific information. Graduate students can make an appointment (through Tracie Mehalick) to meet with the Associate Dean for Research, Creative Activity and Graduate Studies to discuss any concerns that they might have.

Currently there are two graduate student representatives for the college:

- Nusrat Tabassum ([nqt5207@psu.edu](mailto:nqt5207@psu.edu)) – Graduate and Professional Student Association (GPSA) 72nd Assembly Delegate
- Ali Ghazvinian ([axg1370@psu.edu](mailto:axg1370@psu.edu)) – College Graduate Affairs Committee (GAC) graduate student representative  
Pronouns: he, him, his

We invite all graduate students to become involved with the GPSA and the College of Arts and Architecture graduate students.

### Internal Funding Opportunities (selected)

- College of Arts and Architecture Seed Grants - <https://psu.infoready4.com/>
  - [Faculty Research Grants](#)
  - [Research and Creative Activity Grant Program in Racial Justice, Anti-Discrimination, and Democratic Practices](#)
- [Social Science Research Institute](#)
- [Sustainability Institute](#)
- [Institute for Energy and the Environment](#)
- [Rock Ethics Institute](#)
- Raymond A. Bowers Grants (Architecture)

### External Funding Opportunities

- Web resource: <https://www.fundinginstitutional.com/>

### Support for external grant writing

With prior notice, the Research Office can send out external proposals for review prior to submission. Faculty members wanting to take advantage of this service should be in touch with the Research Office well in advance (a minimum of 6 weeks) of the grant deadline.

## Office of Academic Affairs and Outreach

<https://arts.psu.edu/facilities/academic-affairs-outreach/>

104 Borland Building  
University Park, PA 16802  
Phone: (814) 865-9523

### Associate Dean for Academic Affairs and Outreach

Darrin Thornton, Teaching Professor of Music / [aaundergrad@psu.edu](mailto:aaundergrad@psu.edu)  
Pronouns: he/him

### Assistant to the Associate Dean

Cori Donaghy, [cxh271@psu.edu](mailto:cxh271@psu.edu)

Undergraduate curricular affairs and administration, undergraduate student records and academic affairs, and college outreach efforts are managed and coordinated via the Associate Dean's office.

### Administrative Support, Academic Affairs and Outreach

Jennifer Blew, [jcb28@psu.edu](mailto:jcb28@psu.edu)  
Angela Smith, [ajf7@psu.edu](mailto:ajf7@psu.edu)  
Clayton Richardson, [cwr11@psu.edu](mailto:cwr11@psu.edu)

The **Student Success Team** for the College of Arts and Architecture provides individualized academic counseling and guidance and support for student engagement activities. Our experienced team members are here to brainstorm pathways, identify resources, and provide support.

### Director of Academic Advising

Kyrie Harding, [keq1@psu.edu](mailto:keq1@psu.edu)

Some faculty participate in academic advising, often for the upper-level students within their academic area. However, most students are advised by professional academic advisers throughout the college who are managed by Kyrie. Providing current and accurate information is critical to support students toward a timely graduation. It is also imperative that all advice shared with a student affecting their academic progress is documented in Starfish so academic advisers can be lock-step with faculty and students in making adjustments or responding to emerging information that could adversely affect graduation. [Kyrie Harding](#) shares updates on academic policies and procedures with advisers and can be an invaluable resource if you have questions.

### Director of Student Success

Robin Bierly, [rab55@psu.edu](mailto:rab55@psu.edu)

Student Engagement activities including undergraduate research and creative activity, internship exploration, and additional student affairs issues are supported by this role. Please note that faculty members across our college currently provide the bulk of career advising for our students, but [Nittany Lion Careers](#) is the only approved job posting engine for Penn State. It is inappropriate and in violation of equal employment laws for a faculty member to recommend a specific student for a job directly to the employer unless the student has already applied for the publicly posted job and the employer is seeking a reference regarding an active application. While this position is vacant, please contact Kyrie for assistance with student success matters.

**Director of Access, Recruitment, and Retention**

[Curt Marshall, cem2@psu.edu](mailto:cem2@psu.edu)

Diversity, equity, inclusion, and retention are critical to our practices. If you are seeking partnership in advancing a culture of anti-racism and anti-oppression that embraces individual identities, fosters a culture of inclusion, and promotes equity through curricula, values, standards, ideas, policies, and practices, please contact [Curt](#). He also works closely with the director of enrollment services on recruitment efforts targeting underrepresented populations and with the director of student success on engagement programming.

**Enrollment Services Manager**

Michael Fuller, [mgf5014@psu.edu](mailto:mgf5014@psu.edu)

Recruitment and enrollment are critical components of the college's success, and there are many events and opportunities to engage with future students. Please keep in mind Penn State maintains very strict policies about contact with minors, including virtual engagement. To support recruitment and enrollment efforts or learn more about the college's efforts in this area, contact [Curt Marshall](#).



## Office of Access and Equity

<https://arts.psu.edu/oea/>

124 Borland Building  
University Park, PA 16802  
Phone: (814) 865-2591

### Associate Dean

Folayemi Wilson, [fxw5102@psu.edu](mailto:fxw5102@psu.edu)  
Pronouns: she/they  
124 Borland

### Administrative Support Coordinator

Jennifer Curry Morgan, [jlb1012@psu.edu](mailto:jlb1012@psu.edu)  
Pronouns: she/her/hers

The Associate Dean for Access and Equity is the lead administrator in the college who oversees initiatives related to access, equity, diversity, inclusion, and belonging. Among their key responsibilities are: advancing access, equity, diversity, inclusion, belonging, and retention efforts for students, staff, and faculty in the college; supporting a college-wide culture that embraces individual identities, fosters a culture of inclusion, belonging, and promotes equity and equitable practices; assessing and promoting the impact of these efforts through policies and practices within the college. In this role, the associate dean will provide leadership in collaborating with the college community towards pursuing and achieving the goals articulated in the college's strategic plan dedicated to establishing a culture of anti-racism, anti-oppression, and equity through our values, standards, ideals, policies, and practices. The associate dean engages with faculty, staff, students, administrators, alumni, donors, and friends within and outside of the college to advance these initiatives and to realize these goals.

Inaugurated in the 2021-22 AY, this office has developed a three-phase course of action that started with (1) groundwork to research, learn about, and listen to the concerns of the college community around existing goals and any other issues around equitable practices, policies, and cultures of belonging; and (2) an assessment of those findings that is informing (3) a multi-year plan that specifies a collective vision and includes systems of reporting and accountability consistent with the college's overall strategic plan. The entire college community should expect to continue to engage in robust conversations and other mechanisms of inclusion as we refine a collective vision where everyone can thrive and contribute to a culture that enables us to be productive academic and artistic leaders with innovative and progressive research and practices in the arts and design.

## Office of Administration and Information Technology (including Marketing & Communications)

<https://intranet.arts.psu.edu/dashboard/marcomm/>

<https://intranet.arts.psu.edu/dashboard/tech/>

124 Borland Building  
University Park, PA 16802  
Phone: (814) 865-2591

### **Assistant Dean of Administration, Communications, and Information Technology**

Kate Domico, [akd4@psu.edu](mailto:akd4@psu.edu)

Pronouns: she/her/hers

124 Borland

### **Administrative Support Assistant**

Mary Cavanaugh, [mcc6@psu.edu](mailto:mcc6@psu.edu)

### **Information Technology**

Arts and Architecture Information Technology (Arts IT) provides computing, networking, print services, classroom and conference room technology support, and other technical support for the College of Arts and Architecture, including hardware and software procurement. The team's offices are located on the second floor of Borland Building. 814-865-HELP, [aait.psu.edu](http://aait.psu.edu)

### Infrastructure Services

Scott Lindsay, Director, Infrastructure

[sil2@psu.edu](mailto:sil2@psu.edu)

### Customer Experience

Robert Shafer II, Assistant Director, User Experience Manager

[rds37@psu.edu](mailto:rds37@psu.edu)

### Access Accounts

Your Penn State Access Account consists of two parts—your user ID and your password—and is the key to a host of services at the University, including Service Desks, LionPATH, Global Protect VPN, the Internet, University email and calendaring, University Libraries, computer labs, research computing, and much more.

### Arts IT Services

- Computer Backups – Arts IT utilizes Code42 to continuously back up the data on your computer to the cloud. This service gives the user the ability to restore data that may have been accidentally deleted.
- Hardware Procurement – all computers and peripherals are purchased through ArtsIT.
- Loaner equipment – should an employee's computer require repair, a loaner laptop can be made available.

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- International Travel – employees should notify Arts IT at least two weeks prior to travel, and again upon return to University Park, to ensure devices are properly provisioned. [https://pennstate.servicenow.com/sp?id=sc\\_cat\\_item&sys\\_id=08e2e63ddb1ac9103b05a961ca9619a7&sysparm\\_category=859ddb850f635740fe13f08ce1050e6c](https://pennstate.servicenow.com/sp?id=sc_cat_item&sys_id=08e2e63ddb1ac9103b05a961ca9619a7&sysparm_category=859ddb850f635740fe13f08ce1050e6c)
- Software Deployments – Arts IT utilizes BigFix and Jamf to remotely deploy and update software for your computer.
- Remote Support – Arts IT is able to remotely connect to your computer and provide support via ScreenConnect and TeamViewer.
- Consulting Services – Includes enterprise architecture, continuous improvement and innovation, digital accessibility, IT communication and documentation, IT service delivery and support, portfolio and project management, and training and outreach.

### Arts IT Request Forms

Arts IT has a growing catalog of standard request forms, available at: [Arts IT Request Forms](#)

### Penn State Services

- Cloud Storage – Penn State users have access to Microsoft OneDrive and SharePoint for cloud storage and collaboration.
- Software – Penn State employees have access to the full Microsoft Office suite, Adobe Creative Cloud applications, Google Workspace and more. Available software can be viewed at: <https://www.software.psu.edu>
- Service Catalog – A full list of Penn State IT services can be viewed at: <https://www.it.psu.edu/services/>
- Telephony – to add or remove Cisco Jabber from your device. [https://pennstate.servicenow.com/sp?id=sc\\_cat\\_item&sys\\_id=a02c4a706fd2db0068730444b3ee4be](https://pennstate.servicenow.com/sp?id=sc_cat_item&sys_id=a02c4a706fd2db0068730444b3ee4be) Cisco Jabber is a unified communications application that runs on Windows, Mac and mobile devices (IOS/Android). With Cisco Jabber, faculty and staff can bring their Penn State phone number with them when they are away from their office. Supported Cisco Jabber services include audio/video calling, instant messaging, and voicemail.

### Penn State Policies

There are two primary policies regarding technology use at Penn State: AD95 and AD96. These policies cover information security best practices, data classification standards, and the acceptable use of technology resources.

- [AD95: Information Assurance and IT Security](#)
- [AD96: Acceptable Use of University Information Resources](#)

### How to Get Help

If you are having issues with your computer or connectivity, have a software or hardware request, or have a question about technology in the college, please contact us using one of the following methods:

- Submit an incident ticket or request to Service Now: <https://help.psu.edu>
- Utilize the Arts IT request forms referenced above

## 2022-2023 College of Arts and Architecture | Penn State

- email: [aaait-help@psu.edu](mailto:aaait-help@psu.edu)
- phone: 814-865-HELP

The Penn State IT ServiceDesk hours are 24 hours/day, 7 days/week.

Arts IT offices are located on the second floor of the Borland Building, Room 219. In-person technical support is available by appointment Monday through Friday. Phone: 814-865-2248.

Please visit our website at <https://artsit.psu.edu> for more information and assistance.

### **Marketing & Communications**

The A&A Marketing & Communications Office offers a wide variety of services to faculty and staff across the college, ranging from news and feature writing to print, digital and web design to event documentation via photography and videography. The office also handles the college's social media accounts and coordinates internal communication to faculty and staff and to students. Please see the descriptions below for more details and points of contact. We welcome you to reach out with questions and to share your news and accomplishments with us. We look forward to collaborating with you!

#### Communications Staff

Amy Milgrub Marshall, Editorial Director

Pronouns: she, her, hers

(814) 863-2104

[alm157@psu.edu](mailto:alm157@psu.edu)

Scott Tucker, Creative Director

Pronouns: he, him, his

[swt101@psu.edu](mailto:swt101@psu.edu)

Tracy Jackson, Graphic Designer

[tj106@psu.edu](mailto:tj106@psu.edu)

Marissa Rojas, Graphic Designer

[mjr28@psu.edu](mailto:mjr28@psu.edu)

Leon Valsechi, Writer/Editor

[lxv107@psu.edu](mailto:lxv107@psu.edu)

#### Services

##### *Editorial/Public Relations*

- News release and feature writing on a wide variety of people and topics across the college
  - Review of all publications across college to ensure they follow Penn State's editorial and branding guidelines
  - Internal communication, including the college intranet ([sites.psu.edu/aainternal](https://sites.psu.edu/aainternal)), the Newsline for all A&A faculty and staff (send announcements to Amy) and Student Digest for all A&A students (send announcements to Marissa)
- Primary contact: [Amy Milgrub Marshall](#)

## 2022-2023 College of Arts and Architecture | Penn State

### *Creative Design (Print, Digital, Web)*

- Provide creative direction and design for all college-level materials, including recruitment pieces, ads, alumni and donor pieces, and more
- Oversee design, development and updating of college website and related web assets
- Assist units with integrated/multi-touch design projects

Primary contact: [Scott Tucker](#)

### *Visual Assets and Social Media*

- Provide event documentation via photography and videography
- Manage college-level social media
- The director of visual assets and social media oversees numerous interns from our college and the Bellisario College of Communications who support the MarCom office's efforts primarily related to event documentation and social media.

Primary contact: [Amy Milgrub Marshall](#)

### Social Media Handles

College handles:

Twitter: @psuarts\_arch

Instagram: @psuartsarch

Facebook: @psuaanda

Dean's social handles:

Twitter: @psu\_aadean

Instagram: @psu\_aadean

## Office of Digital Learning

12 Borland Building  
University Park, PA 16802

### Assistant Dean for Digital Learning

Gary Chinn, [gmc14@psu.edu](mailto:gmc14@psu.edu)  
(814) 363-7447

### Director

Chris Stubbs, [cas391@psu.edu](mailto:cas391@psu.edu)  
(814) 863-5409

### Administrative Support Assistant

Mary Cavanaugh, [mcc6@psu.edu](mailto:mcc6@psu.edu)

General Office Email: [eli-aanda@psu.edu](mailto:eli-aanda@psu.edu)

Founded in 2005 as the e-Learning Institute, the Office of Digital Learning partners with faculty and staff throughout the College of Arts and Architecture to identify projects that might benefit from informed incorporation of technology. Working closely with schools and departments, the institute offers design, development, and delivery support for online course materials, whether incorporated in “web-only” courses, hybrid delivery courses, or targeted enhancements for residential instruction.

The Office of Digital Learning’s mission is to take a leading position in the future of the disciplines represented in the College of Arts and Architecture by providing greater opportunities for instructional innovation, courseware development, and research in the arts and design. The institute collaborates with the various disciplines throughout the college to assist them in the identification, development, and deployment of online and blended learning courses and programs, as well as supports digitally inflected research opportunities in the arts and design, while maintaining the creative and innovative aspects each discipline embodies.

- Collaborate with faculty members on the development of online courses and blended learning materials for delivery in both resident and distance courses.
- Support explorations of technology to identify the value of tools in teaching and learning, outreach, and scholarship.
- Enhance interdisciplinary education (within and beyond the College of Arts and Architecture), innovation, and research in the arts and design through the use of digital technologies.

## Research Centers & Initiatives

### Research Centers | College of Arts and Architecture

#### [ADRI – Arts & Design Research Incubator](#)

Director William Doan  
14 Borland Building  
University Park, PA 16802  
Email: [adri@psu.edu](mailto:adri@psu.edu)  
Manager: Tara Caimi  
Pronouns: she, her, hers

ADRI seeks to improve lives through research and application of arts and design practices to health and well-being. In keeping with goals outlined in the college's strategic plan, ADRI projects are typically collaborative and interdisciplinary in nature, push methodological boundaries, link research and teaching, make innovative use of technology, and engage with university-wide research initiatives and priorities. ADRI also coordinates and hosts a range of programming designed to foster, support, and broadly disseminate innovative arts, design, and health-focused research and practice.

#### [C-PAD – Center for Pedagogy in Arts and Design](#)

Director Susan Russell, [sbr13@psu.edu](mailto:sbr13@psu.edu)  
113 Borland Building  
University Park, PA 16802

The Center for Pedagogy in Arts and Design (C-PAD) is an interdisciplinary center whose purpose is to advance arts and design pedagogies, research, and professional development applicable to learning and teaching in all disciplines. It serves as a nexus for scholars, artists, designers, practitioners, and community members who share a common interest in learning and teaching through the arts. C-PAD features the C-PAD Teaching Lab, which was built by TLT and the college as a home for C-PAD research and a flex space for the college; the C-PAD Research Engine, which observes, articulates, documents, and disseminates how classes in residence are enlivened by arts-based teaching technologies; and the C-PAD Faculty Communities, where new and experienced faculty can meet, build friendship, and exchange strategies for successful teaching and learning. C-PAD summers offer focused learning opportunities through the C-PAD Academy, and C-PAD is dedicated to promoting and forwarding conversations and actions concerning justice and equity. C-PAD is a partnership among the College of Arts and Architecture, Teaching and Learning with Technology (TLT), and the Office of Digital Learning (ODL).

## Research Centers | Stuckeman School

### [Hamer Center for Community Design](#)

Director Lisa D. Iulo  
105 Stuckeman Family Building  
University Park, PA 16802  
Email: [hamer@psu.edu](mailto:hamer@psu.edu)  
Hamer phone: 865-5300

The Hamer Center for Community Design (Hamer Center) is an endowed center that seeks to utilize the expertise of faculty and students in the Stuckeman School to address a range of issues impacting the quality of communities, with a focus on issues with relevance to the Commonwealth of Pennsylvania. Hamer Center activities entail two distinct but related types of undertakings: **1) applied research**; and **2) theoretical investigations** on issues related to community design/planning. The Hamer Center's work addresses public issues such as, but not limited to, community-based design/planning, affordable housing, development of design guidelines, sustainability, park and recreation planning, environmental and ecological analysis.

### [SCDC – Stuckeman Center for Design Computing](#)

Director José P. Duarte  
Pronouns: he, him, his  
Stuckeman Family Building  
University Park, PA 16802  
Email: [scdc@psu.edu](mailto:scdc@psu.edu)

The SCDC is devoted to advanced design research and learning in computational design. We are a multidisciplinary community of researchers exploring computation as a subject of creative and scholarly inquiry in design across scales and modes of engagement: from the territorial to the micro, from the theoretical to the material, and from the applied to the speculative and critical.

The aim of the center is to explore the use of computer technology in design to address social problems. Its research activities are closely linked to the educational mission of the Stuckeman School to train professionals equipped with the latest technology. This is a two-way relationship. On the one hand, the center welcomes the research of professors responsible for teaching courses with a strong computational component. On the other hand, it ensures that the content of these courses is up-to-date and students can benefit from state-of-the-art equipment. These courses also provide a platform to test and develop innovative approaches to social problems formulated as design problems. The final objective of the center is, therefore, to contribute to leverage professional practice.



## Research Center | Art History

### [Center for Virtual/Material Studies](#)

Director Sarah Rich  
Pronouns: she, her  
241 Borland Building  
University Park, PA 16802  
Email: [VirtualMaterial@psu.edu](mailto:VirtualMaterial@psu.edu)  
814-865-3952

The Center for Virtual/Material Studies (CVMS) supports innovative research – at the intersection of materiality studies and computation – and teaching collaborations to enhance understanding of cultural heritage.

## Initiatives

### [A&A Sustainability](#)

Director Mihyun Kang  
105 Borland Building  
University Park, PA 16802  
Email: [aasustainability@psu.edu](mailto:aasustainability@psu.edu)

The College of Arts and Architecture seeks to strategically advance the University's sustainability goals, fostering sustainability in teaching and learning, research, community engagement, student engagement, and operations in the college. The Sustainability Council comprising College of Arts and Architecture faculty, staff, and students is responsible for developing a sustainability vision for the college to connect it to other strategic initiatives while creating efficiencies and enhancing impact. The council approaches sustainability as a transformational concept that leads to innovation and develops action steps that advance the college's priorities and the University's sustainability vision and mission. The college's Sustainability Council has working groups focusing on teaching and learning, research, community engagement, and operations.

### [E+D – Ecology plus Design](#)

Director Andy Cole, [cac13@psu.edu](mailto:cac13@psu.edu)  
Stuckeman Family Building  
University Park, PA 16802

E+D addresses the need to fuse ecology and design in built works and establish the University as a leader in E+D innovation and education, in support of stewarding our planet's resources. Design is the means whereby we shape our environment. Merging ecology and design brings together ecologists (and allied disciplines) and design professionals to research and develop frameworks, criteria, and strategies for designing, restoring, and assessing ecologically stable landscapes. Through E+D: Ecology Plus Design, we develop approaches to landscape design and implementation that lie light on the land, account for landscape history, and provide for temporally-resilient ecosystems. This approach allows us to learn from both successes and

failures. We test and refine means to structure integrated science and design processes around a framework that is cost-effective, time-efficient, and ecologically and economically viable, while still conveying the beauty of the natural world.

**S3A – Studio for Sustainability and Social Action**

Director Vagner Mendonça-Whitehead, [vfm5124@psu.edu](mailto:vfm5124@psu.edu)

Pronouns: he, him, ele

210 Patterson Building

Associate Director Simone Osthoff, [sxo11@psu.edu](mailto:sxo11@psu.edu)

S3A reveals essential characteristics of what the visual arts can do to promote arts-based social action, environmental integrity, and educational equity. S3A intersects with the United Nations 17 Sustainable Development Goals, as well as with the commitment to excellence, leadership, and innovation of the College of Arts and Architecture.

## Engagement Units

### [Center for the Performing Arts](#)

Director Sita Frederick  
Pronouns: ella, she, her  
Eisenhower Auditorium  
University Park, PA 16802  
Phone: (814) 863-9494  
Fax: (814) 863-7218  
Contact: [Linda Struble](#)  
Publicity Contact: [Laura Sullivan](#)

### [Penn's Woods Music Festival](#)

Music Director Gerardo Edelstein  
Penn State School of Music  
Music Building I  
University Park, PA 16802-1901  
Contact: [Russell Bloom](#)  
Pronouns: he, him

### [Palmer Museum of Art](#)

Director Erin M. Coe  
Curtin Road  
University Park, PA 16802-1901  
Phone: (814) 865-7673  
Fax: (814) 863-8608  
Contact: [Sheryl Shaffer](#)  
Publicity Contact: [Sarah Anne Wharton](#)  
Pronouns: she, her

### [Penn State Blue Band](#)

Director Gregory Drane  
101 Blue Band Building  
University Park, PA 16802  
Phone: (814) 865-3982  
Contact: [Wanda Hockenberry](#)

### [Penn State Centre Stage](#)

Producing Artistic Director Rick J. Lombardo  
Pronouns: he, him  
116 Theatre Building  
University Park, PA 16802-1901  
Phone: (814) 863-0493  
Fax: (814) 865-3645  
Publicity Contact: [Cheri Sinclair](#)

### [Woskob Family Gallery](#)

Gallery Manager, [Zsuzsanna Nagy](#)  
Pronouns: she, her, hers  
146 S Allen Street  
State College, PA 16801  
Phone: (814) 865-4710

## Facilities and Safety

<https://intranet.arts.psu.edu/dashboard/facilities-safety-and-parking/>

*30 Borland Building  
University Park, PA 16802  
Phone (814) 867-3122*

### Facilities Manager

Katie Rountree  
30B Borland Building  
[mkr10@psu.edu](mailto:mkr10@psu.edu)

### Facilities Support Assistant

Gwen Miller  
30 Borland Building  
[gem15@psu.edu](mailto:gem15@psu.edu)

### Safety

If you have, or witness a medical emergency, dial 911. If you have a campus security emergency, dial 814-863-1111 for Campus Police. Penn State falls under the Occupational Safety and Health Administration (OSHA) Laws and Regulations. In addition to following OSHA regulations, Penn State has their own safety policies. Penn State's Environmental Health and Safety webpage can direct you to specific information related to safety in your workplace. Their website is <http://www.ehs.psu.edu/>.

Worker's Compensation is administered through the Penn State Office for Worker's Compensation. It is your obligation to notify your department head or director if you are injured while working, so your claim can be submitted. After initial treatment, if you need additional treatment, you must continue to visit a professional from the Penn State list of Physicians and Health Care Providers for 90 days from the date of your first visit. After 90 days, if you still need treatment, you may seek care from a provider of your choice but must notify the Penn State Office for Worker's Compensation in order for the treatment to be considered for payment.

If there is an incident or injury to a student or a person that is not employed by Penn State, the Incident Form is required. The form can be found at <http://guru.psu.edu/formpublic/8-05IncidentFormFRM3.pdf>. The Incident Report form is also required for reporting any type of incident while traveling on field trips with students. For more information on field trip travel, please see the college website at <http://artsandarchitecture.psu.edu/facstaff/finance/academic-field-trip-links>.

Safety and security is an ongoing challenge for the college. Many of our students study in studio environments that allow them 24 hour / 7 day-a-week access. Please remind your students not to work in their studios late at night and early in the morning by themselves. Also let them know, and note, that the University has a Security Escort Service operated by the University Auxiliary Police, available to students, employees, and visitors. CALL 814-865-WALK (9255) anytime from dusk to dawn, to take advantage of this service. Additional information about this program can be found at <http://police.psu.edu/safe-walk-service>.

## 2022-2023 College of Arts and Architecture | Penn State

Each department has a representative on the college's Safety Committee. The committee members are listed below. If you have any ideas or concerns about safety in your work environment, you can contact your department's safety committee member.

### Safety Committee

Department	Representative	Email
Architecture Landscape Architecture Graphic Design	Allan Sutley	ads131@psu.edu
School of Music	Russell Bloom	rlb16@psu.edu
School of Theatre	Judy King	jqk5@psu.edu
School of Visual Arts	Matt Olson	mjo5165@psu.edu
Palmer Museum of Art	Will Bergmann	wbb5142@psu.edu
Center for the Performing Arts	Kelly Kaiserian	kvk2@psu.edu
Office of the Dean	Gwen Miller	gem15@psu.edu
Blue Band	Wanda Hockenberry	wgs1@psu.edu
College Safety Officer	Katie Rountree	mkr10@psu.edu

### Pandemic Safety

**Virus info website:** <https://virusinfo.psu.edu/health-guidelines>

With ongoing fluctuations in Covid cases across Pennsylvania, it is important to regularly visit Penn State's Virus Info website for current health guidance and masking policies.

### A&A Policy Updates

If you have questions or need assistance with pandemic safety, or for specific masking guidance unique to each discipline, space, or activity, please contact the respective unit's [pandemic safety officer](#).

## 2022-2023 College of Arts and Architecture | Penn State

### Pandemic Safety Officers by Unit

Unit	Primary	Backup
College- Wide	Katie Rountree, 814-777-6226, mkr10@psu.edu	Lea Asbell-Swanger, 814-863-7101 Pronouns: she, her, hers ela1@psu.edu
Borland Admin	Gwen Miller, 814-867-3122, gem15@psu.edu	Katie Rountree, 814-777-6226 mkr10@psu.edu
Art History	Catherine Adams, 814-865-3952, cda122@psu.edu	Erica Nodell, 814-865-4873 exn30@psu.edu
School of Music	Russell Bloom, 814-863-1118, rlb16@psu.edu Pronouns: he, him	Chris Kiver, 814-863-4400 cak27@psu.edu Pronouns: he, him, his
School of Theatre	Ronda Craig, 814-863-4207, rlc26@psu.edu	Katie Rountree, 814-777-6226 mkr10@psu.edu
School of Visual Arts	Matt Olson, 814-865-3982, mjo5165@psu.edu	Dana Hosko, 814-865-6570 dlh55@psu.edu
Stuckeman School	Jamie Behers, 814-863-7927, jlf47@psu.edu	Diana Nolten, 814-865-5198 dbs115@psu.edu
Palmer Museum	Joyce Robinson, 814-863-9185, jhr11@psu.edu	Sheryl Shaffer, 814-863-9180 sks21@psu.edu
Eisenhower CPA	Lea Asbell-Swanger, 814-863-7101, ela1@psu.edu	Katie Rountree, 814-777-6226 mkr10@psu.edu

### PPE Distribution Contacts

College-Wide	Primary	Backup
125 Borland Building, University Park PA 16802	Katie Rountree, 814-777-6226, <a href="mailto:mkr10@psu.edu">mkr10@psu.edu</a>	Gwen Miller, 814-867-3122 <a href="mailto:gem15@psu.edu">gem15@psu.edu</a>

## 2022-2023 College of Arts and Architecture | Penn State

### Facility Maintenance and Repair

Each department has a Service Desk Coordinator who reports maintenance and repair issues to The Office of Physical Plant. If you notice a problem with your facility, please contact the person listed below from your department, and they will put in a work order request. If there is a facility problem that you consider an EMERGENCY, PLEASE CONTACT THE OFFICE OF PHYSICAL PLANT WORK RECEPTION CENTER BY PHONE, AT 814-865-4731.

### Department Service Desk Coordinators

Department	Coordinator	Email
Architecture Landscape Architecture Graphic Design	Jamie Behers	jlf47@psu.edu
Blue Band	Wanda Hockenberry	wgs1@psu.edu
Center for the Performing Arts	Gwen Miller	gem15@psu.edu
Palmer Museum of Art	Katie Rountree	mkr10@psu.edu
School of Music	Russell Bloom	rlb16@psu.edu
School of Theatre	Judy King	jqk5@psu.edu
School of Visual Arts	Matt Olson	mjo5165@psu.edu
Office of the Dean- Borland Bldg.	Gwen Miller	gem15@psu.edu
Art History	Erica Nodell	exn30@psu.edu

## Finance Office

<https://intranet.arts.psu.edu/dashboard/finance/>

### Financial Officer

Nicole Hane

[nll130@psu.edu](mailto:nll130@psu.edu)

814-865-1435

### Assistant Financial Officer

Jen Colwell

[jlc6113@psu.edu](mailto:jlc6113@psu.edu)

### Financial Coordinator

Tracey Spicer

[tjs20@psu.edu](mailto:tjs20@psu.edu)

814-865-1434

### Finance Office Functions:

- Report through the University Controller
- Work with the Dean, Department Heads, and School Directors to manage and steward college funds
- Provide Penn State financial policy & procedure guidance and interpretation
- Responsible for review of all college expenses for compliance – end college approver
- Cash controls and cash services (deposits to PSU accounts)
- Liaison with central Payroll

### Purchasing:

- Shop OnLion – online purchasing system – your Financial Assistant can assist with purchases
- PCard – Penn State-approved purchasing card issued with departmental approval and completion of tutorial and quiz – receipts must be submitted within 30 days of purchases

### Travel:

- All travel reimbursements are made through SAP Concur (online system)
- Travel OnLion – University online system to assist with reservations and travel information
- Penn State – Travel Policy – Compliance statement '*The University assumes no obligation to reimburse employees, students, and nonemployees for expenses that do not comply with the principles of this policy. Expenditures that do not comply with the University travel policy will be the obligation of the traveler.*'
- Travel expenditures are to be settled no later than 60 days after the conclusion of a trip or Dean's approval will be required in order to be reimbursed

The first point of contact for faculty members regarding all things financial is the unit Financial Coordinator. Please get in touch with your unit to find out the appropriate contact.

For more information and helpful links, please visit our website

<http://artsandarchitecture.psu.edu/facstaff/finance>



## Advancement Office

College Advancement Office (107 Borland) is charged with overseeing the engagement, cultivation, and documentation of external partners (including but not limited to alumni, friends, parents, corporate and foundation relations) around volunteer activity and fundraising support aimed at advancing the mission of Penn State through the College of Arts and Architecture's schools, departments, programs, and centers. Among the Advancement Office's primary charges is securing privately funded philanthropic gifts.

Faculty and staff actively involved with engaging external partners are asked and expected to coordinate those efforts with the college's Advancement Office.

### OFFICE CONTACT

#### Senior Director of Development

Don Lenze  
(814) 863-1824  
[dml102@psu.edu](mailto:dml102@psu.edu)

#### Administrative Assistant

Janeann Lindsay  
(814) 863-2142  
[jul19@psu.edu](mailto:jul19@psu.edu)

#### Director of Alumni Relations and Stewardship

Kelsey Knight  
Pronouns: she, her  
(814)863-2143  
[kms468@psu.edu](mailto:kms468@psu.edu)

#### Assistant Director of Alumni Relations

Ashley Hardison  
(814) 863-0622  
[amb1045@psu.edu](mailto:amb1045@psu.edu)

#### Associate Director of Advancement and Membership

Palmer Museum of Art  
Jo Bergsma  
[jpm6023@psu.edu](mailto:jpm6023@psu.edu)

#### Associate Director of Development

Anyssa Hining  
[amh7583@psu.edu](mailto:amh7583@psu.edu)

#### Development Assistant

Barbara Hutchinson  
[bhh10@psu.edu](mailto:bhh10@psu.edu)

#### Director of Arts Advancement

Robyn Krause-Hale  
[rmk50@psu.edu](mailto:rmk50@psu.edu)

#### Associate Director of Arts Advancement Center for the Performing Arts

Lindsey Landfried  
Pronouns: she, her, hers  
[lindsey.landfried@psu.edu](mailto:lindsey.landfried@psu.edu)

#### Associate Director of Development

Lisa Marzka  
Pronouns: she, her, hers  
[lisamarzka@psu.edu](mailto:lisamarzka@psu.edu)

#### Director of Major Gifts

Robin Seymour  
[gqz1@psu.edu](mailto:gqz1@psu.edu)

## **Constitution of College Faculty (Faculty Council)**

This constitution establishes the organization of the College Faculty within the College of Arts and Architecture and confirms the College of Arts and Architecture Faculty Council as the elected representative voice of the College Faculty both within the College and throughout the University. As an elected representative body, it shall serve to support the academic and curricular activities of the College and its individual units. The authority vested in this constitution has been delegated by the University Faculty Senate. The Faculty Council's responsibility is to seek the guidance of the faculty and serve its will through legislative, forensic, advisory and consultative duties delegated by the University Faculty Senate and described in this document. This constitution establishes the procedure by which College of Arts and Architecture Faculty can initiate referenda, engage in effective dialog, and impact decisions of the elected representatives of the College Faculty.

You may view the entire Constitution on the Faculty Page on our intranet ([intranet.arts.psu.edu](https://intranet.arts.psu.edu)).

## Staff Advisory Council

<https://intranet.arts.psu.edu/dashboard/staff-information/staff-advisory-council/>

The College of Arts and Architecture Staff Advisory Council serves in a consultative role to the dean and Executive Council on issues that relate to the staff in the college, or in other functions as requested by the dean. Issues such as staff policies and practices; continuous quality improvement; diversity, professional development; university, college and unit staff events; customer service or other similar matters are addressed.

A representative from every unit in the college serves on the Staff Advisory Council for a two-year term. Staff members in the college should contact their unit representative with questions or concerns regarding the areas listed above.

Each year, the Staff Advisory Council hosts the All-College Retreat and numerous philanthropic activities. Both the Continuous Quality Improvement Committee and the Professional Development Committee were created in response to issues brought before the Staff Advisory Council.

For more information on the Staff Advisory Council, please visit their webpage on the A&A Intranet under Staff Information ([intranet.arts.psu.edu](https://intranet.arts.psu.edu)).

## **College Wellness Ambassador**

Mary Cavanaugh serves as the college Wellness Ambassador. As the Wellness Ambassador, she serves as a point of contact to the Health Matters and is happy to take any suggestions you may have on wellness sessions.

Please watch for emails from Mary with upcoming sessions.

Mary can be reached at [mcc6@psu.edu](mailto:mcc6@psu.edu).

## **Penn State Resources**

### **College of Arts and Architecture**

<https://arts.psu.edu/>

### **A&A Intranet**

<https://sites.psu.edu/aainternal/>

### **Office of the Vice Provost for Faculty Affairs**

<https://www.vpfa.psu.edu/>

### **Office of the Senior Vice President for Research**

<https://www.research.psu.edu/ovpr>

### **Graduate Council**

<https://gradschool.psu.edu/gradcouncil/>

### **Office of the University Registrar**

<https://www.registrar.psu.edu/>

### **Classroom and Event Scheduling**

<https://www.registrar.psu.edu/collegenet/index.cfm>

### **Promotion and Tenure**

<https://www.vpfa.psu.edu/promotion-and-tenure/>

The college provides P & T workshops throughout the academic year to help faculty with the promotion and tenure process. Information regarding these opportunities is shared through the College Newslines, which is distributed to all faculty and staff.

### **Sabbatical Leaves of Absence**

<https://www.vpfa.psu.edu/sabbatical-leaves/>

### **University Faculty Senate**

<https://senate.psu.edu/>

### **Office for General Education**

<https://gened.psu.edu/about-general-education>

### **Textbook Orders (Bookstore)**

<https://psu.bncollege.com/shop/psu/page/find-textbooks>

### **Penn State Policies**

<https://guru.psu.edu/procedure-landing>

## **Penn State Human Resources**

Penn State Human Resources advances university strategies by creating innovative solutions to attract, develop, engage, and retain a diverse workforce.

WE ARE cultivating an environment where the most engaged and diverse workforce in higher education thrives.

### **A & A Human Resources**

#### **HR Strategic Partner**

Gerald (Jerry) Henry

[gkh2@psu.edu](mailto:gkh2@psu.edu)

814-863-1490

#### **HR Consultant**

Shelly Marquardt

[szm5@psu.edu](mailto:szm5@psu.edu)

814-865-2026

### **Key Related Resources:**

#### **Penn State HR, HR Services Team**

<https://worklion.psu.edu/>

814-865-1473

#### **Penn State Human Resources**

<https://hr.psu.edu/>

**WorkLion**, the University's human resources portal, including payroll, attendance, and more.

<https://worklion.psu.edu/>

#### **Benefits**

<https://hr.psu.edu/benefits>

#### **Penn State Policies**

<https://policy.psu.edu/>

#### **Identification Cards**

<https://policy.psu.edu/policies/ad24>

#### **Learning Resource Network**

<https://lrn.psu.edu/>

#### **Employment Verifications**

<https://hr.psu.edu/employment-verification>

## COVID-19 Employee Resources

### Personal safety practices

- [Learn about personal safety practices for everyone on Penn State campuses.](#)

### Coronavirus in Pennsylvania

- [Pennsylvania Department of Health COVID-19 Information](#)
- [Responding to COVID-19 in Pennsylvania](#)

### Coronavirus in Penn State

- [University Status](#)
- [Penn State Coronavirus Information](#)
- [COVID-19 Information](#)

### Human resources

- [Penn State Office of Human Resources COVID-19 Information](#)

### Environmental Health and Safety

- [Penn State Environmental Health and Safety COVID-19 Information](#)

### Support services

- [Employee Assistance Program](#)
- 

### Pandemic Safety Officer

- Katie Rountree ([mkr10@psu.edu](mailto:mkr10@psu.edu)), A & A Pandemic Safety Officer
- The list of pandemic safety officers for each unit can be found under Key Information + Resources [A & A Intranet | Resources for A&A Faculty and Staff \(psu.edu\)](#)

## Diversity, Equity, and Inclusion

### **Penn State Statement on Diversity, Equity, and Inclusion**

The Pennsylvania State University is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our public service mission.

### **Acknowledgement of Land**

The Pennsylvania State University campuses are located on the original homelands of the Erie, Haudenosaunee (Seneca, Cayuga, Onondaga, Oneida, Mohawk, and Tuscarora), Lenape (Delaware Nation, Delaware Tribe, Stockbridge-Munsee), Shawnee (Absentee, Eastern, and Oklahoma), Susquehannock, and Wahzhazhe (Osage) Nations. As a land grant institution, we acknowledge and honor the traditional caretakers of these lands and strive to understand and model their responsible stewardship. We also acknowledge the longer history of these lands and our place in that history.

### **At Penn State**

- We will foster and maintain a safe environment of respect and inclusion for faculty, staff, students, and members of the communities we serve
- We will educate our faculty, staff, and students to be [social justice advocates](#), creatively providing curricula, programs, and environments that reflect the diversity of our communities, and elevate cultural awareness.
- We will ensure fair and inclusive access to our facilities, programs, resources, and services, and ensure that all of our policies and practices are inclusive and equitable.
- We will advance and build our workforce by assessing hiring practices and performance review procedures to attract, retain, and develop talented faculty and staff from diverse backgrounds.
- We will address intergroup disparities in areas such as representation, retention, learning outcomes, and graduation rates.

View document on [Penn State Statement on Diversity, Equity, and Inclusion](#)

Penn State's Diversity, Equity, and Inclusion resources can be found here:  
<https://pennstateoffice365.sharepoint.com/sites/DiversityEquityandInclusionResources>

### **College of Arts and Architecture Contacts**

- Folayemi Wilson: Associate Dean for Access and Equity, [fxw5102@psu.edu](mailto:fxw5102@psu.edu)
- Curt Marshall: Coordinator, Multicultural Programs & Recruitment, [cem2@psu.edu](mailto:cem2@psu.edu), 814-865-4894, Pronouns: he, him, his
- Kikora Franklin: Associate Director for Equity, Diversity, and Inclusion for the Penn State School of Theatre, [akf11@psu.edu](mailto:akf11@psu.edu)
- Velvet Brown: Associate Director for Equity, Diversity, and Inclusion in the School of Music, [vmb10@psu.edu](mailto:vmb10@psu.edu)
- Darla Lindberg: Professor of Architecture, [dvl2@psu.edu](mailto:dvl2@psu.edu)
- Elizabeth Mansfield: Department Head, Department of Art History, [ecm289@psu.edu](mailto:ecm289@psu.edu)
- Chair, A&A Diversity, Equity, and Inclusion Committee, TBD



## University Cultural Resources & Programming

**Paul Robeson Cultural Center**

<https://studentaffairs.psu.edu/cultural>

**Multicultural Resource Center (MRC)**

<http://equity.psu.edu/mrc>

**Office of Scholars Programs**

<http://equity.psu.edu/scholars-programs>

**Center for Sexual and Gender Diversity**

<https://studentaffairs.psu.edu/csgd>

**Center for Spiritual and Ethical Development**

<https://studentaffairs.psu.edu/spiritual>

**Student Disability Resources**

<http://equity.psu.edu/student-disability-resources>

**Global Programs**

<https://global.psu.edu/>

**Title IX Resources**

<https://titleix.psu.edu/>

**Educational Equity**

<http://equity.psu.edu/>

## Resources for Reporting Wrongdoing

### Immediate threat or emergency

- **9-1-1** University/Campus Police
- To report a non-emergency crime, go to <http://www.police.psu.edu/report-crime> or call University/Campus Police

### Suspected Child Abuse

- ChildLine: 800-932-0313 or online at [compass.state.pa.us/cwis/public/home](http://compass.state.pa.us/cwis/public/home) and report internally to AD72@psu.edu

### Sexual Abuse or Sexual Harassment

- Office of Sexual Misconduct Prevention and Response: 814-863-0471 or [titleix@psu.edu](mailto:titleix@psu.edu)

### General Discrimination or Harassment

- *By employees*- Affirmative Action Office: 814-863-0471
- *By students*- Report Bias website: 814-863-0342

### Student Misconduct

- Office of Student Accountability and Conflict Response: 814-863-0342 or report online at [https://cm.maxient.com/reportingform.php?PennState&layout\\_id=0](https://cm.maxient.com/reportingform.php?PennState&layout_id=0)

### Research Misconduct

- Office of Research Protections: 814-865-1775 or [researchconcerns@psu.edu](mailto:researchconcerns@psu.edu)

### Behavioral Threat

- Behavioral Threat Management Team: 855-863-BTMT(2868) or 814-863-BTMT(2868)

### Other Misconduct

- Supervisor
- Human Resources Strategic Partner
- Penn State Hotline: 800-560-1637

### Clery Incident Report Form

- University Police at your campus or report online at [https://www.absecom.psu.edu/CAMPUS\\_SECURITY/security-incident-form.cfm](https://www.absecom.psu.edu/CAMPUS_SECURITY/security-incident-form.cfm)

### Environmental Health & Safety Misconduct

- Department of Environmental Health & Safety: 814-865-6391 or [ehshelp@psu.edu](mailto:ehshelp@psu.edu) or report online at [ehs.psu.edu/contact-us](http://ehs.psu.edu/contact-us)

Penn State offers numerous resources to report misconduct: When in doubt of where to report, call the Office of Ethics and Compliance (814-867-5088) or your **Human Resources Strategic Partner** for advice.

### Examples of Misconduct

- Abusive or intimidating behavior that creates a hostile or offensive environment
- Cheating, plagiarism, or other violations of academic integrity
- Discrimination
- Financial misconduct (falsifying expense reports, embezzlement)
- Research misconduct
- Stealing, theft, or misuse of University services or resources
- Substance abuse by an employee or student
- Sexual assault, harassment, or misconduct
- Violations of University policy and the [Student Code of Conduct](#)
- Violations of local, state, federal, and international laws and regulations that you encounter during your work at the University
- Violations of University environmental health and safety policies

### Resources

- Policy AD88 – Code of Responsible Conduct: <https://policy.psu.edu/policies/ad88>
- By-laws of The Pennsylvania State University (section 8.13): <http://news.psu.edu/story/143476/2013/01/04/employees-reminded-disclose-conflicts-interest>
- Policy HR91 – Conflict of Interest: <https://policy.psu.edu/policies/hr91>
- Policy RP06 – Disclosure and Management of Significant Financial Interests: <https://policy.psu.edu/policies/rp06>
- Policy AD77 – Engaging in Outside Professional Activities (Conflict of Commitment): <https://policy.psu.edu/policies/ad77>
- Policy AD85 – Sexual and/or Gender-Based Harassment and Misconduct (Including Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Related Inappropriate Conduct): <https://policy.psu.edu/policies/ad85>
- Policy AD86 – Acceptance of Gifts and Entertainment: <https://policy.psu.edu/policies/ad86>
- Policy AD91 – Discrimination and Harassment and Related Inappropriate Conduct: <https://policy.psu.edu/policies/ad91>
- Policy SY01 - Environmental Health and Safety Policy: <https://policy.psu.edu/policies/sy01>
- Centre County CAN HELP Line - 24-hour crisis hotline - 1-800-643-5432

### Training

Training for employees is available on many of the above topics through the Office of Human Resources' Learning Resource Network at <https://lrn.psu.edu/>.

## Emergency Health & Wellness Care

### Life-Threatening Crisis

If you or anyone else is in immediate danger, **call 911** or the University Police (814-863-1111) immediately. You can also go to the [Mount Nittany Medical Center Emergency Department](#) or your nearest Emergency Department. The Mount Nittany Medical Center is located at 1800 East Park Ave., State College, 814-234-6110.

### Immediate Assistance 24 Hours a Day

If you or someone you know is experiencing a mental health crisis or has been a victim of sexual assault, stalking, relationship violence please reach out to one of the resources below. Students can call from any campus.

- 24/7 Penn State Crisis Line: 877-229-6400
- 24/7 Crisis Text Line: Text "LIONS" to 741741

### Assistance During Business Hours

- Counseling and Psychological Services (CAPS): 814-863-0395
- Gender Equity Center: 814-863-2027
- Office of Sexual Misconduct Prevention & Response: 814-863-0342
- University Health Services: 814-863-0774

## Mental Health Crisis Intervention

### Resources for Concerned Others

Consultation with Counseling and Psychological Services (CAPS) staff is available Monday - Friday from 8 a.m. - 5 p.m. by phone or appointment. Consultations are available for students, family members, faculty, staff, or any concerned person who wishes to talk with a CAPS professional about a student suffering from emotional stress, counseling referrals, or other issues. More information is available at <https://studentaffairs.psu.edu/counseling/crisis-intervention>.

### Red Folder

The [Red Folder initiative](#) is a guide to help faculty, staff, and others who interact with students to recognize, respond effectively to, and refer distressed students at Penn State.

If a consultation is needed outside of CAPS normal business hours, please contact the **Penn State Crisis Line** at **1-877-229-6400**.

### Advice on Assisting Students

- Visit the Red Folder website at [redfolder.psu.edu](http://redfolder.psu.edu) for resources and guidelines
- Contact CAPS for a consultation
- Visit our Mental Health Crisis Intervention page or contact the Penn State Crisis Line at 1-877-229-6400
- Use our community provider locator database to locate private mental health care providers in Penn State communities.

## Health Advocate Employee Assistance Program (EAP)

[Health Advocate](#) is a free and voluntary resource that has been provided for benefits-eligible employees, their spouse, dependent children, parents, and parents-in-law. Eligible family members do not have to reside with the employee in order to participate.

Health Advocate offers two valuable services, accessible through one phone number, 866-799-2728.

### **EAP+Work/Life program**

A licensed EAP professional can provide short-term counseling by phone, email, or in person to help you better cope with personal, family and work issues. You and your eligible members will still have up to 5 in-person visits per issue. On the work/life side, specialists can help you locate the right support services, from childcare and eldercare to legal and financial help.

### **Healthcare Help**

You have unlimited access to a highly trained Personal Health Advocate (PHA), who can help you navigate the healthcare and insurance systems, efficiently and dependably. The PHA can help you find the right providers, negotiate fees on uncovered medical bills, locate second opinions, provide cost comparisons for medical procedures and much more.

### **What is the employee assistance program (EAP)?**

Penn State's EAP is a free, confidential employee and family resource to be used as a first line of defense for personal or work-related concerns for yourself or your family.

Penn State has contracted this program through Health Advocate, a leading EAP provider and the 2011 Global Winner of Workforce Magazine's Optimas Award in the Service category.

### **What are some of the features of the health advocate EAP?**

- Available to all benefits-eligible employees, their spouse, dependent children, parents and parents-in-law
- 24-hour assistance available, seven days a week by calling 866-799-2728
- Voluntary
- Completely Confidential
- Health Advocate All-in-One Benefit includes personalized assistance with Healthcare issues, the EAP, as well as Work/Life concerns.

### **What are some of the reasons I would use EAP?**

#### ***Healthcare help***

- Find the right doctors, hospitals
- Resolve benefits issues
- Help to make informed decisions
- Get your questions answered
- Schedule tests, appointments
- Locate eldercare, support services

- Secure second opinions
- Untangle claims and medical bills

### **EAP + work/life**

- Short-term, professional counseling
- Professional caring support
- Support with work/life issues
- Convenient online resources
- Coping assistance for family, marital, parenting, work issues
- Stress, depression, anxiety
- Anger, grief and loss
- Drug and alcohol abuse
- Legal, financial concerns
- Time management

### **How often can I use EAP?**

There is no limit to the number of times all benefits-eligible employees, their spouse, dependent children, parents and parents-in-law can use the EAP. All EAP services have been pre-paid by Penn State. There are no fees for calling the EAP or for your face-to-face visits with a local therapist (up to five free face-to-face visits per concern, with no limit to the number of concerns that may need to be addressed).

### **Call anytime**

You can call the toll-free number at **866-799-2728** anytime, 7 days a week. Visit the [HealthAdvocate](#) website for tools and resources.