Dual Title Appointments

Objective: to enhance the interactions between the faculty in MatSE and research faculty at other units such as ARL and MRL, and in particular, to allow them to supervise MATSE graduate students and to chair M.S. and Ph.D. thesis committees of MATSE students.

The broad criterion for a dual title appointment: a research faculty who wants to be associated with MatSE department and advises MATSE graduate students and/or teaches MATSE courses, and/or actively collaborates with MATSE faculty in research

Benefits for the person with a dual title appointment:
- have a suitable title\(^1\) in MatSE consistent with Penn State’s HR24. Following are examples of new titles: Research Associate at the Applied Research Laboratory and Department of Materials Science and Engineering or Research Associate at the Applied Research Laboratory and Assistant Professor, Department of Materials Science and Engineering. The exact title will depend on candidate’s accomplishments and job responsibilities.
- access to MATSE graduate student applicants pool
- included in our website and graduate recruiting brochure
- invited to MATSE faculty meetings and other department-wide activities
- chair Ph.D. and M.S. committees for MATSE students.

Procedures for Making Dual Title Appointments:
- **A letter** requesting and justifying the dual title appointment from a MatSE faculty member on behalf of the outside person and a vitae of the person, submitted to the MatSE department head. The vitae should emphasize detailed scholarly accomplishments in research, and where applicable, teaching and professional service. The request must clearly state, in details, how the proposed appointment is intended to benefit the Department of Materials Science and Engineering.
- The scholarly accomplishments of the nominee in research, and where applicable in professional service and teaching, are the most important consideration for the initial appointment.
- The nominee is expected to contribute resources for the education of the students of the Department of Materials Science and Engineering, either alone or jointly with other MatSE faculty. The word “resources” is to be interpreted broadly to mean intellect, scholarship, and other talents that significantly benefit the Department and its people.
- The P&T committee of the Department must approve the initial appointment of a nominee based on contemporary standards for a particular title and criteria described in the above two items.
• The senior faculty of the Department may provide input to the committee via the usual existing process.

• Upon approval by the P&T committee, the MatSE department head will meet with the candidate and then write a request letter to the Dean of EMS for the dual title appointment.

• The dean will write a request letter to the graduate school.

• The Dean will inform the person that he or she has been granted a suitable title in MatSE.

• Department should request an annual activity report that describes the following four items: (a) a description of activities that benefited MatSE and contribution to the education of MatSE students, (b) any joint publication/presentation with MatSE students, (c) teaching activities in MatSE courses and (d) any other scholarly activities that benefit the Department and its people. The report, in most cases, may not exceed a few pages.

• The Department Head should review the annual activity report, since the Head currently reviews the annual activity reports of all departmental faculty. The Department Head may terminate an appointment for noncompliance with the purpose of the appointment. In such a case, the Department Head should consult with the appropriate MatSE faculty member who nominated the faculty being evaluated.

• Any request for change in title shall be decided by the P&T committee consistent with University rules and Departmental interest. A promotion at the home unit may not necessarily mean an automatic change in title at MatSE.

• The Dean’s office should be notified of all terminations.

1. Penn State’s Policy HR24 on TEMPORARY PROFESSORIAL DUAL TITLES FOR RESEARCH RANK FACULTY updated on 11/15/06. Portions of this document are reproduced below:

PURPOSE:

To provide recognition and credit to research faculty who profess in academic programs administered within the colleges, the Graduate School, and the Office of the Vice President and Dean for Undergraduate Education.

APPLICABILITY:

For those cases where a faculty member with research rank who is employed (or to be employed) in the research ranks is requested to profess in an academic program, a temporary professorial title in addition to the permanent research title may be conferred to provide recognition and credit to the individual for professing.
DEFINITION:

For the purpose of this policy, "to profess" is intended to mean: to teach formal undergraduate or graduate courses; and/or supervise graduate degree students' thesis/dissertation research; and/or chair or co-chair a masters or doctoral committee.

ELIGIBILITY:

A research-rank faculty member is eligible to be granted a corresponding rank professorial title in addition to the research-rank title under one or more of the following conditions:

1. An individual responsible for teaching one undergraduate or graduate course of at least three credits in a fiscal year. An exception would be a one-time teaching responsibility brought about by special circumstances where there is no intent to repeat.

2. An individual responsible for teaching more than one undergraduate or graduate course in a fiscal year, regardless of the number of course credits involved.

3. An individual who supervises a graduate degree student's thesis/dissertation research and/or who chairs or co-chairs a masters or doctoral committee.

4. Research-rank faculty in their first year on campus, or with no previous experience in the assignment (teaching or thesis supervision), shall be assigned to teaching and/or thesis supervision without conferral of the professorial title during the first year. Following this opportunity to observe the individual's performance, he/she will be eligible for appointment to the temporary dual title beginning the second year.

APPROVAL PROCEDURES FOR TITLE AND RANK:

The temporary professorial dual title and rank awarded for teaching courses within a college, and for thesis and dissertation direction in a college, shall be recommended to the Dean of the College by the appropriate college academic officers responsible for the academic program in which the faculty member will profess. The rank shall correspond to the current research rank (see HR21 for equivalency of ranks). These professorial title temporary appointments will be reviewed by an appropriate departmental or college faculty committee and that recommendation forwarded to the Dean of the Graduate School or Vice President and Dean for Undergraduate Education, as appropriate. (This ad hoc committee review is not to be confused with standing HR23 committee procedures required for permanent professorial titles and for conferral of tenure.)

Faculty eligible as a result of teaching intercollege graduate degree program (IGDP) courses (e.g., physiology or acoustics) or for supervision of intercollege graduate degree program theses will be reviewed by the faculty or a committee of the faculty of the IGDP. The IGDP chair will consult with the budget executive of the eligible faculty member (e.g., College Dean, Director of the Applied Research Laboratory or of an interdisciplinary Institute) and upon concurrence, he/she will forward a recommendation to the Dean of the Graduate School.
Faculty eligible as a result of teaching Intercollege Undergraduate Degree program (IUGD) courses (e.g., minor courses in astrobiology, environmental inquiry, gerontology, marine sciences, military studies, neuroscience), or for serving as preceptor or capstone thesis/project supervisors in the intercollege undergraduate Bachelor of Philosophy Program, will be reviewed by a committee consisting of the following five individuals:

A. Three tenured faculty members participating in, or familiar with, the IUGD program;

B. The Vice President and Dean for Undergraduate Education, or his/her designee;

C. The head of the Intercollege Undergraduate Degree program.

For faculty titled for teaching in intercollege programs (graduate or undergraduate), a professorial title must be utilized which is not in conflict with those used by a college (e.g., Assistant Professor of Materials Research).

PERMANENT RESEARCH-RANK TITLES VS. TEMPORARY PROFESSORIAL TITLES:

In all cases (college and intercollege), the research rank will be the individual's permanent rank. The temporary professorial title will apply year-by-year as warranted by eligibility for the dual title, based on professing.

ANNUAL REVIEW:

Near the end of an academic year for which a temporary professorial title has been granted, there shall be a review to ascertain whether the research faculty member's professorial responsibilities during the next fiscal year warrant continuation of the professorial dual title. For research faculty professing in academic programs administered within colleges, this review shall be conducted by the appropriate College Dean, in consultation with the appropriate Department Head. For research faculty professing in intercollege graduate degree programs, this review shall be conducted by the Dean of the Graduate School (or the Dean's designee) in consultation with the interdisciplinary Institute Director and the appropriate intercollege graduate degree program head. For research faculty professing in intercollege undergraduate degree programs, this review shall be conducted by the Vice President and Dean for Undergraduate Education (or the Vice President and Dean's designee), in consultation with the appropriate intercollege undergraduate degree program head. The continuation determination shall be conveyed to the faculty member's Department Head (or ARL or interdisciplinary Institute director) and the Dean (or Vice President for Research). If the individual will not be requested to profess during the next academic year, his or her professorial dual title will be removed and the permanent research rank title only will apply. This determination would be made normally on July 1 for standing appointments, or at the next reappointment for fixed-term appointments.