

PENNS^TATE



DEPARTMENT OF
CHEMISTRY

Policies, Procedures and General Information

Fall 2008

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Welcome to the Department of Chemistry at the University Park campus of the Pennsylvania State University. This handbook is intended to serve as a guide to the various people and facilities available to help you. Our Department has many conscientious and capable staff members who are able to assist you in both teaching and research. We also have an excellent infrastructure of scientific and technical facilities that will support your research.

If you need information about a Chemistry Department issue and cannot find help in this handbook, please do not hesitate to call the main Chemistry number, 865-6553. Someone will be glad to direct you to the right place.

Ayusman Sen
Department Head

Jim Broyles
Executive Officer

General Information

Academic Integrity

All Penn State faculty members are required to address the issue of academic integrity at the beginning of each course they teach with a statement clarifying the application of academic integrity policies to that course. The Eberly College of Science requires that such statements be printed on the syllabus for each course. A written statement is clear, accessible by students who might miss class on the day of the verbal discussion and provides a record that the instructor has met the requirement. The relevant policies describing this requirement are found at: <http://www.science.psu.edu/academic/Integrity/Syllabi.htm>

Chemistry Department Office

Located in room 101 Chemistry Building, this is a good place to begin if you have a question about how things are done in the Department. The offices of the Department Head, Ayusman Sen; the Executive Officer, Jim Broyles; the Administrative Assistant for Academic Affairs, Theresa Peters; the Manager for Budget and Finance, Sandy Berkey. The Manager for Services and Facilities, Amy Riser, can be found in 104 Chemistry Building.

You can also find other staff members with answers to many questions that you may have concerning how the Department functions. The specific duties of all staff members can be found in the staff directory section of this Handbook.

Please note that the Graduate Program office is in 105 Chemistry Building and the Undergraduate Program office is in 210 Whitmore Laboratory.

Sexual Harassment

Sexual harassment by faculty, staff or students will not be tolerated at Penn State. The University takes an active role in providing information and/or training to students and employees on the seriousness of such behavior and the importance of ensuring an educational and work environment in which all individuals are respected.

Any member of the University community who experiences sexual harassment should bring this problem to the attention of appropriate individuals. Sexual harassment contacts in the Department of Chemistry are the Department Head (Ayusman Sen) and the Administrative Assistant for Academic Affairs (Theresa Peters). In addition, you can contact the Campus Life Assistance Center (863-1809), the Affirmative Action Office (863-0471), or the Office of Human Resources (865-1412).

Emergencies

In the event of a minor fire, explosion or accidental release of a hazardous material call University Police at 911.

In the event of a serious emergency pull the fire alarm and leave the building immediately.

Note: For situations that are immediately controlled and appear to be “over” University Police (911) must still be notified. Examples include a small fire that has been extinguished, a chemical spill that has been cleaned up, an explosion without any apparent structural damage, or a chemical exposure requiring medical attention.

Personnel Issues

Benefits

New faculty and staff members are encouraged to study carefully the benefit information available on the University Human Resources web page <http://www.ohr.psu.edu/benefits/benefits.htm>. For additional guidance, feel free to contact Theresa Peters 865-6553, txp2@psu.edu.

Graduate students can obtain information about their benefits from Dana Coval-Dinant, 865-1383, dmc6@psu.edu.

Faculty, Committee Assignments

Unless explicitly excused by the Department Head, all faculty members are expected to serve on committees. Committee assignments are issued in July and are based upon faculty interest and Department needs.

Faculty, Promotion and Tenure

Faculty P&T issues are governed by rules established by the University and College of Science. A handbook of these guidelines is available for review in 101 Chemistry Building.

New faculty members are encouraged to attend an orientation session on P&T policy that is offered every fall by the college. Contact Theresa Peters, 865-6553, txp2@psu.edu for details.

The Eberly College of Science maintains a web site that is intended as a resource for new faculty. There is so much for incoming faculty to learn about, such as issues around teaching research, safety, student supervision, employment policies, and a whole host of things that are not specifically work-related. Answers to questions are available somewhere, but in scattered and sometimes difficult-to-find locations. <http://www.science.psu.edu/newfacultyguide/>

Faculty, Summer Salary

Summer salary paid from research grants is arranged through the College of Science Research Office. Contact Bryan Davis, Associate Director of Grants, 863-4685, bsd11@psu.edu, for details. Other summer salary support is arranged through the Department Head.

Faculty, Teaching Assignments

The Department Head assigns faculty to teach specific courses. Research-active faculty members with an “average” level of research are generally assigned one course per semester (six credits per academic year). The teaching loads may be proportionately less for highly research active faculty and will be correspondingly greater for faculty with a lower level of research activity.

Instructors and Lecturers are expected to teach two courses per semester (or an equivalent load) in addition to participating in student advising, service and professional development.

Individual faculty teaching loads can be adjusted to reflect the needs of the Department and the productivity of the faculty member.

Faculty, Travel

Each faculty member should work with his/her staff assistant to arrange travel plans and check on the most current University guidelines.

The Department has some limited funds available to support faculty travel when research funds are not available. Requests for Department travel funds should be sent to the Executive Officer.

Hiring Minors

University Policy (HR02) indicates we may hire minors, anyone who 16 or 17. The university policy however prohibits hiring any minor under the age of 16. In addition every minor employed must present "Working Papers" (these may be obtained at the student's high school) to the office of Employment and Compensation for approval prior to performing any work. A copy of these papers are also required by the Department of Chemistry.

Hiring Relatives

Employing a relative, even for a part time position, must be approved by the Department Head and Dean Larson. The process is initiated by a written request indicating the need for the position, how the person meets the qualifications, why there are no other qualified candidates and the source of funds which will be used to support the hire. This request should come to Theresa Peters and she will work with you to obtain the required approvals. The department staff is not permitted to process any wage payroll time cards without all the proper approvals. In addition, you may not allow the person to work and "hold" time cards until the approval is received. All approvals must be obtained by the first day of employment.

Payroll and Appointments

Faculty, Staff, Fixed Term I and II, Postdocs and Graduate Students are paid monthly on the last working day of the month. Direct deposit is a mandatory requirement for all new employees. The forms are available in your hiring package.

If you begin your employment with Penn State after the 10th of the month, you will not receive a paycheck until the end of the following month. All payroll transactions must be completed prior to the 10th of the month in order to be paid during that month. In June, July and December all transactions must be completed earlier to be effective that month, generally by the last week of the previous month.

When hiring someone on wage payroll please keep in mind the following:

- The person may NOT begin work until all paperwork is completed and turned in to Shari Miller in 104 Chemistry.
- An employee may not back date paperwork or time cards.
- Wage payroll employees are paid bi-weekly. We (the chemistry department) have been warned on many occasions we are in violation of federal laws when an employee holds/his or her time card and turns in several at once. Therefore we have been reminded we are required to ensure employees turn in time cards regularly (every two weeks). Please alert your employees of this and when possible remind him/her to turn in their time cards regularly. The time card schedule is included in each wage payroll employee packet, in addition to having the schedule in 104 Chemistry.
- Also keep in mind that anyone you plan to employ for longer than three months (exception-students) must have an official offer letter (your staff assistant can provide) which outlines the procedure regarding the university's mandatory background check.

If you have a question about payroll or appointments, contact one of the following.

- Faculty and Staff appointments - Theresa Peters, 865-6553, txp2@psu.edu, 101 Chemistry Building
- Wage Payroll appointments – Shari Miller, 865-6554, slt7@psu.edu, 104 Chemistry Building
- Fixed Term and Postdoctoral appointments – Teresa Spayd, 865-6553, tab18@psu.edu, 101 Chemistry Building
- Graduate Student appointments - Dana Coval-Dinant, 865-1383, dmc6@psu.edu, 105 Chemistry Building

Teaching Assistants

All graduate students on an assistantship at Penn State University sign a contract entitled “Terms of Offer of a Graduate Assistantship and General Conditions of Graduate Assistantship Appointments.” This document stipulates that, “Satisfactory performance of both assistantship duties and academic duties is a condition of the appointment. A graduate assistantship may be terminated if a graduate student fails to meet departmental standards.”

The Graduate School at Penn State University sets the policies for termination of assistantships due to inadequate performance. These policies are given in Appendix IV of the Graduate School Policies (<http://www.gradsch.psu.edu/about/appendix4.html>).

Sick Days

Staff members (both exempt and non-exempt) accumulate sick days according to University policy found at: <http://www.ohr.psu.edu/relations/staffhandbk.htm>.

Technical service employees are covered by the current contract between the Teamsters Union and the University.

Faculty members, postdocs and graduate students do not accumulate sick days.

Vacation

Staff members (both exempt and non-exempt) accumulate vacation days according to University policy found at: <http://www.ohr.psu.edu/relations/staffhandbk.htm>

Technical service employees are covered by the current contract between the Teamsters Union and the University.

Faculty members, postdocs and graduate students do not accumulate vacation days.

Administrative, Academic and Service Units

Glassblower

Supervisor: Russ Rogers, 865-7051, rwr3@psu.edu, 002 Whitmore Laboratory
Hours: 8:00 AM – 4:30 PM

The glass shop is a full service facility capable of fabricating scientific glassware, both simple and complex. Design assistance is available if needed. Russ is experienced in working with both borosilicate (pyrex) and quartz glasses. Repairs and modifications can be made to existing glassware, often at a fraction of the cost of new. Additional services include cutting, grinding

and polishing of tubing and plate. An extensive inventory of tubing, stopcocks, valves and ground glass joints is maintained in the shop as well as a small supply of plate glass. Also, a number of commonly used items are fabricated and sold through the Chemistry Stockroom.

Graduate Program

Graduate Coordinator and Graduate Advisor: Karl Mueller

Graduate Admissions: Mary Beth Williams

Manager: Dana Coval-Dinant, 865-1383, dmc6@psu.edu, 105A Chemistry Building,

Assistant: Tasha Ermin, 863-8461, tme119@su.edu, 105 Chemistry Building

Hours: 7:30 AM – 5:00 PM

The Graduate Program office staff members are responsible for coordinating all programs dealing with the recruitment and retention of graduate students in the Department of Chemistry. Located in 105 Chemistry Building, this office provides assistance to all graduate students through each phase of their career, from admission through graduation.

Among the functions of this office are: mailing applications, processing materials for application, arranging visits for prospective students, organizing Open House events in the fall/spring, maintaining graduate student records, setting up Chem accounts so that yearly evaluations can be completed, organizing faculty and student recruiting talks, setting up meetings, think tanks, and admissions committee, for graduate awards and processing paperwork, maintaining Chem 500 course work, giving assistance in completing forms, processing travel reimbursements, processing student appointments, processing payroll paperwork, organizing and implementing incoming student orientation schedule, providing dates and details about oral exams, final comprehensive exams, thesis requirements, and commencement, updating web based material, preparing guidelines and timelines for all students, and organizing Chem 500 workshops.

Information Technology

Manager: Evelyn Bradley, 123 Chemistry Building

Staff: Craig Haynal, 124 Chemistry Building

Michael Waite, 122 Chemistry Building

Contact: help@chem.psu.edu, 863-2123

Hours: 8:00 AM – 5:00 PM

The staff members in this unit are responsible for maintaining the Department's computer network and software applications that support research, teaching and administrative activities. This group can assist with e-mail, connectivity issues, installations of new software, trouble shooting computer problems and advice on purchasing new hardware and software.

Laboratory & Lecture Preparation

Supervisor: Michele Brown, 863-0187, meb38@psu.edu, 211B Whitmore Laboratory.

Laboratory Preparation: John Bloom, Ken Brown, Linda Price

Lecture Preparation: Philip Stemple, 865-5542, pas132@psu.edu, 012 Osmond Laboratory

Hours: 7:30 AM – 5:00 PM

This area provides support for lecture and laboratory courses. Vacant position also assists with audiovisual support for undergraduate courses and outreach programs for local schools.

Library

Located in 201 Davey Laboratory, the Physical and Mathematical Sciences Library (PAMS Library) has approximately 120,000 volumes, primarily in the fields of chemistry, physics, astronomy, mathematics, and statistics. It also subscribes to an extensive collection of electronic resources in these disciplines. The PAMS Library is part of the University Libraries system.

For additional information and hours of operation, visit <http://www.libraries.psu.edu/pams/>.

Maintenance Shop

Supervisor: Larry Johns, 867-2857, ljj5@psu.edu, 127 Chemistry Building

Shop located in 022 Pond Laboratory

Staff: Dave O'Neill, Ken Shope

Hours: 7:00 AM – 5:00 PM, Monday - Friday

This group provides an array of repair and renovation services. Among the items that are accepted for repair: vacuum pumps, stir plates, shakers, balances, water chillers, drying ovens, rotovaps and miscellaneous test equipment.

The Maintenance Shop also handles minor laboratory and office renovations. They can do painting, carpentry and some electrical work. They install laboratory equipment and will remove old items that need to go to salvage and surplus.

Nuclear Magnetic Resonance Spectroscopy

Director: Alan Benesi, 865-0941, alan@chem.psu.edu, 008 Chemistry Building

Senior Research Support Associate: John Lintner, 863-1182, lintner@chem.psu.edu, 014 Chemistry Building

NMR Teaching Assistant: Bernie O'Hare, 863-6444, bvo100@psu.edu, 012 Chemistry Building

Hours: 24 hours a day, 7 days a week

The primary mission of the Penn State NMR Facility is to make NMR spectroscopy available to students, postdoctoral fellows, and faculty of the University for the purpose of answering scientific questions that arise in their research. Student training, spectrometer maintenance, spectrometer upgrades, spectrometer repair, and scientific NMR consultation are corollary activities that support this mission.

The Penn State NMR Facility, located in the basement of the Chemistry Building, is equipped with ten superconducting NMR spectrometers---seven for high-resolution liquid-state NMR and three for solids operation. The seven liquid-state spectrometers are all Brukers: an ACE-200, two DPX-300's, an Avance-360, a DRX-400, an AMX-2-500, and a DRX-600 (the numbers refer to the Larmor frequencies of ^1H on the respective spectrometers). The three solid state NMR spectrometers are the Tecmag-300 (formerly the CMX-300), a Varian/Chemagnetics Infinity-500, and a Bruker Avance-300.

In Summer 2008 the AMX-2-500 and DRX-600 liquid state spectrometers will be upgraded with new Bruker Avance-II consoles and cryoprobes. In Spring 2009 the Facility will receive a new Bruker Avance-II 850 spectrometer and several probes (including a cryoprobe) that will enable high resolution NMR experiments as well as solid state NMR and microimaging.

All NMR spectrometers of the facility are available to users who have been trained in their use and tested by the Director. The Director is also available to assist all users with their NMR experiments and in the interpretation of their data.

Proteomics and Mass Spectrometry Core Facility

Director: Dr. Li Zhang, 863-3503, ms@huck.psu.edu, 3 Althouse Lab

Staff: Lian-Chao Li, Research Associate; Heike Betz, Senior Research Technologist; James Miller, Project Assistant

Hours: 8:00 AM – 5:00 PM, Monday - Friday

The Proteomics and Mass Spectrometry Core Facility (PMCF) provide the Penn State community with expertise and cutting edge technologies in mass spectrometry and proteomics. The facility is equipped with the state-of-the-art instrumentation. Analyses of variety of samples including synthetic compounds, polymers, biomolecules such as proteins, peptides, sugars, and oligonucleotides are available to the Penn State community. Among the routine services offered by our “Small Molecule” unit are nominal and accurate molecular weight determinations and LC-MS and GC-MS of mixtures. Recently established “Proteomics” division offers 2D gel electrophoresis, sample preparation for MS analysis (Spot picking, protein digestion, desalting), image analysis using PDQuest, protein identification by tandem mass spectrometry (nano LC-MS/MS), protein identification by peptide mass fingerprinting (MALDI-MS), post-translational modification analysis (non-routine), *de novo* peptide sequencing by tandem mass spectrometry. The major mass spectrometry instrumentations, most of which are recently acquired, are two nano LC-ESI-MS/MS system (Micromass Q-ToF micro, Micromass Q-ToF API US), two LC-ESI-MS appointment system (Perseptive Biosystems Mariner, Micromass LCT Premier), two MALDI instruments (Perseptive Voyager DE-STR, Micromass MALDI-L/R), a GC-MS (Micromass GCT), and a triple quadrupole mass spectrometer (Finnigan TSQ700). In addition, complete setup to perform 2D gel based protein is available. For information on sample submission and other related issues, visit the facility website at <http://huck.psu.edu/stf/pmcf/home.html>. For non-routine research needs and for consultation, please make an appointment with the facility staff.

Research Instrumentation Facility

Supervisor: Rod Kreuter, 863-0579, rak@chem.psu.edu, 121 Chemistry Building

Staff: Bob Crable, Jim Miller, Eric Younken

Hours: 8:00 AM – 5 PM, Monday - Friday

The Chemistry Department offers faculty, students and staff a unique service in the form of the Research Instruments Facility (RIF). While most think of Research Instruments as the “electronics repair shop”, which it is, it is also much more than that. The strength of the RIF is in its ability to work with people to solve problems through electronics. We have a staff of engineers and technicians who are dedicated to the proposition that engineers still know how to get their hands dirty and that they love to solve problems. We can custom design and build a great variety of signal generators, amplifiers, timing circuits and data acquisition systems. All we need is a problem. Here are a few examples:

- High voltage switching - No one can switch 8KV any faster.
- High speed amplifiers - Is a couple of gig's enough?
- Low noise amplifiers
- Embedded controllers and positioning devices

- Temperature control

Research Instruments also offers a “sweat equity” program. Anyone who is having work done in the RIF is encouraged to help with the project. It never hurts to pick up a skill, and who knows, you might learn a thing or two.

Stockroom

Coordinator: Vince Musumeci, 865-6171, vince_musumeci@vwr.com, 125 Chemistry Building

Inventory Clerks: Dennis Marnice, Greg Wert, 865-6171

Hours: 8:00 AM – 4:30 PM, Monday – Friday

The Stockroom provides service and support for all undergraduate chemistry courses and faculty research. In addition to a comprehensive list of chemicals, glassware and equipment, the Stockroom handles shipping and receiving, delivers compressed gas cylinders, fills liquid nitrogen dewars and supplies dry ice to laboratories and classrooms.

Undergraduate Program

Asst. Head for Undergraduate Education: Mark Maroncelli

Manager: Connie Boob, 863-8234, connieb@chem.psu.edu, 210 Whitmore Laboratory

Staff Assistants: Mike Joyce, Lacey Rigg, Amanda Ault (Royer)

Hours: 7:30 AM – 5:00 PM

Located in room 210 Whitmore Laboratory, the staff members in this office handle all of the activities that support our undergraduate program. Both Chemistry majors and non-majors can go to this office for help with problems related to any of our undergraduate courses. This is the place to go for help with add/drop, examinations, advising, course information, scheduling classrooms, grades, etc.

Located next to the administrative office is a resource room where students can go for free tutoring, group study sessions and to look through chemistry reference materials. The resource room is open from 8:00AM – 5:00 PM, Monday - Friday.

Procedures

Building Access

Building Access is issued to all members of Chemistry. To enter the Chemistry Building after normal business hours (7:00 AM -5:00 PM, M-F) you must have your Penn State ID card activated to work in the card reader system. To have your Penn State ID card activated, first fill out a key request form (see Shari Miller, 865-6554, slt7@chem.psu.edu, in 104 Chemistry Building). If you are a student or postdoc, your advisor must sign the request form. To be eligible for building access you need to have completed the two safety requirements: Chemistry Safety Exam & Chemical Waste Training.

Building Maintenance

To report a problem with a building system (heating, cooling, electrical, fume hoods, water leaks, doors and windows, janitorial) contact Larry Johns, 867-2857, ljj5@psu.edu, 127 Chemistry Building.

If there is a building system emergency (for example a water pipe bursts) after normal business hours, contact the Office of the Physical Plant at 865-4731.

E-mail Accounts

E-mail accounts are available for all students, staff and faculty in Chemistry. An account can be created through the Chemistry Department or through the Information Technology Services (ITS).

To obtain a Chemistry email account, you must fill out the on-line application form at: <http://helpdesk.chem.psu.edu>. Select the "Request a Chemistry Network Account" option. Information regarding ITS access accounts is available at <http://its.psu.edu/accounts.html>. To obtain an ITS account, faculty and staff members must fill out a form (available from Teresa Spayd). Graduate students automatically receive an account when they register for classes. Graduate students should see Dana Coval-Dinant for additional information about ITS accounts.

Hazardous Waste, Disposal

Every unit that generates hazardous waste is responsible for following University guidelines for the handling and disposal of waste. To arrange for pick-up of hazardous waste, fill out a manifest at the following web site: <http://www.ehs.psu.edu/psu/manifest.htm>

Hazardous Waste, Training

All individuals working in a lab, students, faculty and staff, are required to receive training on handling of chemicals and chemical waste. Individuals must be trained within 90 days of arriving at Penn State. Additionally, retraining is required annually of anyone who has taken the initial training for chemical and chemical waste handling. You can schedule a training session through the Environmental Health and Safety web site: <http://www.ehs.psu.edu/chem/chemtrn.htm>. Shari Miller in 104 Chemistry Building will need a copy of the form.

Keys

Keys are issued to all members of Chemistry on an "as needed" basis. To obtain keys, first fill out the request form (see Shari Miller, 865-6554, slt7@chem.psu.edu, in 104 Chemistry Building). If you are a student or postdoc, your advisor must sign the request form. Note: A \$20 replacement fee will be charged for each key that is lost. There is also a \$10 deposit per key (excluding faculty & staff). You will need to complete the two safety requirements: Chemistry Safety Exam & Chemical Waste Training before you can receive keys or building access.

Mail, Outgoing

The U.S. Postal Service collects mail in 104 Chemistry Building. It is picked up at 8:30 AM and 12:30 PM each day (except Federal holidays).

Campus mail is picked up at 8:30 AM and 12:30 PM each day.

Special courier services (UPS, FedEx, DHL) are available. See the staff assistant assigned to your area for help with these special services.

Mail, Postage

The Department of Chemistry pays postage for outgoing domestic first class mail. The Department will not pay for either personal correspondence or international mail.

Neither international nor daily postage items can be charged to federal grant funds - these items must be charged to unrestricted or general funds. Items that are sent via special courier service can be charged to federal funds if the items are project specific.

To send out research-related items, complete a mail voucher and be sure to include a budget and fund number. Please contact your staff assistant for help in completing a mail voucher.

Mailboxes

Mailboxes for faculty, staff, postdocs and students are located next to 104 Chemistry Building. To obtain a mailbox, see Shari Miller, 865-6554, slt7@psu.edu, in 104 Chemistry Building.

Matching Funds

Following is a summary of the policy guidelines and the formula for calculating contributions from the University, College, Chemistry department, and the Principal Investigator.

1. Requests for matching funds can be initiated by sending the Executive Officer an e-mail containing the name of the project, the annual equipment cost, and the amount of matching funds that you are proposing. Please allow at least ten working days prior to the proposal submission deadline when submitting your request.
2. Central administration will commit to a maximum of 15%. A minimum contribution of 7.5% is required from the college and department. Under the new guidelines this portion will be split: ECOS 3.75%, Chemistry 1.875%, PI 1.875%. Note that the PI contribution must come from non-federal sources such as overhead return, industrial money, or other unrestricted funds.
3. The annual equipment cost must be at least \$75,000. The \$75,000 minimum will be waived if the equipment is included in an NSF Faculty Early Career Development (CAREER) Program or a similar career development proposal.
4. Please note that this is not an automatic match. Each proposal will be reviewed and authorization is given only if guidelines are met and funds are available.
5. Matching funds will only be provided when explicitly required in the sponsor's RFP.
6. Equipment Installation and set-up costs are the responsibility of the PI and will not be covered by the Department unless prior arrangements have been made.

Proposals for equipment that will be used in our facilities will be handled individually on a case-by-case basis.

Other types of matching requests, such as teaching-based proposals will also be handled on a case-by-case basis.

Both the Dean and the Vice President for Research have said that in special circumstances there exists the possibility for a larger than 15% match.

Meal Allowance, Visitors

Must be prudent, reasonable and in the best interest of the University. Expenses for spouses or partners of University employees must have a business purpose and are only permitted on unrestricted donor funds. Tips over 20 percent will be considered excessive and will not be reimbursed from any source.

Employee only group meals:

- Per person expense to be charged to General Funds may not exceed \$44 or current per diem for the State College area. All excess must be paid using unrestricted donor funds.
- Any purchase of alcoholic beverages and related costs at employee only group meals/events is considered a personal expense. Spouses/partners, children, University retirees and Penn State students cannot be considered University guests.
- Purchase of alcoholic beverages for events with guests that include Penn State graduate students must be approved in advance by the Administrative Officer.
- Purchase of alcoholic beverages for events with guests that include Penn State undergraduate students must be approved in advance by the Vice President for Student Affairs.

Visitor group meals:

Following are the per person meal limits when entertaining visitors to the Department. The host is required to turn in an itemized receipt and list all attendees for each meal. It is the responsibility of the host to cover all costs that exceed these limits. Over limit costs can only be paid from unrestricted donor funds.

\$60 per person limit: (\$44 to general funds and \$16 to unrestricted donor funds)

Faculty Candidates and Named Lectures (e.g. Marker & Priestley)

Up to three Penn State hosts

Excess PSU attendee is the responsibility of the host. Exception to that would be spouse to spouse ratio.

\$44 (or current per diem) per person limit:

Seminars

Colloquium Speakers

All other Department sponsored visitors/guests

Up to two Penn State hosts

Excess PSU attendee is the responsibility of the host.

Prospective graduate student limit:

\$10 for Lunch and Breakfast

\$20 for Dinner

Maximum allowable alcohol:

No more than 50% of the non-alcohol portion of the bill, excluding tax and tip. Any alcohol expense over this limit will be a **personal out of pocket expense** and will not be reimbursed.

Lunches with non-Penn State guest (does not refer to prospective graduate student limit):

- Alcohol will **NOT** be reimbursed.
- There will be a \$60 total maximum (including food, tax and tip).
- More than two Penn State hosts will be allowed to attend the lunch as long as the meal expenses do not exceed the \$60 total limit.

Penn State ID

All employees must have a Penn State ID. Generally assigned when you are hired, your Penn State ID will remain the same even if you leave Penn State and return. If you have a question regarding a PSU ID, contact Teresa Spayd, 865- 4476, tab18@psu.edu, 101 Chemistry Building.

Photocopiers

The Department maintains photocopiers for staff, students and faculty. All users must obtain an access code from Shari Miller, 865-6554, slt7@psu.edu, 104 Chemistry Building. Charges for research-related photocopying will be billed to the faculty member's budget and fund.

Poster Printer

The Department maintains a Poster Printer in Room 306 Chemistry Building. Each faculty research group is assigned an access code from the IT group at 863-2123. Individual faculty decide how to distribute the access code. Charges for usage of the poster printer will be billed to faculty member's budget and fund.

In order to obtain directions for using the poster printer, please visit the following website: <http://helpdesk.chem.psu.edu/app.html>

This is a self-service operation, with the exception of changing paper and ink; this is done by Shari Miller of the 104 Facilities Office. Shari can be reached by phone at 865-6554. Access to Poster Printer is from 8:00 AM – 4:45 PM, Monday – Friday.

Property Inventory and Disposal

All permanent equipment purchased with either general or research funds are tagged and the ID numbers are maintained in the University's property database. If you need to move an item to a different location or dispose of an item, contact Amy Riser, 865-4543, ariser@chem.psu.edu.

Purchasing Cards

The University issues purchasing cards to help reduce paperwork and delays in buying essential supplies and other miscellaneous items as well as to use for travel purposes. There are limits on the transactions and monthly amounts that can be charged. Purchasing card applicants must complete and pass an on-line quiz before a card will be issued.

If you wish to apply for a card, contact Amy Riser, 5-4543, ariser@chem.psu.edu. Students and post docs must have permission of their faculty advisor.

When leaving Chemistry, the purchasing card must be returned to Amy Riser two weeks prior to the last day in the Department.

Safety Training

Department policy requires that all undergraduate students, graduate students and postdocs must pass a safety examination before working in a laboratory. Along with this safety training all people working in a laboratory must also sign a hazardous waste management form. This examination is scheduled through Shari Miller, 865-6554, slt7@chem.psu.edu, room 104 Chemistry Building.

Note: When working in the lab safety glasses are required.

Seminar Rooms

To schedule a seminar room, contact either the staff assistant assigned to your area or Teresa Spayd in 101 Chemistry Building.

Software

IT personnel will assist in the installation and trouble shooting of legally purchased software. If you need help with a software application, please use the web helpdesk to create a job ticket at: <https://webhelpdesk.chem.psu.edu>.

Department policy prohibits the installation of pirated software on any computer that has been purchased with either general or research funds.

Telephones, Installation and Problems

If you have a problem with your telephone, call 863 – HELP.

The installation of new equipment or services, or requests for changes to existing equipment or services requires the submittal of a Telecommunications Service Requisition (TSR) form. This form is also used to give approval for continuing direct billing for recurring charges until service is removed or discontinued. For non-recurring charges, such as installation, this form is used to give approval to complete the work specified. Contact Shari Miller, 865-2149, slt7@chem.psu.edu, 104 Chemistry Building, if you need help completing the TSR.

Telephones, Policy

Personal long distance calls are not allowed unless charged to either a calling card or personal credit card.

Tenure Track Faculty: The Department will pay local calls and equipment costs for two telephones. Faculty members will be responsible for long distance calls. If a faculty member feels that s/he needs additional telephones, then all charges for these additional instruments will be the responsibility of the faculty member.

Staff, Instructors and Lecturers: All costs related to telephones are the responsibility of the unit for which they work (i.e., NMR, Undergraduate Studies).

Emeritus Faculty: The Department will pay the costs for one telephone.

When Leaving Chemistry

When leaving Chemistry and/or Penn State there are several things which you will need to do. If you have any questions, be sure to ask one of the staff in the administrative area in 104 Chemistry Building.

Departmental items for 104 Chemistry:

- Secure Id returned to Teresa Spayd

- Keys returned to Shari Miller (deposits will be refunded)

- Forwarding address; first class mail will be forwarded by Shari Miller.

- Purchasing card must be returned two weeks prior to your final day; return it to Amy Riser. In the need for an emergency purchase, special arrangements will be made.

Submit a letter of resignation and time card (if applicable) to your direct supervisor.

Email account must be cancelled or forwarded. Please contact <https://webhelpdesk.chem.psu.edu>.

Parking Permit must be returned to 510 Thomas.

Please leave your current bank account open long enough to have your final pay check deposited.

Staff Directory

Academic Affairs Unit

This unit provides administrative assistance to faculty, students and postdocs.

Theresa Peters - 865-6553, txp2@psu.edu, 101 Chemistry Building, Administrative Assistant. Leads this unit and manages all staff assistants. Theresa handles faculty and staff appointments; assists with visa and labor certification procedures; coordinates all personnel activities including sabbaticals, other leaves, promotion and tenure process, new faculty arrangements, applications to graduate faculty; coordinates staff activities including Sr. Staff, professional development, and training; Department liaison with Human Resources; manages the Department's administrative budget.

Chemistry Department Office Staff

Sandy Berkey – 865-1306, svb6@psu.edu, 101 Chemistry Building, Manager of Business and Finance. Responsible for budget procedure for faculty and staff on both research and general funds: advises faculty regarding allowable charges on their research funds; monitors spending on overhead and start up funds. Liaison with University Procurement regarding capital purchases, manages capital purchasing process to include resolution of problems through the approval of vendor payment; supervises fiscal year end closing; assists with Department budget.

Teresa Spayd – 865-6553, tab18@psu.edu, 101 Chemistry Building. Department receptionist. Responsible for postdoctoral and fixed term appointments; assistant to Theresa Peters. Maintains list serves; order supplies; prepares department phone directory; handles visa paperwork and coordinates H1 and Permanent Residency requests; schedules conference rooms; monitors university requirements for postdoctoral appointments including salary requirements, and coordinates arrangements for the Special Lecture Series. Backup for wage payroll appointments.

Elisabeth Vose – 865-6553, eav112@psu.edu, 101 Chemistry Building. Staff Assistant to the Department Head and Executive Officer; schedules appointments, handles mail and correspondence; staff assistant for faculty recruiting; organizes Sponsors Days; coordinates development and alumni activities; coordinates arrangements for tail gate activities.

Faculty Research Staff Assistants

Faculty staff assistants are available to help with the myriad tasks related to research. Each faculty member is assigned to a Staff Assistant who is responsible for handling the following duties: travel arrangements; reimbursement of expenses; preparation of grant proposals; correspondence; telephone messages; prepare outgoing mail; monitor budgets and prepare summary reports; arrange meetings; photocopying; other duties as assigned and appropriate.

Steve Bumbarger – 865-7817, sxb10@psu.edu, 415 Davey Laboratory. Assistant to P. Weiss

Sabrina Glasgow – 863-2619, scg4@chem.psu.edu, 208 Chemistry Building. Assistant to D. Allara, L. Jensen, M. Maroncelli, S. Showalter, N. Winograd, and all Emeritus Faculty. Supervisor of Research Staff Assistants in the Chemistry Building. Back up for Adrian Weaver and Analytical seminar series.

Betty Jo Houser – 865-9456, bxh201@psu.edu, 422 Chemistry Building. Assistant to G. Chen, K. Feldman, R. Funk, S. Hammes-Schiffer, A. Sen, E. Sheets and S. Weinreb. Back up for Amanda Ault (Royer) and Biological seminar series.

April Leiter – 865-3014, axh43@psu.edu, 319 Chemistry Building. Assistant to M. Bollinger, S. Booker, M. Green and C. Krebs. Responsible for the Inorganic Seminar Series. Back up for Connie Smith.

Barbara Minard – 865-4320, bfm1@psu.edu, 202 Chemistry Building. Editorial Assistant JACS

LeeAnn Pannebaker – 865-9457, jpc@chem.psu.edu, 402 Chemistry Building, Editorial Assistant JPC

Amanda Ault (Royer) – 865-4041, alr226@psu.edu, 508 Chemistry Building 1pm to 5pm. Assistant to M.B. Williams; Responsible for coordination of speakers for the four (Organic, Biological, Analytical and Physical) Chemistry seminars. Back up for Betty Jo Houser and Colloquium seminar series.

Tammy Sauter – 863-5494, tk10@psu.edu, 206C Life Science Building. Assistant to A. Ewing

Connie Smith – 863-0119, cmf11@psu.edu, 308 Chemistry Building. Assistant to J. Anderson, J. Badding, W. Castleman, C. Keating, T. Lee and S. Phillips. Back up for April Leiter and Pchem seminar series.

Adrian Weaver – 863-0889, aun3@psu.edu, 220 Chemistry Building. Assistant to H. Allcock, J. Asbury, P. Bevilacqua, D. Boehr, B. Garrison, T. Mallouk, P. Maslak, K. Mueller, W. Noid and R. Schaak. Responsible for the coordination of speakers for the Colloquium seminar series. Back up for Sabrina Glasgow and Inorganic seminar series.

Kaye Winters – 863-0735, kwyl@psu.edu, 415 Wartik Laboratory. Assistant to S. Benkovic

Graduate Program, Staff Assistants

Dana Coval-Dinant – 865-1383, dmc6@psu.edu, 105 Chemistry Building. Manager of Graduate Programs, responsible for all matters concerning graduate students' academic activities, including recruiting, scheduling Ph.D. oral examinations, processing graduate appointments, keeping graduate student records; coordinating the graduate brochure and organizing the annual graduate student orientation dinner.

Tasha Ermin – 863-8461, tme119@psu.edu, 105 Chemistry Building. Assistant to Graduate Program.

Undergraduate Program, Staff Assistants

Connie Boob – 863-8234, connieb@chem.psu.edu, 210 Whitmore Laboratory. Manager of Undergraduate Programs. Responsible for matters concerning the administration of the Undergraduate Office, budget, hiring staff, and undergraduate academic activities, audits and records. Coordinates: Departmental course offerings, teaching assistant assignments, faculty teaching assignments, instructional activities data, REU program.

Mike Joyce – 865-9391, mjj12@psu.edu, 210 Whitmore Laboratory. Assistant to Chemistry lecturers and is responsible for work related to the lecture courses: typing and preparing exams, quizzes and course materials. Schedules proctors and graders. Coordinates exam scoring with University Testing Services. Also handles registration, drop/add, FTCAP and serves as back up for Connie Boob and Lacey Rigg.

Lacey Rigg – 863-3261, lmr5037@psu.edu, 210 Whitmore Laboratory. Assistant to Chemistry Laboratory Directors: J. Bortiatynski, J. Kesier, B. Milosavljevic and D. Sykes. Responsible for work related to instructional laboratory courses, typing and preparing exams, quizzes and course materials. Also handles registration, drop/add, FTCAP and serves as back up for Connie Boob and Mike Joyce.

Amanda Ault (Royer) – 867-2156, alr226@psu.edu, located in 210 Whitmore 8am to noon. Process FTCAP/Major transfers; Handles chemistry course evaluations; Maintain research class lists; Handles intellectual property agreements; Process entrance to minors; Process proficiency exams; Coordinates prospective student visits.

Information Technology

Helpdesk – 863-2123

Evelyn Bradley – 865-7479, help@chem.psu.edu, 123 Chemistry Building. Manager of Network and Information Systems.

Craig Haynal – 865-2551, help@chem.psu.edu, 124 Chemistry Building. Plan, design, and develop departmental programs, databases and web-based applications. Consult with faculty and staff on system design, programming, and advise on the use of web technology for information management and delivery.

Mike Waite – 865-6356, help@chem.psu.edu, 122 Chemistry Building. Provides computer assistance (hardware and software) to faculty and staff. Responsible for working with the users to solve problems with available technology including: hardware, software and peripherals.

Services & Facilities Unit

This unit provides the scientific and technical support for the Department's research programs. Staff Assistants are dedicated to providing administrative support to the programs in this unit.

Amy Riser - 865-4543, ariser@chem.psu.edu, 104 Chemistry Building. Manager of Services and Facilities area. Responsible for managing the administrative support for the Services and Facilities unit in the Department of Chemistry. The scientific and technical services supported

by this position include: Glassblowing, Maintenance Shop, IT Support, NMR, Small Molecule Facility and X-ray Facility. She is the liaison between the department and maintenance shop employees. Prepares monthly invoices; collects revenue; assists in the preparation of annual budgets; handles purchasing issues for this area and facilitates the resolution of human resource problems. Assists Executive Officer with Special Projects as assigned.

Shari Miller - 865-2149, slt7@chem.psu.edu, 104 Chemistry Building. Receptionist and Staff Assistant for Services & Facilities area. Assistant to the Office Manager. Greets all customers and visitors; sorts and distributes department mail; schedules departmental projector; orders supplies; assigns mail boxes; provides staff assistant support to the Research Instruments shop; responsible for all standing orders, placement, problem solving and payments, both research and general; prepares billings; responsible for all departmental key; serves on the Safety Committee; responsible for wage payroll appointments. Serves as back up for post-doctoral appointments.

Organization of Chemistry Services

