

## EMS COLLEGE DIGEST – July 25, 2022, Issue

### OFFICE OF THE DEAN

- **Flexible Work Arrangements for EMS Staff**

The University has launched its new policy on Staff Flexible Work titled [HR107](#). HR has provided a link to resources to help staff and managers navigate the new policy [here](#). At this link, you will find a variety of useful information, to include training & resources and an FAQ. For our part, EMS leadership has been working on our unit's philosophy and stated expectations for FWA, as required in the policy. Attached you will find the most recent version, along with a timeline for implementation. You'll note that EMS is providing a larger window for the implementation date, although sub-units (departments, institutes, and offices) may implement the new schedules when they are ready. What this means is between now and then, staff will work with their managers and sub-unit heads (assoc deans, asst dean, dept heads, and institute directors) to have their schedules of on-campus and remote work approved. Once final approval is given, staff employees will then enter their schedule into Workday for official approval within the system.

We are also appending to the end of this document a listing of [LRN](#) courses and other links for managers (and employees) to supplement the training and resources HR provided on their website. These links and course suggestions help with navigating and successfully working in a hybrid environment. Nearly all of EMS has been doing this successfully for the last two years, but there are always opportunities to refine, improve, or try something new in order to make the experience better. We encourage you to take some time to review the trainings.

- **Call for Proposals: Dean's Fund for Postdoc-Facilitated Innovation through Collaboration**

This year's call for proposals for the *Dean's Fund for Postdoc-Facilitated Innovation through Collaboration* will support up to three postdoctoral fellows. While continuing the emphasis on innovation through collaboration, again this year, as last year, we are particularly (but not exclusively) looking for proposals that address the under-representation of minorities, and in some fields women, in our disciplines. Collaborations with colleagues at Minority Serving Institutions (MSIs) are one avenue, and as an exception, need only involve one EMS faculty mentor. Awards will be made to groups of two or three faculty members (with the exception noted above) based on proposals submitted. The ideal proposal will draw upon the complementary skills of the faculty mentors to conduct research that is cutting edge, risky, and a departure for the faculty involved, representing a new collaboration and a new direction for the college. Proposals with PIs outside of EMS will be expected to have matching funds identified. Funding will include a \$60,000 48-week salary with fringe benefits and \$15,000 for research support. The appointment will be for 18 months (effective January 1, 2023) but may be extended to two years if the PIs identify additional sources of funding for the additional months.

Proposal text must be two pages or less (including any figures or tables). In addition, proposals should include four appendices, 1) a 1-page mentoring plan\* for the postdoc identifying the primary mentor, 2) a statement of the intended postdoc recruitment strategy, indicating how the most diverse pool possible will be achieved, (3) a statement describing how the proposed

work will expand the co-mentors' research breadth through collaboration, and 4) two-page CVs of the PIs. Proposals should be submitted electronically as a pdf attachment to Olivia Butts at [orr3@psu.edu](mailto:orr3@psu.edu). **The proposal deadline is August 31, 2022.** To facilitate connections, visit faculty webpages and PURE (<https://pennstate.pure.elsevier.com>) to identify potential collaborators. **\*(From NSF):** Examples of mentoring activities include but are not limited to: career counseling; training in preparation of grant proposals, publications and presentations; guidance on ways to improve teaching and mentoring skills; guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas; and training in responsible professional practices.

### Information Technology

- **E911 software**

During the pandemic, use of so-called softphones increased significantly. The University softphone is Cisco's Jabber. Federal legislation requires a location reporting software so that calls via the softphone to 911 correctly transmit the caller's location. The University's MyE911 program uses a software called Red Sky to comply with this requirement. IT staff are working to deploy Red Sky on computers where Jabber is used. There is no additional cost to you for this software. You can learn more about the E911 requirement, Red Sky, and getting started guides in knowledge base article KB0018421: [https://pennstate.servicenow.com/kb\\_view.do?sysparm\\_article=KB0018421](https://pennstate.servicenow.com/kb_view.do?sysparm_article=KB0018421)

- **Software Purchases**

The University has implemented a process to complete all software acquisitions, even when software is provided at no cost. The purpose of the process is to ensure that software meets University accessibility policies, legal requirements, and in some cases undergoes security and risk assessments. To learn more about the software purchasing process please review the Purchasing department's page at <https://purchasing.psu.edu/software> . To acquire software, please consult with your department's or institute's purchasing staff and college IT staff. Doing this will help reduce the time to acquire software under this process.

### FOR MORE INFORMATION ABOUT THE EMS DIGEST:

- Please contact Nicola Kiver at [nmk17@psu.edu](mailto:nmk17@psu.edu) or Olivia Butts at [orr3@psu.edu](mailto:orr3@psu.edu).