

## POLICIES OF THE DEPARTMENT OF POLITICAL SCIENCE

Approved by the department faculty March 24, 2016.

Amended by the department faculty 2020.

### POLICY CREATION AND AMENDMENT

Unless otherwise noted, policies of the department of Political Science come into effect, are amended, and are abolished upon a majority vote of the department faculty at a meeting of the full faculty.

Policies of the department are subject to the Bylaws of the Department of Political Science, the Bylaws of the College of Arts and Sciences, the Statutes of Georgia State University, and the Policies of the Board of Regents of the University System of Georgia.

### POLICY ON FACULTY AFFILIATES

Faculty affiliates in the department of Political Science:

- A) May teach courses at the graduate and undergraduate levels in the department of Political Science, subject to the needs of the primary and secondary departments. Teaching assignments of secondary faculty will be determined by the chairs of the two departments. Preferences of secondary appointments will be secondary to the teaching preferences of faculty whose home department is Political Science.
- B) May serve as chairs of PhD dissertation committees and M.A. committees, including MA thesis, non-thesis, major area paper, and MA in passing committees. All committees with three or more members must include two members of the faculty of the department, as defined in the bylaws. Committees with two members must include one member of the faculty of the department.
- C) May be asked to chair or to serve on doctoral qualifying exam committees.

### POLICY ON SUMMER FUNDING

It is a longstanding policy of the department to provide summer research funding (typically at 10%

of annual salary) to new assistant professors in their first, second and third summers of employment. The department's ability to provide this funding depends on the allocation of sufficient funds by the college. Any additional summer research funds will be distributed, by the chair and executive committee, by means of a competitive process that will require the submission of research proposals.

Summer teaching opportunities are determined by departmental need and availability of funding from the college. Instructional funding is typically at the amount of 10% of annual salary per course in the summer, with a maximum payment defined by college policy.

### POLICY ON SERVICE ROLES

In addition to the service roles set out in the Bylaws of the Department of Political Science, the department has two types of service roles:

- A) service roles that are part of the service workload expected from each member of the department faculty;
- B) service roles that are part of regular service workload and, as a result of their nature or work burden, are also compensated via workload adjustment, summer salary, or the teaching of an associated course that is part of teaching workload or that is funded through the department's budget for summer instruction.

The chair will appoint members of the faculty to compensated service roles after consultation with the Executive Committee. Appointments to these roles will be reviewed by the chair and Executive Committee every three years. The review will include a consideration of the appropriate level of compensation for the service role.

The chair will appoint and dismiss faculty members from other service roles with the advice of the associate chair. The Executive Committee will review service role assignments as part of the annual review process.

### POLICY ON THE ASSIGNMENT OF OFFICES

When an office becomes vacant, the office will go to the faculty member with the highest rank who expresses an interest in the office. If two or more faculty members of the highest rank desire the office, it will go to the faculty member with the most years at rank. In case of a further

tie, a lottery will be used. For the purposes of this policy, the faculty will be divided into three ranks. The highest rank will consist of full professors and principal senior lecturers. The second rank will consist of associate professors and senior lecturers. The final rank will consist of assistant professors and lecturers. The chair, with the advice of the executive committee, may override the provisions of this policy if the office might be used in a manner more beneficial to the department.

## POLICY ON MENTORS

Each faculty member, excepting full professors and principal senior lecturers, should have a mentor who holds a higher rank. The chair should appoint the mentor in the first semester of employment. After that, faculty are free to seek out the most appropriate mentor from among the faculty. Mentors should assist the new faculty with professional development. Any assistant professors or lecturers without a mentor should notify the chair. Faculty who have been promoted to associate professor, or to senior lecturer, are encouraged to work with the chair to identify a mentor to advise in the process of moving toward the rank of full professor or principal senior lecturer.

## FACULTY RECRUITMENT POLICY

### Section1: General Goals of the Recruitment Process

Decisions on faculty recruitment are among the most important that faculty are required to make. In the recruitment process, the department seeks to balance the following goals:

- A) To identify and facilitate the appointment of highly qualified candidates to open faculty positions;
- B) To promote openness and participation by all interested parties;
- C) To promote consensus building in order to ensure that every newly appointed faculty member enjoys the maximum possible degree of departmental support; and
- D) To foster dialogue and mutual understanding across fields in a discipline that is marked by ever increasing specialization.

## Section 2: Composition and Selection of Search Committees

- A) At the earliest appropriate moment, the department chair will inform the faculty and graduate student body of any planned searches and will solicit interest in service on the search committee(s).
- B) The department chair will create a search committee for each position. Each committee shall consist of at least five faculty members, as stipulated in the Georgia State University Faculty Handbook, and, ideally, will include at least one member from a different field and one non-voting graduate student member.
- C) The department chair will designate a chair for each committee who should be, whenever possible, a tenured faculty member.
- D) The department chair will inform the faculty of the membership of each search committee.

## Section 3: Committee Responsibilities and Procedures

- A) The search committee will assist the department chair with the preparation and placement of advertisements and announcements in the APSA and other appropriate personnel newsletters.
- B) The search committee chair will arrange for a letter to be mailed to all applicants acknowledging receipt of their materials and thanking them for their interest in the position.
- C) Candidate files are to be made accessible to all faculty members, who are invited to express their views about the candidates to the search committee. Meetings of the search committee should be announced and are open to all faculty members.
- D) Following a review of candidate files and any initial screening that may be desirable to determine candidate availability and interest, the search committee will develop in consultation with the Department Chair a “long” list of promising candidates. The Department Chair will be responsible for submitting the list for EE/OA approval.
- E) The search committee will recommend to the Department Chair the names of one or more (usually at least three) candidates from the list to be invited for on-campus visits.

- F) With the help of the Department Chair and the Business Manager, the search committee chair will arrange all necessary appointments with the Dean's office, faculty, and graduate students and publicize each candidate's schedule to the faculty and graduate students. In addition to a research presentation, each visit should include ample opportunities for faculty and graduate students to meet with the candidate.
- G) Following each candidate visit, the search committee chair will invite feedback from members of the faculty and graduate students. This feedback will be shared with the full search committee.
- H) Prior to the committee's formulation of a recommendation, the search committee chair will solicit the views of all faculty members with regard to all the candidates who have been interviewed up to that point. In addition, the search committee will hold a meeting at which all faculty members will be invited to express their views and to hear the views of the committee.
- I) Based on its own assessments of the candidates, as well as the input it has received from other faculty members and graduate students, the search committee will formulate a recommendation to be reported to the Department Chair in writing.
- J) The search committee chair will arrange for applicants who are no longer being considered for the position to be so informed as soon as possible after the status of their candidacy has been determined. After the position has been filled, the search committee chair will ensure that special written notice is provided to candidates that were interviewed but not offered the position.

#### Section 4: Departmental Action

- A) The Department Chair will report the search committee's recommendation to the faculty.
- B) If the Department Chair feels it would be helpful, a meeting of the full faculty may be called to discuss the search committee's recommendation and to seek the guidance of the full faculty.
- C) The Department Chair will forward the search committee's recommendation to the Dean of the College along with the Chair's own response to the recommendation.