

## GVPT WELCOME POLICIES and PROCEDURES

To:

Confirm receipt: \_\_\_\_\_  
(signature)

Welcome to the Department of Government and Politics at the University of Maryland. With more than 1,000 undergraduate majors, over 100 graduate students, seven academic research centers, and more than 40 faculty members, this department has established a reputation for outstanding scholarship, research, and teaching in American politics, comparative politics, international relations, and political theory. Just minutes from Washington, D.C. our department provides unequalled opportunities for both undergraduate and graduate students working in the field of political science.

- 1. Departmental Governance:** An Executive Committee is elected every spring by the general faculty to oversee departmental issues. The Executive Committee meets bi-weekly during the fall and spring semesters. The current Executive Committee membership can be found on the GVPT website at [www.bsos.umd.edu/gvpt](http://www.bsos.umd.edu/gvpt).
- 2. Committee Assignments:** The Executive Committee will meet in the spring each year to assign faculty to departmental committees. The departmental expectation is that all faculty are actively participating in their committee assignments. Faculty members are given a chance prior to the assignments to ask that they not serve and give the reason. If you do not respond to this request your assignment holds.
- 3. Departmental Meetings:** The department holds regular faculty meetings and the expectation is that you attend. New departmental procedures will only be voted on at these meetings and you only have a voice if you attend. Attached you will find a copy of the departmental governance "By-Laws". Minutes from both the Executive Committee and Faculty meetings are circulated to the general faculty upon approval. *(The department has also arranged that no classes are offered during the Monday, Wednesday and Friday 11-12:15 times to accommodate faculty meetings and to encourage fields and centers to hold meetings and workshops. Please do not hold office hours during this time.)*
- 4. Performance Reviews as Associate and Full Professor:** Performance reviews are performed every 5 years after tenure. A committee is assigned by the Departmental Executive Committee and an official review of your teaching, mentorship, research, and service to the department, college and university is submitted to the chair who will then arrange a meeting to discuss the committee report.
- 5. Performance Reviews as Assistant Professor:** You have been assigned a mentor (Professor Paul Herrnson). You will need to arrange frequent meetings with this mentor to discuss your progress in preparation of tenure.
- 6. Sick Leave and Collegial Support:** GVPT Faculty follows university procedures on sick leave & collegial support. Go to: <http://www.faculty.umd.edu/programs/>. If you know that you will be missing a class due to illness, please contact the main office at 301-405-4155 and ask that a sign be posted on your classroom.
- 7. Individual Research Fund (IRF):** Each spring a Faculty Activity Report must be completed by each faculty member. A salary committee is assigned (Nominated by the Executive Committee and then elected by the faculty) by the Executive Committee to review the faculty

based on their decisions the chair will distribute an annual IRF, which has historically varied between \$500.00 and \$1,400.00 per fiscal year. You will be notified about the amount. What does not get used by June 1 of each year will be returned to the department. IRF's can be used for travel, books, Xeroxing, faxing, phones, postage, research assistance, etc.

**8. Office Hours and Academic Advising:** Academic Advising is done during office hours. The departmental expectation is that you hold 2 office hours per week per course. An email will go out at the end of each semester asking faculty to submit office hours for the following semester. The department employs two full-time advisors to work with our undergraduate students on requirements, scheduling, etc, please refer your students with these types of questions to Karmin Cortes @ 301-405-4142 and Apitchaya Pimpawathin @ 301-405-4124.

**9. Course Expectations:** The normal teaching load is 2-2, and the standard distribution is 1 graduate seminar and 3 undergraduate courses (with exceptions for core and required grad seminars). Our expectation is that each field will meet to discuss courses for upcoming semesters, to determine who is planning to take leave of one kind or another, and who will take responsibility for teaching the field's required courses at both the graduate and undergraduate level. All course related and scheduling questions or issues should be addressed to the Department's Director of Undergraduate Programs. In addition, the Coordinator of Academic Services handles all logistical issues regarding the schedule and works with the field coordinators and individual instructors to ensure that course times and rooms are suitable for the instructor. All courses must be evaluated during the final two weeks of the semester. Evaluations are administered by graduate students. While students should contact the appropriate faculty members to schedule the evaluations, you should inform the Director of Graduate Studies if you have not be contacted about scheduling the evaluations prior to the last two weeks of class.

**10. Grading System and Policies:** The University uses the UMEG system. Go to: <http://www.helpdesk.umd.edu/topics/accounts/online/umeg/>. Attached you will find a copy of the Student Honors Council request and the procedures for review of alleged arbitrary and capricious grading. Faculty must use the plus/minus grading system when giving course grades; however, pluses and minuses do not yet affect student GPAs. In addition to standard A, B, C, D, and F grades (with appropriate pluses and minuses), students can take courses pass/fail or satisfactory/fail, or audit a course (AUD) which does not imply attendance or effort. Faculty may give students incompletes (I) in courses with a maximum of one year to complete coursework and submit incomplete contracts using the UMEG system. Finally, students who are academically dishonest receive an "XF". (Can only be assigned in accordance with OSC procedures, right?) More information about the standard for each grade, the procedure for "XF" or other grading questions are in the University Faculty Handbook. Specific questions can be directed to: Jennifer Coarts at 301-405-4154 or [jcoarts@gvpt.umd.edu](mailto:jcoarts@gvpt.umd.edu).

**11. Textbook orders:** Courses at the university are planned a year in advance so thinking ahead about what textbooks to use for your course is an excellent idea. Jennifer Coarts, Coordinator of Academic Services, will be sending out an email in the middle of each semester asking for your book orders for the following semester. Please do not ignore this request. Your quick response will keep down cost to your students. If you have any questions or concerns, please contact Jennifer Coarts at 301-405-4215 or [jcoarts@gvpt.umd.edu](mailto:jcoarts@gvpt.umd.edu).

**12. Proctoring and Make-up Exams:** The main office does not proctor exams. When arranging make-up exams with your students, please choose a couple of times that YOU will be available and give them only that choice. This way you will be there to oversee your exam. If you are assigned a teaching assistant, the teaching assistant could take this responsibility. The

department has very little space to hold make-ups and the conference room in the main office cannot be used for make-up exams because of the noise level.

**13. Reimbursements:** The department offers reimbursements for supplies and materials purchased for University functions. Limitations include gifts of sentiment and alcohol – please visit <http://www.president.umd.edu/policies/viii310b.html> to view the complete policy. For reimbursement, the department will need all receipts, including the itemized receipt and the credit card receipt. Please visit Mike Mansfield in the main GVPT office before the purchase if you have any questions or would like to take advantage of their purchasing cards.

**14. Long Distance:** The department will pay \$10.00 per month in long distance. Anything over the \$10.00 will be charged to your Individual Research Fund (IRF). The department also provides local telephone service with voicemail. More information on voicemail is available at <http://www.oit.umd.edu/units/nts/voicesys/student/vmail.html>.

**15. Computer Support:** Computer support services are handled through OACS which is part of the College of Behavioral and Social Sciences. The number to OACS is 5-1570. The number to reach the technicians is 5-7391. The webpage for electronic reports is [www.oacs.umd.edu](http://www.oacs.umd.edu).

**16. Photocopying:** The department will assign you a copy code account to be used for your research. Currently we allow 1,000 copies per fiscal year. Anything over the 1,000 copies, a charge of 5 cents per page will be taken from your IRF account. DO NOT give this code out unless you have a research assistant assigned to you and they will be making copies for you. A separate account will be given to you each semester for your classes. Student workers in the main office will be happy to assist you. Note also that we do not photocopy syllabi. Course syllabi should be submitted electronically to the department before each semester begins.

**17. Faxing:** The main office fax number is 301-314-9690. A sheet is next to the fax machine. If you are making an international fax, please record the call on this sheet. The cost will be taken from your IRF account. Student workers in the main office will be happy to assist you.

**18. Library Services:** go to: <http://www.lib.umd.edu/index.html>

**19. Ordering Supplies:** Basic supplies are provided by the department. If you have a special need, let the department know and an order will be placed. If you require supplies for a grant project, let the department know and that amount will be taken from your IRF account. Student workers in the main office will be happy to assist you.

**20. Parking:** Parking information is found at [www.transportation.umd.edu](http://www.transportation.umd.edu). The department has the necessary parking forms to arrange for the purchase of a campus parking permit through either payroll deduction or credit card. Contact Mike Mansfield at 301-405-2925 or [mmansfield@gvpt.umd.edu](mailto:mmansfield@gvpt.umd.edu) for the necessary forms or with questions.

**21. Postage:** mailboxes, letterhead and envelopes are all provided by the department. Mailboxes are located in the main office, and mail is picked up 2 times a day. Student workers in the main office will be happy to assist you.

**22. Travel:** Go to: [www.smartcenter.umd.edu](http://www.smartcenter.umd.edu) to complete forms necessary for both travel approval before you leave and reimbursement after the trip. To prevent using your own funds and if you are using your IRF funds for the travel, please use the university approved travel services to make your reservations; Omega World Travel 301- 403-4282; Globetrotter 301-570-

0800; or Travel-On 301-403-4278. If you have any questions about completing the forms correctly, you can speak with someone in the Smart Center direct 301-405-1689.

**23. Campus Grants:** Announcements are circulated by email as the opportunities arise. For information, please review the attached information or access this guide at: [http://www.umresearch.umd.edu/ORAA/new\\_faculty/Guide\\_for\\_New\\_Faculty.pdf](http://www.umresearch.umd.edu/ORAA/new_faculty/Guide_for_New_Faculty.pdf) and view the [Guide for New Faculty: Sponsored Research at the University of Maryland](#).

**24. Departmental Webpage:** is located at [www.bsos.umd.edu/gvpt](http://www.bsos.umd.edu/gvpt). You will need to work with the department's webmaster to set up your page as soon as possible. Currently our webmaster is graduate student Jesse Mathewson and you can reach him at [jmathewson@gvpt.umd.edu](mailto:jmathewson@gvpt.umd.edu) and arrange a meeting to discuss your options.

**25. Graduation:** The university holds an expectation that our faculty attend the university commencement service (December and May), and the department expects that every effort be made to attend the departmental graduation ceremony each spring as well.

**26. University Benefits:** A variety of health and retirement benefits are available to you. Please visit the Personnel website at [www.personnel.umd.edu](http://www.personnel.umd.edu) for questions on either benefit.

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Please be sure to review the Faculty Handbook available to you online at [www.faculty.umd.edu](http://www.faculty.umd.edu).

***If you have any concerns or procedural questions, please do not hesitate to contact my administrators Randy Roberson or Cissy Abu Rumman. They both will make sure that you get to the right individual to help in the area in question.***

Attachments: (8)

- a. Departmental Governance By-Laws
- b. Departmental Procedures on Promotion and Tenure
- c. Departmental Criteria for Tenure and/or Promotion
- d. GVPT Policy on Merit Pay
- e. University Policy Provisions for Mentoring Tenure-track Faculty
- f. Student Honor Council "Code of Academic Integrity" statement
- g. University Procedures for Review of Alleged Arbitrary and Capricious Grading.
- h. Guide for New Faculty: Sponsored Research at the University of Maryland
- i. Campus Map