

GVPT WELCOME POLICIES and PROCEDURES

To: **New Hire Name Here**

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 unequaled 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 regular faculty in GVPT 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.gvpt.umd.edu.

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. This review becomes part of your personnel file as a Peer Evaluation.

5. Performance Reviews as Assistant Professor: Assistant Professors will be assigned a faculty mentor committee. You will need to arrange frequent meetings with your mentor chair to discuss your progress, strategies, and timelines in preparation of tenure. It is important that your entire committee be sent regular updates and given an opportunity to review articles/publications you are working on. Work directly with your mentor chair to discuss publication outlets. Staying in frequent contact with your mentorship committee is one of the key components to your success in gaining tenure with GVPT.

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 regardless if they are on scheduled leave or not. 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, copying, 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 Christina Bussey @301-405-4142 and Kathryn Weiland @ 301-405-4124.

9. 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. Apitchaya Pimpwathin, Assistant Director of Undergraduate Studies, 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 Apitchaya Pimpwathin at 301-405-4154 or apimpawa@umd.edu.

10. 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 Assistant Director of Undergraduate Studies 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.

11. Course Evaluations: Course evaluations are important for students to do. Course evaluations are used to help faculty members identify those activities in the class which are going well and those activities that could be improved. In addition, course evaluations are used in tenure and promotion cases and for teaching award nominations. Recent research on the campus has found that faculty who let students know that they take course evaluations seriously is likely to have students in the course that will not only fill out the evaluation but will fill out the evaluation and provide very insightful comments. Some ways that faculty can increase the rates of student evaluations include:

- Note on syllabus of the importance of course evaluations and how you use the evaluations to improve your class
- Verbal reminders in class
- Email reminders to students from you
- Put notes on WEBCT or other course site (even next to homework assignments)

- Announce running response rates
- Providing a competition among sections for highest response rates
- Taking students to computer lab during class to participate
- Asking students to bring their laptop to class and providing time in class for students to do the course evaluation
- Conveying importance of everyone participating for generalizability
- The “They know teaching is very important to me” Theme
- Indicating how course evaluations are everyone’s responsibility
- Reinforcing how you value student participation and evaluation of the course

Example Syllabus Paragraph:

I take your evaluation of my course very seriously. Each year I revise my syllabus, course assignments and exam questions based on the feedback I receive on the course evaluation. I am not only interested in the scores that you give this class but I am also very interested in the specific comments you have about this course. I want to encourage each student in this class to evaluate not only my class but all of your classes. DATE/YEAR will be the first day that Course EvalUM will be available for you to assess your classes.

12. Student Oversubscriptions: The College of Behavioral and Social Sciences’ policy is that the College will not oversubscribe students into any BSOS course. If there is a student who is requesting to oversubscribe your course and you absolutely agree that this student should be overridden into your course, please speak directly to the department’s Assistant Director of Undergraduate Programs Apitchaya Pimpawathin in Tydings 3140M to discuss the situation. The Director will either make the decision to oversubscribe the student because of some mitigating circumstance. We have found from past semesters that a majority of students who remain on the waitlist, until the very last day of schedule adjustment, will receive the waitlisted course.

13. 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 is in the University Faculty Handbook. Specific questions can be directed to: Apitchaya Pimpawathin, Assistant Director of Undergraduate Studies at 301-405-4154 or apimpawa@umd.edu.

14. Early Warning Grades: Please turn in your early warning grades. Early warning grades (EWG’s) are primarily for freshmen, new transfer students and all athletes. We do have freshmen who are taking upper level courses. Knowing, mid-semester grades, is an important strategy for contacting those students who appear to be heading to a disastrous semester. Instructors may submit PASS or FAIL grades instead of letter grades based on perception of participation or non-graded homework assignments, if midterms are not used or occur later in the

semester.

15. Deadline for Final Semester Grades: Campus policy is for final grades to be turned in within 48 hours of the final exam/paper. Since Winter Term begins immediately following the university winter break, the campus needs to run grades before the winter break in order for students to receive important information in time for students to make decisions about whether they will enroll in Winter Term. Please do everything in your power to have your grades posted within the 48 hour period.

16. Student Medical Excuses: Campus policy requires students who are absent due to illness/injury to furnish documentary support to the instructor. The College encourages each of you to put on your syllabus that you require students to contact you by email or by phone prior to class time if the student will be missing class due to any reason, but especially illness/injury. The documentation for missing a class should be submitted to the instructor before, but no later than the first day of class upon the student's return.

You should know that the policy of the Health Center is that they will not give medical excuses. They want students to complete the Student Honor Council Pledge regarding the illness. The Health Center doesn't have to give a medical excuse. However, if a student gives permission to the physician to print out the medical notes from that visit, the physician must do so. This is the right of any of us to have access to our medical records. The only problem this poses is that there could be some really private matters indicated in the medical notes that the student may not want to be shared with you. On your syllabus you might say the following:

In my class, students or a guardian must email me or call me PRIOR to class to inform me that you will not be in attendance due to illness or injury thus will miss the class participation/homework/exam/paper deadline. On the very next class session that you are in attendance, you must present me with written documentation of your illness/injury. If you do not inform me or if you do not present me with timely documentation, 0 points will be given to you for class participation/homework/exam/paper. Note: In the case that you are unable to get a written medical excuse, you may ask your provider for a copy of your medical notes for the specific visit(s) in question.

17. Final Exams and Final Papers: The Provost and Dean's Office continues to receive complaints from students concerning faculty who have moved finals to the last day of classes OR who are requiring that final papers be handed in on the last day of classes.

The Campus Senate Policy on Assessments specifically indicates that faculty are prohibited from giving a final exam or requiring a final paper to be turned in on the last day of class. Faculty are to give their final examinations on the date/time which the campus has indicated in the official schedule of classes (available online at the Testudo website). If you want to change the final examination date, it must be requested before the last day of schedule adjustment of that semester. The request is to be made to the Assistant Director of Undergraduate Programs and approved by the Chair. A midterm can be given on the last day of classes. However, a final exam MUST still be given on the date and time assigned. A faculty member can require students to turn in a paper on the last day of class as long as a final is given on the date and time assigned and/or a final paper is due on the date and time that the final exam would have been given. A form will be sent to you at the beginning of each semester from our Assistant Director of Undergraduate Programs Apitchaya Pimpawathin, offering you this option.

Please note the following:

- The final exam may not occur prior to the first day of final exams.
- If a final paper is used in lieu of a final examination, the final paper may not be due earlier than the designated course final examination date.
- Make-up examinations can only be given when the campus is open.

18. Proctoring and Make-up Exams: The main office does not proctor exams. Please remember that faculty may not drop the lowest exam and/or assignment score in lieu of the student not being allowed to do make-ups for exams/assignments for excused absences. If a student has an excused absence, then, the student **MUST** be allowed to do a make-up. When arranging make-up exams with your students, please choose a couple of times that **YOU** will be available and give them only those options. 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 should not be used for make-up exams because of the noise level in the main office. Try to coordinate your make up with the availability of one of our seminar rooms Tydings 1111 or 1136 which can be arranged with the GVPT front desk staff. Make-up exams can only be given when the campus is open.

19. Emotional or Psychological Distress: When students show signs of emotional or psychological distress, comprehensive evaluation and treatment are provided by the Counseling Center in Shoemaker Hall and Mental Health Services in the Health Center. You may contact the Counseling Center at 301.314.7651 or <http://www.counseling.umd.edu/Services/needhelp.htm> for consultation with a counselor. If you think immediate medical attention or hospitalization may be necessary, please contact Mental Health Services at 301.314.8106. The Department of Public Safety (301.405.3333 or 911) should be contacted if there is a threat of violence or medical transportation is required.

20. Disorderly or Disruptive Behavior: Please report student behavior that is disorderly, disruptive or poses a concern for violence to the Office of Student Conduct at 301.314.8204 or studentconduct@umd.edu. Disruptive or disorderly students may be charged under the University's Code of Student Conduct and/or be referred to specific counseling or mental health interventions, if appropriate. Additional advice is provided in a Classroom Disruption Advisory issued by the Office of Student Conduct and may be found at <http://www.studentconduct.umd.edu/faculty/disruption.aspx>.

21. Immediate Threat of Violence or Substantial Disruption: The Department of Public Safety will respond to any act or threat of violence. To contact them, call 301.405.3333 or 911. Additionally, the Office of Student Conduct is authorized to impose an immediate suspension from classes (pending a hearing) if a student engages in threatening or disruptive behavior. Procedures may be initiated by the Vice President for Student Affairs or the Director of Student Conduct to require an evaluation conducted by campus mental health professionals or to dismiss students who pose a "direct threat" to self or others.

22. Behavior Evaluation and Threat Assessment: In order to provide a coordinated response to student behavior assessment, the Vice President for Student Affairs created the Behavioral Evaluation & Threat Assessment (BETA) Team which provides evaluation, assessment, and consultation to faculty and staff. The Team is comprised of representatives from the departments of Public Safety, Mental Health, Counseling, and Student Conduct. If you would like to discuss a specific student behavioral concern, please contact John Zacker, BETA Team chair at jzacker@umd.edu or 301.314.8204.

23. Religious Observance: You can add to your syllabus the following:

Students must provide me, in writing, a request for a make-up exam for an exam date on this syllabus that you are unable to make due to a specific religious observance (specify) on a specific date. Please refer to the Online Catalog Policy on Religious Observance. Please remember that accommodations are NOT made for travel to and from the religious observance. The Make-up date will be scheduled on a Saturday).

24. Copyright: Include a statement about “copyrighting.” This prevents students from coming into your class, taking notes and handouts and, then, selling them to an outside vendor for students to get access to your class notes.

Example Statement: *“The lectures I deliver in this class and the course materials I create and distribute are protected by federal copyright law as my original works. My lectures are recorded or delivered from written lectures in order to ensure copyright protection. You are permitted to take notes of my lectures and use course materials for your use in this course. You may not record, reproduce, or distribute my lectures/notes for any commercial purpose without my written consent. Persons who sell or distribute copies or modified copies of my course materials, possess commercial copies of my notes (i.e., Terpnotes), or assist another person or entity in selling or distributing those materials may be considered in violation of the University Code of Student Conduct, part 9(k).*

25. 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 original itemized receipts. Please visit Mike Mansfield in the main GVPT office before the purchase if you have any questions or would like to take advantage of the departmental purchasing cards instead of using your personal funds and getting reimbursed. All items purchased must have an itemized original receipt for reimbursement. Submit your receipts direct to our Business Service Specialist Denise Wist who is located in Tydings 3140A. Denise will explain to you the time expectation for the reimbursement and depending on what type of reimbursement you are receiving, she can let you know whether to expect that reimbursement on your regular bi-weekly check or if a separate check will be mailed to your home.

26. Long Distance Calls from your office: 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>.

27. Computer Support: Computer support services are handled through the Office of Academic Computing Services (OACS) which is part of the College of Behavioral and Social Sciences. The number to OACS is 301-405-1570. The number to reach the technicians is 301-405-7391. The webpage for electronic reports is www.oacs.umd.edu which is where you will submit your Work Orders. Should you have any problems with your MAC, you will need to contact OIT at 301-405-1500 for technical assistance.

28. Photocopying: Student workers in the main office will be happy to assist you. Note that we do not photocopy syllabi. Course syllabi should be submitted electronically to the department before each semester begins. The Department follows copyright laws and will not copy a book from cover to cover. If you are assigned a TA, that TA should be assigned any copy work for your class. If you are not assigned a TA, submit your copy material to a student worker at the front desk at least 2 days prior to the day in need. If you make copies yourself and the

copier jams or is not doing what you need, please speak with the students at the front desk for assistance and alternative options should the printer be put in “Out of Service” mode.

29. 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.

30. Library Services: go to: <http://www.lib.umd.edu/index.html>. Our current Faculty Library Liaison is Professor Fred Alford calford@umd.edu or 301-405-4169. The McKeldin Librarian that is assigned to the Department of Government and Politics is Judy Markowitz, 4109 McKeldin Library, judym@umd.edu or 301-314-1316. Make an appointment with Judy to orientate yourself with all the resources the Libraries can offer you here at the University of Maryland.

31. 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. There are some limitations to supply ordering. If you cannot find what you need in our departmental supply cabinet, please ask our Director of Business Services Mike Mansfield if what you need is or is not covered under departmental expenses.

32. Parking: You will park in Lot U or the Mowatt Lane Parking Garage and your overflow lots are any numbered lot that is not gated. There is a parking fee at UMCP. The yearly fee is currently \$605. The Department will provide you with the necessary parking registration form and parking payroll deduction form that will need to be taken to Regents Drive Garage Bldg. #202 (PG-2) to purchase your parking permit. Payroll deductions for parking fees are pre-taxed and are deducted for twenty pay periods (PP-5 through PP-24, September – June). Therefore, you will need to purchase daily (\$5) or weekly (\$25) permits for parking up until Sept. 1, at which time your payroll deduction will begin. These temporary permits can be purchased at Regents Garage. There are a few free parking spots in front of the garage on Regents Drive that you can park in when you go to get your permit. Contact our GVPT Parking Coordinator Denise Wist at 301-405-2925 or dwist@gvpt.umd.edu for the necessary forms or with questions.

Following, is a link to the university's transportation department where you can find additional information, including a map of the campus.

<http://www.transportation.umd.edu/about%20us/regulations.html>

33. Postage and Federal Express: Fedex packaging and forms, 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. Federal express packages must be called in prior to 2pm in order to be picked up in the same day. Student workers in the main office will be happy to assist you.

34. Travel: Regarding travel, the following link <http://www.bsos.umd.edu/for-faculty-and-staff/smart-center.aspx> will be useful. The Smart Center is the travel center for BSOS. Once you get to the home page (site listed below), click on Links to access the university's travel agencies. You can make your flight arrangements with one of these agencies and request them to bill the Smart Center. You will then need to immediately complete a Travel Request Form from the Smart Center site (box at top of home page, or click on Forms). The FRS account number that you will enter on the form is 293316. Using this site will prevent use of your own funds. If you have any questions about completing the forms correctly, you can speak with someone in the Smart Center direct 301-405-1689.

35. 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 and view the Guide for New Faculty: Sponsored Research at the University of Maryland. If you have any questions, feel free to contact our Director of Administrative Services, Mike Mansfield at mikeman@umd.edu or 5-4163.

36. Departmental Webpage: is located at 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 jessmath@umd.edu and arrange a meeting to discuss your options.

37. Graduation: The University holds an expectation that our faculty attends the university commencement service held in both December and May, and the department expects that every effort be made to attend the departmental graduation ceremony both December and May as well.

38. Timesheets: It is required that all regular faculty complete an online timesheet on the Friday opposite of payday. Reminders are sent on the day they are due.

- Using your university login and password, goto: www.timesheets.umd.edu.
- Select the "Pay Period" using the drop down box. Normallay, you would select current pay period. If you are responding after the Friday the timesheets were due, select the appropriate pay period from the drop down list.
- Under the category of "Employees", select "Complete Your Time/Leave Record."
- You should now be looking at the timesheet. The check marks in the "Duty Day" row indicate that you were working at least eight hours on that date. You should only need to change something if you take leave, such as jury duty, family medical leave, or sick leave. In these instances, enter the number of hours and minutes that you were on leave, under the appropriate leave heading. Also, uncheck the duty day box. After your timesheet is properly adjusted, scroll down to the bottom of the page and click on the button "Save Time Entered and Final Faculty Signoff." If you scroll down to the bottom of the page after doing this, you will see a message that says "Employee Signoff Date." That message is your confirmation that you submitted your timesheet correctly. Please see Denise Wist or Mike Mansfield if you have any questions.
- The following Monday, Irwin Morris as Department Chair will approve your timesheet and that will be followed up by an email message to you saying that your timesheet was approved/changed.

39. University Benefits: A variety of health and retirement benefits are available to you. Please visit the Personnel website at www.personnel.umd.edu for questions on either benefit. and Other link: <http://www.uhr.umd.edu/benefits/>

Please be sure to review the Faculty Handbook available to you online at www.faculty.umd.edu.

If you have any concerns or procedural questions, please do not hesitate to contact my administrators Michael Mansfield or Cissy Roberts. 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 which includes:
 - Departmental Procedures on Promotion and Tenure
 - Departmental Criteria for Tenure and/or Promotion
 - GVPT Policy on Merit Pay
- b. University Policy Provisions for Mentoring Tenure-track Faculty
- c. Student Honor Council “Code of Academic Integrity” statement
- d. University Procedures for Review of Alleged Arbitrary and Capricious Grading.
- e. Guide for New Faculty: Sponsored Research at the University of Maryland
- f. GVPT Pathway to PhD
- g. GVPT Graduate Student Mentoring Program
- h. GVPT Comprehensive Exam Process
- i. Campus Map