

Department of Political Science

A Manual of Policies And Procedures For Department of Political Science Faculty

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I. DEPARTMENTAL ORGANIZATION AND ADMINISTRATION

A. Administration

1. Chair

The Chair is appointed by the Dean with the approval of the Provost to a three year term. Chairs may be appointed to consecutive terms. Prior to the appointment process, the faculty conduct a discussion of possible candidates at a department meeting, and cast an advisory vote to be forwarded to the Dean. At the mid-point of a Chair's term, the Dean solicits advice from the faculty concerning the Chair's performance.

The Chair is the contact point for both faculty and administration and serves as the bridge between the two. The Chair is responsible for seeing that the vision and mission of the University and department become a reality. The Chair's responsibilities include, in consultation with the CAP, all hiring decisions; annual evaluation and mentoring of all regular and non-regular faculty; providing an independent assessment to the Dean on all departmental promotion decisions; the appropriate scheduling of classes; administration of the office and staff; appointment of field chairs; supervision of field committees, ad hoc committee chairs, and committees; appointment and supervision of undergraduate and graduate directors; hiring of secretarial staff and undergraduate assistants; convening and chairing faculty and CAP meetings; working with the Communications Office to publicize the research achievements and activities of faculty in the College; and representation of the department to the Administration.

2. Graduate Director See Graduate Manual
3. Undergraduate Director See Undergraduate Program
4. Pi Sigma Alpha Advisor See Undergraduate Program
5. Undergraduate Assistants

The College provides the department with funds to hire student aides who work on a weekly basis. While the lack of office support staff requires that the department use the students to assist in office administration, faculty are free to hire undergraduate assistants using their discretionary accounts.

B. Committees

1. Committee on Appointments and Promotions of the Whole (refer to the departmental CoW document)

a. Purpose and Membership

The purpose of the Committee on Appointments and Promotions of the Whole (CoW) is to deal with all cases of promotions, reappointments, and appointments of teaching and research faculty, joint, concurrent, visiting, adjunct, and special professional faculty, with the exception of promotion to full professor. The CoW is composed of all tenured members of the department. There shall also be an Executive Committee of the CoW (ECoW), to consist of three tenured members elected by all members of the department for two year staggered terms. The ECoW will serve as the Committee on Appointments and Promotions (CAP) for the purpose of formally complying with University regulations and disposing of other matters as outlined below.

The CoW shall have the final voice in making the departmental recommendation to the Dean for regular faculty appointments and promotions but the CoW majority and dissenting case (if any) shall be reflected in the minutes to the Dean. In its deliberations the CoW takes into account the advisory vote of the search committee, the field, and teaching and research faculty appointed to the department. The faculty vote is formally expressed through a secret ballot advisory vote. Graduate student opinion about candidates for appointment may also be considered by the Committee. College and University regulations require the Chair to convey an independent opinion in all of these matters in a letter addressed to the Dean.

The ECoW consists of the Chairperson of the department who serves as the ex officio Chairperson of the ECoW and three (3) members of the department. The ECoW shall make formal recommendations to the Dean on regular faculty appointments and promotions on behalf of the CoW. In doing so, it shall ratify the vote of the CoW. The Chairperson will participate in all ECoW deliberations; the Chairperson does not vote with the committee.

In addition to the ECoW each tenure committee shall contain two ad hoc members appointed by the ECoW, to compose an Individualized Promotion Committee (IPC). The ECoW shall appoint ad hoc members to supplement the ECoW as appropriate, e.g., by providing field representation. The relevant field may be asked to submit a recommendation to the IPC for members. Ad hoc members are to be full participants in the entire review of a candidate for tenure and would have a vote just like ECoW members. The IPC shall make a recommendation to the CoW.

Mutatis mutandi for Full Professor promotion decisions, but with a special election for Full Professor ECoW if and as necessary, i.e., if the ECoW contains members below the rank of Full Professor.

ECoW shall conduct the annual spring review and the contractual third year review of untenured faculty. Decisions involving SPF renewals and promotions shall be made by ECoW alone.

Eligibility to serve: All members of the CoW must hold the rank of associate professor or professor, must have tenure, and must be appointed as teaching and research members of the department.

Term: The regular term for the elected members of the CoW is two years and begins after the Spring election. But the membership of the ECoW will be staggered to ensure continuity from year to year.

The ECoW may serve as an advisory body to the Chairperson and to the Department in all other departmental matters.

CoW, ECoW, and Full Professor CoW (FPCoW) meetings are confidential. However strong the temptation may be to inform colleagues or others of Committee deliberations, such action represents a violation of the Academic Code. If a faculty member does not support this policy, he or she can work with appropriate legislative bodies, such as the Academic Council, to implement change. If a faculty member is unable or unwilling to act according to this policy, he or she should withdraw immediately from all CoW and FPCoW deliberations.

b. Election

The ECoW is elected annually. The regular teaching and research faculty elect up to three members by plurality from among the tenured faculty of the Department late in the Spring semester. A faculty member who is leaving the department and will not be present the subsequent fall is not eligible to vote. Balloting normally takes place during Finals week at the end of spring semester, with ballots returned by noon on the Friday of Finals week. If the elected ECoW contains one or more Associate Professors, the full Professors who gained the next highest number of votes will constitute the FPCoW.

The names of all tenured professors and associate professors appointed to the department and eligible for election will appear on the ballot for the ECoW. Faculty who are promoted to associate professor with tenure during the Spring in which the election is held are eligible for ECoW service in the following year. At the time of the election, faculty who know they will be on leave for either semester of the following year are not eligible for ECoW service. No individual may serve on the ECoW more than four conservative years or more than four years in any period of six consecutive years.

Voting for the ECoW is secret. Ballots for the election of the ECoW members are counted by the senior administrative assistant; the three candidates receiving the most votes are announced. Ballots will be retained until the end of May and are available for inspection by any eligible voter. In case of a tie, the person

with the least amount of service on ECoW over the preceding 10 years will be the one elected. The administrative assistant records (but does not announce) which faculty member received the fourth most votes; if an elected ECoW member becomes ineligible for some reason during the year, the faculty member who received the next most votes joins the ECoW. In the event the ECoW contains one or more Associate Professors, the senior administrative assistant will record votes for the Full Professors separately so as to constitute an FPCoW if necessary.

2. Field Committees

a. Appointment of Field Chair

The Department Chair appoints each Field Chair yearly. Preference in appointment will be given to tenured faculty.

b. Responsibilities of Field Chair

The Field Chair is responsible

for:

- (1) calling field meetings
- (2) overseeing the writing and grading of comprehensive exams
- (3) scheduling field courses in conjunction with the DUS and DGS

c. Composition

Currently there are five fields: American, Comparative, International Relations, Constitutional Studies, and Political Theory.

Faculty hired via a field-specific, department search committees are automatically members of that field. Faculty hired through non-field-specific search committees (for example a Methods Search) or via non-department committees (for example, the Kroc Institute) are placed in a field by the Department Chair, in consultation with the faculty member and the field.

Faculty may petition to join a second field by writing to the Department Chair who will present the proposal to the field for their consideration. The field decides by majority vote whether to accept the proposal. Upon acceptance, the faculty member has full responsibilities in both fields. Administratively, the department will use the original field placement when counting lines held by each field.

d. Responsibilities

Each Field is responsible for:

- (1) providing the DUS (who then shares it with the DGS) with an annual course plan of field course offerings
- (2) preparing and evaluating the comprehensive exam, and periodically reviewing the comprehensive exam format and updating of reading list. The comprehensive exam should reflect the student's knowledge of the field and not recapitulate the student's course work.
- (3) preparing job descriptions for departmental approval
- (4) developing periodic strategic plans

3. Mission and Diversity/Target of Opportunity Committee

The Department and the University are committed to affirmative action in the hiring of women and minorities. In hiring, the Department also supports the University's commitment to having a strong representation of Catholics on the faculty. Efforts toward one of these goals should not come at the expense of the other. In addition to its Mission and Diversity function, this committee is also charged with operating outside of the context of our regular searches to seek and identify outstanding scholars that would enhance diversity, serve the mission, and/or are so excellent that we might wish to consider their candidacy for our Department.

a. Composition

The Committee will be composed of four members: three faculty and one non-voting graduate student representative, elected by PoGO. The faculty members of the Committee will be appointed by the Department Chair, according to the following guidelines:

- (1) One member of the Committee should be a tenured member of the faculty
- (2) Two members of the Committee should be chosen from the T&R faculty

The faculty members of the Committee will serve one-year terms. No faculty member may serve on the Committee for more than two consecutive years.

The chair of the Committee will be chosen from among the three appointed faculty members by the Chair of the Department and will serve for one year.

The chair of the Committee is responsible for calling meetings, maintaining all files, and providing minutes for each meeting.

b. Responsibilities

s Recruitment

1. The field will draft the job description in broad terms, in order to attract the greatest number of women, minority, and Catholic candidates.

2. Prior to advertising the position, the job description should be submitted for consideration to the Diversity and Mission Committee and to the full faculty.
3. The Department endorsed the recommendation to build a recruitment database of potential job candidates. This database includes women, minorities, and Catholics at all levels (from graduate students to full professors). Each member of the department should submit as many names as possible of potential candidates in their, or any, field of interest.

Selection

The Mission and Diversity Committee/Target of Opportunity Committee has an oversight role to assure minority, women, and Catholic candidates of high quality are not overlooked by search committees. To this end, the search committee will provide the following to the Diversity and Mission Committee:

1. A spreadsheet containing basic information (name, Ph.D. status [ABD or PhD], year of Ph.D., Ph.D. granting institution, and title of dissertation [for tenured searches, title of current major project]) for all candidates in the applicant pool. Student workers can compile this information. The search committee chairs would be responsible for indicating on the spreadsheet candidates thought to fit any of the three criteria: female, minority, Catholic. In very large searches, each member of the search committee may be asked to share in the burden of supplying this information for a subset of the names on the list. This spreadsheet is to be attached to the first memorandum to the Mission and Diversity/Target of Opportunity Committee (see below).
2. A preliminary memorandum, submitted as the search committee makes an initial cut of 12-24 promising job candidates. The memorandum should discuss the role of affirmative action concerns in the selection process. The Mission and Diversity /Target of Opportunity Committee will review the memorandum and the above spreadsheet and may consult the search committee about, or examine the files of, other candidates. The Diversity and Mission committee will notify the Department Chair and search committee Chair when the preliminary list has been approved.
3. A final memorandum, submitted immediately after the search committee makes a decision regarding the short list of interview candidates. Again, this memorandum reviews the search committee's decision-making process in selecting the candidates to be interviewed, including the extent to which the process reflects the University's goals as an Affirmative Action/Equal Opportunity Employer and its aspirations for hiring Catholic faculty. The Diversity and Mission Committee must approve this memorandum and submit it to the Department Chair before the Department Chair contacts the job candidates to be interviewed.

4. The Diversity and Mission Committee, during the general faculty meeting to discuss the candidates and prior to the formal discussion and any votes, will report to the Department its conclusions as to the conduct of the search and on the manner in which this hire relates to affirmative action efforts of the Department.

Anyone who would like to make recommendations for a Target of Opportunity search, whether in their own field or another field of the department, must bring the proposal first to the relevant field for their review and approval. If approved by the field, the field's chair will propose that hire to the department for its consideration and an advisory vote. Before the department meeting the chair of the field proposing the hire will distribute to the department's members a memo explaining the rationale for the target of opportunity hire. That memo should also identify three persons in the proposed scholar's age cohort and field to whom he or she could be compared. The department must vote as a whole on whether the proposed Target of Opportunity search ought to be undertaken. At that point, the recommendation must be forwarded to the Dean's Office for their review and approval.

4. Graduate Admissions Committee

a. Composition

1. The Departmental Chair, in consultation with the Graduate Director, will appoint the members of the Graduate Admissions Committee.
2. Five members will be appointed to a term of one year. In appointing members, consideration will be given to a balance of field, rank, gender, and departmental responsibilities.
3. The Graduate Director chairs the Committee, organizes its activities, and retains a vote in its deliberations.

b. Responsibilities

The Committee is charged with making final decisions concerning the admission and funding of incoming graduate students.

5. Undergraduate Policy Committee

a. Composition

The Committee will consist of the DUS, three T&R faculty members (appointed by the Department Chair in consultation with the DUS) and one undergraduate student (chosen by Pi Sigma Alpha). If one of the three faculty members is also the DUS, then the committee will also consist of one of the Associate Directors of Undergraduate studies.

b. Responsibilities

The Committee's responsibility is to act as an advisory board, as needed, to the Departmental Chair and Undergraduate Director. Areas of consideration include: revision of undergraduate curriculum (with final decision by departmental faculty); revision of undergraduate procedures; and grievance committee for undergraduate student complaints.

6. Graduate Policy Committee

a. Composition

1. The Department Chair, in consultation with the Graduate Director, will appoint members of the Graduate Committee. Three members will be appointed to a term of one year. In appointing members, considerations will be given to a balance of field, rank, gender, and departmental responsibilities.
2. One representative from among the graduate students, chosen by PoGO, will also sit on the committee in an advisory capacity.
3. The Graduate Director chairs the Committee, organizes its activities, and retains a vote in its deliberations.

b. Responsibilities

The Committee's responsibility is to act as an advisory board to the Graduate Director and Departmental Chair. Areas of consideration include: revision of graduate procedures and manual, hearings of graduate student complaints, and requests for late admission.

The Committee is charged with awarding departmental summer funding grants, and may be asked to advise on the ranking of nominees for departmental awards and University or other fellowships.

7. Search Committees

a. Composition

Search committees are appointed by the Chairperson and should include three faculty members from the field, including the committee chair, and one member outside it, with assistant professors as well as tenured faculty represented. The field representative from PoGo serves as the graduate student member of the committee and while he or she does not vote he or she otherwise fully participates in the committee's deliberations. All members of the department will have access to candidates' files and to information on screening decisions that have been made.

b. Responsibilities

Search committees are responsible for conducting searches, selecting three/four candidates for interviews, and recommending to the department faculty and CAP the search committee's top candidate. See further information below under II.A. Policies: Recruitment, Selection, and Hiring.

8. Department Secretary

The Department chair will appoint a Department Secretary each year from among the T&R faculty to keep the minutes of department meetings. This will be considered a service position.

Anyone who would like to make recommendations for a Target of Opportunity search, whether in their own field or another field of the department, must bring the proposal first to the relevant field for their review and approval. If approved by the field, the field's chair will propose that hire to the department for its consideration and an advisory vote. Before the department meeting the chair of the field proposing the hire will distribute to the department's members a memo explaining the rationale for the target of opportunity hire. That memo should also identify three persons in the proposed scholar's age cohort and field to whom he or she could be compared. The department must vote as a whole on whether the proposed Target of Opportunity search ought to be undertaken. At that point, the recommendation must be forwarded to the Dean's Office for their review and approval.

II. POLICIES

A. **Recruitment, Selection, and Hiring**

1. Recruitment

Faculty lines are housed in the College and not in individual departments. There are some exceptions to this policy. These include: endowed chairs that are legally tied to a specific department, lines that are not filled in a given year because the department was unable to find an outstanding candidate in a search, and lines vacated by assistant professors who have been denied renewal or tenure. The department will meet in the spring of each year to discuss collectively which area or field needs have priority and cast an advisory vote to be forward to the Dean. The department will be notified in the summer of the authorized searches for the next academic year.

- b. Fields have the responsibility for crafting job descriptions for departmental and decanal approval
- c. See section I.B.8 regarding the composition and responsibilities of search committees.

2. Selection

- a. The search committee is responsible for the search, bearing in mind the mandates of the Department's commitment to diversity and mission. The Mission and Diversity/Target of Opportunity Committee reviews the search committee's long-short-lists and proposed interview lists.

- b. After the Department's completion of the interview process, the search committee will meet to rank the candidates and make its recommendations. The field as a whole will then meet to review the search committee's recommendations. The field chair will report to the faculty on the field's assessment of the candidates.
- c. Following the search committee's recommendations, the faculty as a whole will convene to discuss the interview candidates and the search and take a vote on the final choice(s). The default method for determining the preferences of the faculty as a whole will be a reverse Borda Count rank of the interview candidates. Should the search committee or the field desire to propose a different means of determining the general department sentiment, that proposal will be included on the agenda for the meeting at least a week in advance and subject to approval of the full faculty present at the meeting. For each candidate there will be a box to check indicating that the candidate is not acceptable. Incomplete ballots will be disregarded. It is the responsibility of the Department Chair to remind the department that faculty who have not been substantially involved in the search process (i.e. attending job talks and readings files) should refrain from voting on the departmental recommendation. The CoW will then cast the Department's authoritative vote in these cases. All of the voting information will be reported to the Dean.
- d. The Mission and Diversity/Target of Opportunity Committee reports to the faculty concerning the search process.

3. Faculty Responsibilities

The Department Chair determines the final interview schedules. Once the schedules are set, the Department Chair will inform the general faculty, in a timely fashion, of the probable schedule of job candidate interviews for all fields.

It is the duty of every search committee chair to remind the members of the committee of their responsibilities in connection with the search for new faculty. These include:

- a. Read all the relevant candidate materials before participating in the field meeting(s) to draw up a list of candidates to be interviewed.

It is the responsibility of the Search Committee Chair to remind the search committee that faculty who cannot read these materials should abstain from voting on which candidates to place on the list of candidates to be interviewed.

- b. Attend all the formal presentations by the candidates, unless explicitly excused by the Department Chair.

It is the responsibility of the Search Committee Chair to remind the search committee that faculty who miss, for any reason(s), two or more job presentations should abstain from voting on which candidate(s) to hire.

- c. Meet with every candidate for a private office visit and make every effort to attend a group lunch or dinner.

Faculty who fail to meet in any capacity with more than one candidate should abstain from voting on the choice of which candidate(s) to hire.

- d. Make every effort to be present for the field meeting(s) at which the merits and performance of the job candidates are discussed and a decision is made concerning which candidate(s) are to be offered a position.

Those who, for professional or pressing personal reasons, cannot attend this meeting should notify the search committee chair as early as possible and provide the chair with thorough written evaluations of the candidates and their performance prior to the meeting.

4. Hiring

- a. The field and departmental advisory votes are communicated to the CoW. After their discussion, they vote on their recommendation, which is then forwarded to the Department Chair and the Dean.

B. Procedures for Reappointment, Tenure, and Promotion

Please refer to the Departmental CoW document.

C. Travel Reimbursement Guidelines

Refer to the University's Travel and Entertainment Policies and Procedures.

1. Guidelines

- a. Faculty may use monies from their discretionary accounts for travel to professional conferences. Once a faculty member's discretionary account is close to being depleted, faculty members may request additional funds from the Dean's office through the Department Chair by written memorandum which includes amount requested and justification which includes specific discussion of how such funds will advance the faculty member's research agenda and lead to external funding.

- b. Senior endowed chairs with grant and endowment funds designated for conference travel shall use those funds for that purpose.

2. Funding and Spending Guidelines

Please refer to the University's Travel and Entertainment Policies and Procedures.

3. Graduate Student Travel

- a. Where possible, the Department shall attempt to make available funds for graduate students who are delivering papers. These funds are drawn from a designated graduate student travel budget. Policies and procedures are detailed in the Graduate Program Manual.

5. Travel Form

- a. The University Travel Expense Report form must be filled out by each traveler.
- b. For conferences, there are specific University policies for documentation which need to be followed. Please consult <http://controller.nd.edu/documents/travelpolicy2008.pdf>

D. Raises

The Board of Trustees establishes an annual percentage raise increase each year. Every member of the faculty is required to submit electronically an updated c.v. to their respective department's administrative assistant by January 15. The Chair makes salary recommendations to the Dean. The Dean makes the final decision on merit raises.

E. Leave Requests

1. All requests for leaves must normally be made in the fall of the year preceding the desired leave. The College of Arts and Letters distributes the information about leave packet and procedures in advance of the deadline. **Faculty must submit a completed leave request to the Chair by the date specified each year.** The packet is forwarded to the Dean with the Chair's recommendation that the leave be approved or denied. Information on procedures and contents of leave packets is available in the Chair's Reference Guide, available on-line from the Dean's Office, and from the administrative assistant.
2. Leave Schedules

The College of Arts and Letters currently grants research leaves within the guidelines stipulated by the *Academic Articles* (III.11). The University does not subscribe to a rigid

schedule of leaves, and leaves are not earned simply as a result of a faculty member's employment for a given period of time.

- a. For details of specific leaves, consult the relevant sections of the most current Reference Guide for Arts And Letters Chairpersons And Faculty.
- b. London and other overseas programs

Faculty may apply or be requested to serve in Notre Dame's overseas programs. Permission to do so is given by the Chair and Dean and is dependent upon the Department's needs and previous leave history.

F. Grievance Procedures

1. Discrimination and Sexual Harassment

Faculty, graduate students, and undergraduates who have a grievance of a discriminatory or gender-related nature, may either consult with the Department Chair or follow the procedures outlined in the Faculty Handbook under Discriminatory Harassment Policy and Sexual Harassment Policy.

2. Tenure Appeal

See the Faculty Handbook.

3. Other Grievances

Within the Department, it is the Chair's responsibility to mediate disputes and to find resolutions for problems which may arise. If the Chair is unable to resolve the problem or the individual remains dissatisfied with the resolution, either the Chair or the individual may request the services of the University's Ombudsman or Department of Human Resources. Other options include: asking a neutral departmental faculty member or a non-departmental faculty member to serve as a mediator, or if appropriate, refer the issue to the graduate or undergraduate policy committees for resolution.

G. Affirmative Action Policy (See Section I, Mission and Diversity/Target of Opportunity Committee)

H. Family and Medical Leave

See the University of Notre Dame Faculty Handbook under "Family and Medical Leave Policy."

In the event that a faculty member petitions for a maternity-related Family Medical Leave, the University's policy is:

The University maintains a generous maternity-related teaching release policy which stipulates that a regular faculty member whose due date for the birth of a child falls any time during the semester is relieved from all teaching responsibilities during that semester; the usual procedure is for the faculty member to inform her department chair of her expected due date as early as practicable; the chair will then notify the Associate Dean for Faculty Affairs, currently Maura Ryan. (When the due date falls outside of a semester, however, the faculty member must contact the Dean's Office regarding relief from teaching responsibilities.) All

regular faculty members are eligible for a maternity-related teaching release. Faculty members relieved of teaching responsibilities under this policy may be assigned other service and administrative duties during the teaching release semester (not including the period of medical leave provided for under FMLA, usually six weeks following delivery; see below). Faculty members granted maternity-related teaching release receive full salary and benefits during the release semester. More details on this policy can be found in the section entitled "Faculty Family and Medical Leave" in the University Policies section of the Faculty Handbook (<http://wal.nd.edu/policies-and-procedures/#Maternity>).

Faculty members in the Department of Political Science who are granted FMLA leave for childbirth and maternity-related teaching reduction are also granted a complete relief from service obligations during the semester of teaching relief.

I. Departmental Meetings

1. Meetings are called by the Chair as needed to discuss hires, policies, and so on.
2. Faculty members are expected to attend all meetings unless they are excused.
3. The Department Secretary is responsible for the taking of Department minutes. These minutes must be approved by the Department before being forwarded to the administration.

J. Office Assignments

The Dean's office is responsible for office assignments. Most departmental faculty are housed in Decio, with the exception of those faculty members who are invited by the Kellogg or Kroc Institutes to have an office in the Hesburgh Building.

K. Computers

It is the policy of the College of Arts and Letters to provide each regular faculty member with either a MacIntosh or IBM-compatible computer. Computers are
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refreshed at regular intervals set by the College. Faculty wishing assistance with computers may contact Arts and Letters computing (631-7021) or the OIT Help Desk (631-8111).

L. Office Supplies

The Department keeps a supply of envelopes and blue books available for faculty. Faculty may use their procards provided by the university to purchase other office supplies.

M. Lectures, Media, and Teaching Materials Support

Faculty may submit requests to the Chair for financial support of special projects, such as class speakers and the like. The department's budget for such matters, however, is extremely limited and faculty are encouraged to avail themselves of other funding sources on campus, such as ISLA.

III. TEACHING

A. Course Obligations

1. Full-time, T&R faculty are normally expected to teach 4 courses in several different categories each year, including a service course, an undergraduate lecture course, a writing seminar and a graduate course. Service courses include introductory courses, College Seminars, University Seminars, lecture courses with an enrollment greater than 65, and required courses in the graduate methods sequence. Faculty should keep in mind that the college and the PAC require the Chair to ensure that all faculty regularly teach the full spectrum of courses, and that demonstration of teaching excellence in all of them is a factor in tenure, promotion, and annual evaluation.
2. The fields are responsible for offering a coherent curriculum within their field and updating their course offerings in light of recent student course demand, the formal requirements of the major, and current faculty resources.
3. The fields plan their future course offerings and curriculum each semester, meeting when necessary to discuss the course plan and priorities. Upon its request, these course plans are submitted to the Undergraduate Studies Office which, in turn, crafts the master course schedule, assigns course time slots and executes other responsibilities pertaining to the course curriculum. The Graduate Studies Office, in consultation with the Undergraduate Studies Office, prepares the TUSC report for graduate courses.

B. Course Policy Issues

1. The Department has a standing commitment with the First Year of Studies to offer two introductory courses in the fall semester exclusively for first year students, with a total of 150 places, and 100 places in its courses for the spring semester. The College specifies the number of College and University seminars offered by the Department and the time blocks in which they are offered each semester.
2. Course enrollment caps are established by the Undergraduate Studies Office in light of projected student demand and pedagogical considerations, with instructor preferences taken into consideration. Except for the occasional introductory course, enrollment in undergraduate courses will not normally exceed 100 students.
3. Enrollment in writing seminars is normally capped by the Office of Undergraduate Studies at 16 students. Instructors may admit two additional students into their writing seminar; but in this event total student enrollment cannot exceed eighteen.
4. Undergraduate students are admitted into graduate courses with the permission of both the instructor and an Undergraduate Studies advisor.

C. Office Hours

1. All teaching faculty are required to schedule a minimum of three office hours per week, usually for a minimum of one and a half hours twice a week, and preferably at different times of the day, so as to allow students reasonable access to the instructor. Office hours need to be up-dated each semester and will be posted on the faculty biography pages of the department's web-site.

D. Summer Session

1. During the fall semester the Director of Undergraduate Studies and the Department Chair solicit proposals for summer session courses from the faculty. All full-time regular Faculty are eligible to teach in the summer session. Graduate students are also eligible to teach with approval of both the DUS and DGS.
2. The Undergraduate Studies Office constructs the summer course curriculum and selects instructors on the basis of pedagogical considerations and faculty rank.
3. Faculty compensation for teaching in the summer session varies according to the rank of the instructor.

IV. UNDERGRADUATE PROGRAM

The undergraduate program is a vital part of the Department's mission and, as a result, it hosts a numerous meetings and events for undergraduate students throughout the academic year. All full-time T&R faculty are expected to contribute to the Department's undergraduate mission in a variety of ways, including teaching undergraduate courses, mentoring and advising undergraduates, supervising senior theses, and holding regular office hours. In addition, faculty may be asked to attend the graduating senior recognition ceremony and other undergraduate events, participate on the selection committees for undergraduate thesis prizes, and serve on the Undergraduate Policy Committees.

A. Requirements for the major.

The Political Science major requires ten courses, including at least one course in each of the four fields, two of which must be introductory courses and the other two of which can be either introductory courses or intermediate-level courses; four intermediate-level courses; and two seminars, normally one by the end of the junior year, in any combination of sophomore, junior, and senior seminars. A graduate course can take the place of a seminar. One semester of the senior thesis can take the place of a seminar. A maximum of three courses can be taken off-site, including transfer courses and study abroad.

B. AP Credit

A score of 5 on the AP U.S. Government or Comparative Politics can fulfill a breadth requirement in that field, but does not count toward the ten courses for the major. Effective with the class of 2015, AP credit will no longer satisfy a requirement for the major. [updated to reflect current policy]

C. Directed Readings

Students with a grade point average of 3.3 or higher and the permission from a department advisor and the Arts and Letters Undergraduate Office, may take a Directed Readings course. A Directed Readings course cannot substitute for a writing seminar.

D. Departmental Honors

To graduate with departmental honors, a student must take a cluster of four enrichment courses including Principles of Microeconomics, Principles of Macroeconomics, a dedicated methodology course, and an upper-level course (in the major or in another department) related to the student's senior thesis. In addition, a student must complete a senior thesis with a grade of B+ or higher, and graduate with a cumulative grade point average of 3.55 or above (the required g.p.a. may change from year to year). The courses outside the Political Science major can be used for University or College requirements or for other majors. The methodology course can be used as one of the four intermediate-level courses for the major.

E. Department Prizes

Each spring the department awards prizes for the best senior thesis in each of the five fields, with selection committees comprised of faculty within each field. The selection committees within each field consist of faculty selected by the Chair and the Undergraduate Studies Office or, in the case of the Rooney Center for the Study of American Democracy Prize by the faculty in that program. The winners must be determined in time for their names to be included in the University Commencement program. The department also awards a prize for service, which is not necessarily awarded to a senior. The winner of this prize is selected by the department advisors.

A. Pi Sigma Alpha

Students who have a cumulative grade point average of 3.7 or higher and have completed four Political Science courses with no grade in a Political Science course lower than a B are eligible to join Notre Dame's chapter of Pi Sigma Alpha, the national honor society for political science majors. Pi Sigma Alpha's advisor is chosen from the faculty.

V. GRADUATE PROGRAM

A. Requirements – See Graduate Manual

B. Funding

1. Departmental faculty funding meetings for graduate students are held in the spring. All faculty members are expected to attend. Decisions are based on quality of work and satisfactory progress through the program. Budget constraints usually limit the Department from funding students for more than five years.
2. The Graduate Director, in consultation with the Graduate Policy Committee, makes recommendations to the Department to continue, change, or discontinue funding based upon materials in a student's written file, including evidence of whether or not a student is meeting Ph.D. requirements on schedule..

C. Graduate Service to the Department

1. Assignment

The Graduate Director is responsible for making graduate service assignments. In most cases, students required to perform service serve as teaching assistants (TAs). TA assignments are based primarily upon student enrollment, past graduate student experience, and field needs. Every opportunity is made to match student and faculty assignment preferences.

2. Teaching Assistant Responsibilities

Faculty members must bear in mind that they have both a responsibility to their own students and to their teaching assistants. Therefore, faculty should ensure that they are responsive to the professionalization of their teaching assistants, but not at the expense of undergraduate education. Faculty should carefully explain and discuss with their graduate students their responsibilities and work load. Faculty should consider providing the teaching assistants with at least one lecture experience with feedback, involving graduate students in the composition of exams, and, if used as discussion leaders, providing guidance to ensure the quality and equality of undergraduate learning. Faculty should consider sharing grading with their teaching assistant.

3. Work load

Students are not to work more than 17.5 hours per week. Obviously the amount of work will vary during the semester.

D. Advising

1. Students are encouraged to seek advice from a wide range of faculty members. Formally, the Director of Graduate Studies acts as advisor to all first- and second-year students. All incoming students also are assigned a mentor from their first field, who is responsible for advising them and monitoring their progress until they choose a formal advisor by March of their second year. By March of their second year, students are required to choose an academic advisor from their first field, who signs a form indicating his/her agreement to take on that responsibility. Students may change advisors after this initial choice by informing the Graduate Director of the change.
2. The fields also serve in an advisory capacity and are responsible for reviewing the work and progress of their first-field students. The Graduate Director retains up-to-date information sheets on the progress of each student. Fields may want to consider designing their own forms for their students to monitor student progress and academic planning. Fields are asked to review all first field graduate students each Spring and provide the DGS with any information about each student's progress that may be relevant to funding recommendations.

VI. PROFESSIONAL APPOINTMENTS

On occasion, the Department of Political Science may be interested in inviting people with experience in government or comparable fields to teach, conduct research, or otherwise enter into a longer-term professional affiliation with the Department as a Visiting Distinguished Fellow (VDF). Note that these appointments are distinct from guest lecturing, invitations for which are at the discretion of individual faculty members.

Specific responsibilities for VDFs will vary depending on the appointee's expertise but may include delivering guest lectures, giving public talks, mentoring undergraduate and graduate

students, engaging in their own research and writing, and teaching courses as an instructor of record.

If a VDF is to teach a course as the instructor of record, it must meet the high expectations of any course offered at Notre Dame, complete with a syllabus, assigned readings, and assignments. Courses taught by VDFs can be 1, 2, or 3 credits, depending on the amount of instructional time. Regardless of the credit hours, the academic rigor and instructional time of such a course must be equivalent to courses taught by our regular faculty. The course must meet regularly, and the VDF must also be available to students for consultation during office hours outside of class time. Such courses can also be team-taught with regular faculty, subject to approval by the Dean.

Applications for these professional appointments are reviewed by the Committee on Appointments (CA), which deliberates and votes on each appointment. Appointments require an affirmative majority vote (over 50 percent) of a quorum of the CA (2/3 of the eligible faculty, as described in the Organization Plan for the Committee on Appointments and Committee on Reappointments, Promotion, and Tenure). Upon completion of each semester as a VDF, reappointment will require a subsequent vote by the CA, following a report by the Department Chairperson, or someone designated by the Chairperson, on the performance of the professional appointee.

VII. AMENDMENT PROCEDURES

Proposed amendments to the department manual must be submitted in writing to the department's teaching and research faculty for approval. The proposed amendment will be voted on at a department meeting. Adoption is by a simple majority of the teaching and research faculty present at the meeting. It is the responsibility of the chair to see to it that the Department Manual is appropriately updated within two weeks when such changes are approved by the Department, and when relevant changes to the College Guide for Faculty and Chairs are announced.