

Department of Political Science

Departmental Policies

Mission Statement

We are a community of teachers and scholars.

As a community of teachers, we are dedicated to sharing the classical liberal arts tradition of close faculty-student collaboration in exploring the enduring issues of the political world. We seek to equip graduates with the skills in critical thinking, collaborative learning, information literacy, oral and written communication, problem solving, diversity and global learning, and ethical citizenship that leave them ready after Radford to adapt to changing circumstances, to step into a career, and to attain their life goals.

As a community of scholars, we are dedicated to advancing knowledge in diverse areas of political science and public affairs through presentations and publications. We work to connect our students to the discipline by bringing our research into the classroom and mentoring students to begin their own processes of original discovery.

We strive to foster a more democratic, just, and peaceful world through the students we produce, the knowledge we advance through our research, and the public service in which we engage.

In pursuance of this mission, the Department of Political Science has adopted the following policies.

I. Workload

The workload in this department is 12 credit hours of work per semester. The balance between teaching, research, and service in this workload will be determined by the chair in consultation with the faculty member and requires the approval of the Dean.

If a faculty member teaches an unpaid overload one semester she/he will be eligible for an equal amount of reassigned time during the next possible semester (remembering scheduling is done 8-10 months in advance).

Department members are eligible for one-course reassigned time for every 15 hours of internship or independent study mentoring they accumulate during the regular academic year over a three-year period.

This department will cap online courses at 25 depending on the wishes of the instructor and the difficulty of the course.

II. Annual Evaluations

The Department of Political Science follows all policies and procedures in the Radford University Teaching and Research Faculty Handbook.

The Chair of the department will review all Faculty Annual Reports and assign rankings based on the Department's Annual Evaluation Criteria.

Annual evaluation and reappointment letters to department members who have not reached the rank of full professor must indicate whether the individual is making progress toward tenure and/or promotion.

Annual Evaluation Criteria

Teaching

The Department of Political Science is composed of teachers who seek to be engaged, active, and reflective. Annual evaluation of teaching will be based on the performance in the following areas. Evidence shall include some of the following:

- Courses current with field and regularly revised;
- Development of new classes, including online versions of courses;
- Student evaluations of faculty teaching;
- Contributing courses to offerings outside of the traditional fall and spring semesters (Maymester, Summer, Augustmester, Wintermester);
- Development or refinement of new engagement activities for students;
- Evidence that classes emphasize department priorities in critical thinking, oral and written communication, information literacy, ethical citizenship, problem solving, diversity/global issues, collaboration;
- Evidence that the faculty member is willing to participate in high-impact student engagement opportunities (study abroad, domestic study away, mentoring internships and independent studies, or activities that foster university-community partnerships);
- Participation in faculty teaching development activities;
- Participation in UNIV 100, team teaching, or interdisciplinary teaching opportunities;
- Grants and fellowships related to teaching;
- Knowledgeable, devoted advising and student mentoring; and
- Special initiatives in teaching.

Teaching may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

Professional Contributions

The Department of Political Science is composed of scholars who are active in their respective fields and seek to grow the field of knowledge through their scholarly activities.

Annual evaluation of faculty professional contributions will be based on performance in the following areas. Evidence shall include some of the following:

- Honors related to scholarship: best paper awards, for example;
- Preparation of articles, books (including edited volumes), and book chapters;
- Acceptance for publication in peer-reviewed journals;
- Book reviews;
- Involvement with organizations in your field;
- Preparation and receipt of grants (peer-reviewed especially favored);
- Working on grant-funded activities;
- Presenting papers at conferences, seminars, and workshops in one's discipline;
- Acting as discussant or chair on a panel at a national or regional conference;
- Consulting requiring research and/or resulting in a publication;
- Obtaining faculty professional development leave and producing a research-related work product;
- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;
- Serving as editor or reviewer for professional journals;
- Review or mentoring of theses or independent research projects, as well as joint research with students;
- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);
- Additional activities as determined by the Department's Personnel Committee.

Professional contributions may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

Service

The Department of Political Science is composed of faculty devoted to service to the department, university, community, and world.

Service will be evaluated based on performance in the following areas. Evidence shall include some of the following:

- Department/college/university/professional association leadership;
- Department/college/university/professional association committee membership;
- Sharing in department duties;

- Advising university-sponsored clubs and organizations;
- Organizing campus speakers and panel presentations;
- Delivering public addresses on campus or in the community;
- Community service (including boards, offices, presentations, workshops, and newspaper articles for lay audiences);
- Faculty Senate membership;
- Development of relations with alumni;
- Participation in accreditation review activities; and
- Participation in programs like Quest/Highlander Days or Major and Minor Fair.

Annual evaluation of faculty service may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

III. Tenure and Promotion Guidelines

The Department of Political Science seeks to hire and promote faculty members who are committed to teaching undergraduate political science within the context of a liberal arts education. This commitment will be strengthened, not diminished, by the scholarly activities chosen by faculty members.

The department expects its faculty members to be good colleagues within the department and citizens committed to the common good of the University and the communities in which they live.

There is no one model of a good college professor. Departments, like the classroom itself, are complicated small communities. Different people take on different roles and styles and emphasize different things in the classroom and in the rest of their professional lives. This diversity of styles, emphases, and interests is what keeps a department an interesting and exciting place in which to work. What holds a department together, however, is the unity of vision or purpose which provides the context for diversity. The conditions of that unity are what this and other documents created by the department seek to express and reinforce.

All tenure, promotion, and reappointment decisions are guided by the relevant sections of the Radford University Teaching and Research Faculty Handbook. Reappointment, tenure, and promotion will be denied in cases where the individual falls below 2.0 in any one category in any evaluation year.

Development as a teacher, a scholar, and a willing, active, collegial, and collaborative contributor to the mission of the Department and the University is an ongoing process. Continued growth in each of these three areas is expected. This Department highly values excellent teaching. The revision of old classes, the development of new ones, the effective incorporation of new pedagogies and readings into classes are all valuable activities that will be rewarded in the annual evaluation process. Faculty members also may submit peer evaluations of teaching or student portfolios as evidence of effective teaching.

In the area of scholarship, the department favors peer-reviewed scholarship related to the faculty member's fields and teaching. To foster these ends, the department evaluates scholarship in terms of the Boyer Model (See: <http://www.twu.ca/graduate/master-of-arts-in-leadership/leadership-learning-resources/boyer-s-model-of-scholarship.pdf>).

Finally, we expect all members of the Department to be willing, active, collegial, and collaborative contributors to the Department's mission and to the mission of the University. The Department expects active service on working committees. It will be helpful to submit a letter of support from the chair of the committees on which you serve in addition to a list of committees and their accomplishments. Community service and service to the profession also will be valued and rewarded in this category.

Untenured tenure-track faculty will meet annually with the Department Chair and the Chair of the Department's Personnel Committee to collaboratively develop a yearly work plan whose successful implementation will demonstrate progress toward tenure and/or promotion. At the end of three years there will be a mid-tenure review to ensure that the untenured faculty member knows exactly where she/he stands with regard to tenure and promotion within the Department. Submission of a full-range of materials related to teaching, research, and service is expected at that time.

Promotion to Assistant Professor

The Department considers these the necessary and sufficient criteria for promotion from the rank of Instructor to Assistant Professor.

1. Completion of the Ph.D. or other appropriate terminal degree.
2. Cumulative yearly performance reviews must average at least "above expectations" (3.5) in the area of teaching.
3. Active, collaborative, and willing participation in service and advising. Annual evaluations of service must average at least "above expectations" (3.5).
4. Scholarship ranked at least "above expectations" (3.5) with evidence of scholarship including some of the following:
 - Honors related to scholarship: best paper awards, for example;
 - Preparation of articles, books (including edited volumes), and book chapters;
 - Acceptance for publication in peer-reviewed journals;
 - Book reviews;
 - Involvement with organizations in your field;
 - Preparation and receipt of grants (peer-reviewed especially favored);
 - Working on grant-funded activities;
 - Presenting papers at conferences, seminars, and workshops in one's discipline;
 - Acting as discussant or chair on a panel at a national or regional conference;
 - Consulting requiring research and/or resulting in a publication;

- Obtaining faculty professional development leave and producing a research-related work product;
- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;
- Serving as editor or reviewer for professional journals;
- Review or mentoring of theses or independent research projects, as well as joint research with students;
- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);
- Additional activities as determined by the Department's Personnel Committee.

Promotion to Associate Professor and Tenure

The Department considers the criteria defined below for promotion from the rank of Assistant to Associate Professor to be those necessary and sufficient for tenure consideration:

1. Completion of the Ph.D. or other appropriate terminal degree. All annual performance reviews must average at least "above expectations" (3.5).
2. Annual evaluations of teaching must average at least "above expectations" (3.5).
3. Evidence of active, collaborative, willing, and voluntary service to the Department, the College, and the University. Annual evaluations of service must average at least "above expectations" (3.5).
4. While at the rank of Assistant Professor, a demonstrated commitment to the development of a pattern of scholarship. Scholarship ranked at least "above expectations" (3.5) with evidence including some of the following:

- Honors related to scholarship: best paper awards, for example;
- Preparation of articles, books (including edited volumes), and book chapters;
- Acceptance for publication in peer-reviewed journals;
- Book reviews;
- Involvement with organizations in your field;
- Preparation and receipt of grants (peer-reviewed especially favored);
- Working on grant-funded activities;
- Presenting papers at conferences, seminars, and workshops in one's discipline;
- Acting as discussant or chair on a panel at a national or regional conference;
- Consulting requiring research and/or resulting in a publication;
- Obtaining faculty professional development leave and producing a research-related work product;
- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;
- Serving as editor or reviewer for professional journals;
- Review or mentoring of theses or independent research projects, as well as joint research with students;

- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);
- Additional activities as determined by the Department's Personnel Committee.

Some peer-reviewed publications are required for tenure and promotion.

Promotion to Full Professor

The Department considers the criteria defined below to be necessary and sufficient for promotion from the rank of Associate to Full Professor:

1. Cumulative yearly performance reviews must average at least "above expectations" (3.5).
2. Annual evaluations of teaching average at least "above expectations" (3.5).
3. Service contributions must average "above expectations" (3.5) over the period since promotion to associate professor.
4. While at the rank of Associate Professor, a demonstrated and continuing commitment to a pattern of research. Scholarship ranked at least "above expectations" (3.5) with evidence including some of the following:
 - Honors related to scholarship: best paper awards, for example;
 - Preparation of articles, books (including edited volumes), and book chapters;
 - Acceptance for publication in peer-reviewed journals;
 - Book reviews;
 - Involvement with organizations in your field;
 - Preparation and receipt of grants (peer-reviewed especially favored);
 - Working on grant-funded activities;
 - Presenting papers at conferences, seminars, and workshops in one's discipline;
 - Acting as discussant or chair on a panel at a national or regional conference;
 - Consulting requiring research and/or resulting in a publication;
 - Obtaining faculty professional development leave and producing a research-related work product;
 - Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;
 - Serving as editor or reviewer for professional journals;
 - Review or mentoring of theses or independent research projects, as well as joint research with students;
 - Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);
 - Additional activities as determined by the Department's Personnel Committee.

Peer-reviewed publications attained since promotion to associate professor and tenure are required for promotion to full professor.

I. Travel

All full-time faculty members are eligible for equal travel support in order to do research or present research findings. If there are leftover monies they will be allocated as needed in the following order: first to untenured faculty members, next to tenured faculty members, and third to full-time temporary faculty members.

According to the University's official travel policies, the University requires a Request for Travel Form (RFT) to be prepared in advance for travel that involves:

- overnight travel where estimated total cost is expected to exceed \$500,
- travel funded by sponsored programs (i.e. grant funds),
- all exception-based travel.

When required, the RFT must include all associated costs such as direct-billed car rental, airfare, registration fees, lodging, meals, incidentals, etc., regardless of funding source (state, foundation, personal funds etc.) and be approved in writing before making any travel commitments. All other travel may be approved verbally by the employee's supervisor.

Domestic travel requests should be given to the Department's administrative assistant at least 30 days prior to the proposed travel. International travel requests should allow 60 days for processing and signatures. Requests for reimbursement need to be submitted after travel is complete but no more than seven days after the trip was made. Likewise, requests for reimbursement for purchases need to be made no more than seven days after the purchase was made.

A "Leave of Absence Form" (see APPENDIX A) should be left with the chair at least one day prior to departure.

Faculty members who have used up their departmental travel allocation are encouraged to work with the chair to find other resources on campus to support research-related travel. The College of Humanities and Behavioral Sciences research awards are an excellent source of funding. These awards have regular due dates during the academic year and so require planning ahead.

II. Scheduling

Scheduling is done by the Chair of the Department of Political Science. Although the Department endeavors to take into consideration the needs of all faculty members in scheduling, scheduling primarily is handled on the basis of seniority and the dictates of the schedule grid. The department tries to balance offerings across the week.

The Department offers a selection of courses during the summer sessions. Introductory courses (POSC 110, POSC 120, and INST 101) usually enroll well. We seek to offer an upper-level course

suitable for Social Science majors every summer. Assignment of those classes depends on interest and seniority.

IV. Grading Policy

The department recognizes the option for faculty to use +/- grades.

The department follows Radford University's policy on awarding grades of Incomplete which states:

"Occasionally, students are unable to complete course requirements because of circumstances beyond their control: e.g. a disabling accident or illness, or a family-related issue that creates a clear hardship for the student and precludes the completion of final assignments or exams. At the discretion of the faculty member, a grade of "I" (Incomplete) may be assigned. Incomplete grades are to be awarded only in those cases in which all but a small portion of the course work has been completed. Otherwise, the burden in completing unfinished assignments would be severe, and withdrawal from the course or the university is appropriate and recommended. Incompletes are also not to be awarded because students want or need additional time to complete assignments to avoid low grades, or so that students have time to do "extra credit" work to improve their grades. Prior to the time when the extenuating circumstances emerged, the student should have been making satisfactory progress in the class and not be in danger of earning a grade lower than "C." Finally, A-F grades cannot be changed to incompletes after the term has ended; arrangements for incompletes must be made before the end of the term and prior to the awarding of final grades."

Faculty members are encouraged to speak with the department chair prior to awarding a grade of Incomplete in any instance in which a student has not completed 85-90% of the required work for the course.

V. Advising

Advising is an integral part of the students' undergraduate college experience. It is an opportunity to provide concrete guidance on classes and majors. It is also a chance to mentor students to the next stages of their lives.

The department's policy requires students to talk to their advisors about academic progress and career planning each semester (this could be done in person, via skype, or other modes of interaction). Advising should precede giving the student the PIN number which allows them to register for classes.

We believe it is the student's responsibility to understand their degree requirements, ensure they are making progress to a timely graduation, and monitor campus e-mail for important announcements regarding courses and graduation. The role of the advisor is to mentor and support.

VI. Office Hours

Faculty members are expected to offer one office hour per class per week. Please try to stagger office hours so that some are offered in the morning and some are offered in the afternoon. Office hour availability should be posted on the door as well as on the department website.

VII. Grade Appeals

Radford University's grade appeal process can be found at <http://www.radford.edu/content/registrar/home/about/academic-policies/grade-appeal.html>. It specifies that the Personnel Department of each department and a student constitute the Department Grade Appeals Committee. The student member of the Department of Political Science's Grade Appeal Committee is chosen by the chair in consultation with the rest of the Department.

VIII. Absence

In case of personal or family illness that requires missing a class, faculty members are expected to notify their classes, the Administrative Assistant, and the Department Chair in writing. Two failures to notify the chair in writing constitute a handbook violation and the chair is required to write a letter so stating for inclusion in the faculty member's personnel file. Please cooperate with the department administrative assistant so that this form is filed whenever you are ill or take time off for the illness of a family member. Please reference the Teaching and Research Faculty Handbook for further information on policies on sick leave and family medical leave. The form for a non-medical absence can be found in Appendix B. A link to the form for a medically related absence can be found in Appendix A.

IX. Administrative Assistance

Our Administrative Assistant is a colleague in the Department's work. S/he should be treated with the same respect we show one another. If there is a problem with his/her work, please speak to the Department Chair immediately. If s/he has gone out of the way to be helpful with some problem that needs immediate attention, please tell the Department Chair so that the Administrative Assistant can be commended for it on his/her annual evaluation and/or the Chair can place a record of extraordinary contribution in his/her personnel file.

XIII. Syllabus

Faculty members are expected to provide their syllabi each semester by e-mail to the department administrative assistant and department chair. Please make sure each syllabus follows the SACS requirements as expressed in the syllabus template attached as APPENDIX C.

XIV. Reynders Scholarship

The Department will vote annually on a ranking of students seeking the Reynders Scholarship. Priority will be given in the rankings to those with a Political Science major and a GPA of 3.0. It will be renewable if the student continues to meet the required GPA. Preference will be given to students with the concentration in Foreign and National Security Policy, a minor in International Studies, or foreign language abilities.

APPENDIX A: PR 14

This form can be found here:

<http://www.radford.edu/content/dam/departments/administrative/human-resources/forms/pr14.pdf>.

APPENDIX B: Application for Leave of Absence

<http://www.radford.edu/content/dam/departments/administrative/human-resources/forms/pr2.pdf>

Request to be absent from Radford University from _____ to _____

inclusive of a total of _____ working days.

Reason(s) for absence:

Classes to be covered in my absence are:

| Class | Date | Time | Location | Faculty Substitute |
|-------|------|------|----------|--------------------|
|-------|------|------|----------|--------------------|

Requested by: Date: Faculty Member

Approved by Date: Department Chair or Dean

*A completed copy of this form will be filed in Department office.

APPENDIX C: University's Suggested Template for Course Syllabi

Check-sheet for Undergraduate Syllabi

1. Course Information

Course Title

Catalogue Description (available here:

<http://catalog.radford.edu/content.php?catoid=15&navoid=405>) or your own narrative as to what the class is about.

Course Number and Section (if you have questions about which is/are your section(s), please let me know)

Credit Hours (all CRJU courses are 3)

Class Meeting Days and Times

Room where class is held (available from the schedule, here:

https://ssb.radford.edu/PROD/bwckschd.p_disp_dyn_sched)

Is this a regular, online or blended course

2. Instructor Contact Information

Instructor Name(s)

Office Hours and any online hours (per the Faculty Handbook, need to be available one hour per week, per class – it does not need to be one consecutive hour, but you can divide this time if you wish)

Office Location

Office Phone Number

Instructor E-mail

3. Course Content

Course Goals and/or Student Learning Objectives/Outcomes

There is no “master list” of goals you are required to use, so you can write these on your own.

However, they should be consistent with the course description in the catalogue

Prerequisites and Co-requisites if any (this is available in the Catalog Description)

IF Dual Level (400/500)

Different Syllabi or separate information for each level

Differential Course Assignments

Differential Assessment and Evaluation Procedures

Required Materials (e.g., textbooks)

4. Assessment and Evaluation

Assignments, exams, quizzes (unless “pop”), participation, etc. (The underlying idea is that students should know, going into the course, what the assignments and activities are on which they will be graded) and the value of each.

Grading Policies

Method of Evaluation (points or percentages; grading scale showing what makes an A, B, C, etc.). Please indicate if you will use +/- grading (e.g., A, A-, B+, B, B-, etc.). You are not required to use +/- grading – if you wish you can use the standard A/B/C/D/F without plusses and minuses. It's your choice, but be clear as to what the grading scale will be.

NOTE: An exam must be given or an assignment must be due at the final exam time scheduled for your class. Finals should not be given during the last week of class.

5. Policies (it is fine to put in the URL about where to go to find this information rather than including it in the syllabus)

Students with Disabilities – all syllabi must include the following statement:

If you are seeking academic accommodations under the Americans with Disabilities Act, you must register with the Disability Resource Office (DRO). Submit disability documentation to the DRO in the lower level of Tyler Hall Suites 54-69, by fax to 540-831-6525, or by email to dro@radford.edu. Once documentation is received and reviewed, a Disability Services Specialist (DSS) will contact you for an interview. You will be notified via RU email when your accommodation package is complete. Meet with each course professor, during his or her office hours, to discuss the accommodations and return signed documents to the DRO. For additional information and disability documentation guidelines, visit www.radford.edu/dro or call 540-831-6350.

Academic Integrity/Honor Pledge (e.g., statement regarding importance thereof, and consequences for violating; Academic Integrity information is available as part of the Standards of Student Conduct, specifically, parts 1B on the Honor Code and 5D.1-8 on academic dishonesty: <http://www.radford.edu/content/student-conduct/home.html>)

Other policies you hold to in this or all your classes (24/7 rule, no handwritten assignments, attendance rules, deadlines and penalties for late work, etc.)

6. Class Calendar: Schedule of Reading Assignments, Exam Dates (if known), and Assignment Due Dates (if known). It's generally more important to schedule due dates for major exams and projects, and it's generally more acceptable to go "day by day" on minor assignments or quizzes. The idea here is to give students as much advance notice as possible in terms of what will be expected in the course, at the same time understanding that not everything can be scripted in advance.

For Distance Learning or Online courses, the following is required in addition to applicable requirements for the face-to-face courses:

1. Instructor's virtual office hours, if any.

2. The technological requirements for the course. For example:

Hardware • Headset with a microphone

• Webcam (Recommended)

Software • The latest version of Java (indicate where is available)

• The latest version of Adobe Flash (indicate where is available)

• The latest version of Adobe Acrobat Reader (indicate where is available)

• Microsoft Office (indicate where is available)

Internet Connection • 1 MBPS Broadband Connection

3. Contact information for Radford University's Information Technology Customer Service Center:

<http://www.radford.edu/content/it/home.html/broadband/>

- Phone: (540) 831-7500

4. Procedure for resolving technical complaints.
5. Preferred method for reaching instructor, e.g., email, phone, text message.
6. Maximum timeframe for responding to student communications.
7. Language pertaining to academic accommodations:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Office (DRO). The DRO coordinates campus disability services available to students with disabilities. It is located in Tyler Hall, Lower Level Suite 54-69. You can reach them via phone at 540-831-6350 or 540-922-1176 (VP for ASL Users) and via email at dro@radford.edu. Their web address is <http://www.radford.edu/content/dro/home.html>

8. Contact Information for Distance Learning Library Services or Support.