FACULTY ORIENTATION & POLICY HANDBOOK

DEPARTMENT OF POLITICAL SCIENCE
University of California, San Diego
UNIVERSITY POLICY AND PROCEDURE

The information in this handbook is a summation of departmental and university policy and procedure. For complete information, please refer to the appropriate resource:

**Departmental Website**
http://polisci.ucsd.edu/

**UCSD Website**
http://www.ucsd.edu

**University Faculty Handbook**
http://www.ucop.edu/acadadv/acadpers/handbook/welcome.htm

**University Academic Personnel Policies**
- UC-wide  http://www.ucop.edu/acadadv/acadpers/apm/
- UCSD  http://academicaffairs.ucsd.edu/aps/reference/personnel-policies.html

**Academic Affairs Website**
http://academicaffairs.ucsd.edu/

**Integrity of Scholarship**
http://www-senate.ucsd.edu/AcademicIntegrity/AcademicIntegrity.htm

**Instructional Material Services**
http://coursematerials.ucsd.edu/

**Grading Policy / Academic Regulations**
http://www-senate.ucsd.edu/epg.htm

**Office of Contracts and Grants**
http://ocga3.ucsd.edu

**Human Research Protection Program (formerly Human Subjects Program)**
http://irb.ucsd.edu/

**UCSD Technology Transfer and Intellectual Property Services office**
http://invent.ucsd.edu/

**Center for Teaching Development**
http://www-ctd.ucsd.edu

**Benefits**
http://atyourservice.ucop.edu

**Academic Review Process**
http://adminrecords.ucsd.edu/PPM/docs/230-28.HTML

**Leaves of Absence**
http://adminrecords.ucsd.edu/PPM/docs/230-10.html
http://www.ucop.edu/acadadv/acadpers/apm/s5-740.html

**UCSD Directory**
http://blink.ucsd.edu/

**UCSD Principles of Community**
http://www.ucsd.edu/principles/
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POLITICAL SCIENCE DEPARTMENT ADDRESS/ HOURS

University of California, San Diego, Department of Political Science, 9500 Gilman Drive, La Jolla, CA 92093-0521, (858) 534-3548, fax: (858) 534-7130.

Administrative Offices – Social Science Building Room 301 - Monday-Friday 8:00 - 12:00 and 1:00 - 4:30

Student Services Office - Social Science Building Room 301 - Monday-Friday 9:00 to 12:00 and 1:00 to 4:30 p.m. (Whenever possible, closures of offices are posted.) Undergraduate academic advising available Monday – Thursday from 9:00 a.m. until 11:30 and from 1:30 until 4:00; Friday from 9:00 a.m. until 11:30 a.m.)

Faculty office hours are posted at the Undergraduate Student Services Office, Social Science Building Room 301 and at the individual faculty office doors.
COURSE PROCEDURES

*** Preliminary Items Requiring Action

The following tasks must be completed upon acceptance of your teaching assignment:

1) Arrange the days/time/enrollment limit with Ariane Parkes (aparkes@ucsd.edu). She will contact you when this information is needed.

2) If your course has never been taught in Political Science at UCSD, please furnish Mary Quisenberry (maryq@ucsd.edu) with a detailed course description (40 words maximum appropriate for catalog copy). This must be submitted as soon as possible as it needs approval from the Committee on Educational Policy.

3) Textbooks/desk copies/library reserves: In order to have the textbooks ordered, placed on library reserve and have desk copies ordered for your course, submit your detailed information to Ariane Parkes at aparkes@ucsd.edu. She will need the course number, text title, author, edition, and, if available, the ISBN number.

4) During quarters you teach, you must hold office hours (2 hours per week). You will be contacted for this information.

5) Prepare a detailed syllabus including your office hours, phone number, room number, and e-mail address. Allow your TAs ample time to duplicate your syllabus before your class begins. We encourage you to put this and other course information on your web page.

6) For information on confidentiality (e.g., parents of students may not obtain any information concerning the student), grading of course work (e.g., there is no D+ or D-), requests for incomplete, academic dishonesty, your mandatory attendance at final examinations, etc., see Grading Policy section below or visit the website: http://senate.ucsd.edu/manual/Regulations/Regcode.htm

7) Should you wish to hold review sessions for your students before examinations, provide Ariane (aparkes@ucsd.edu) with the dates and times at least two weeks in advance. She will arrange for a classroom with the registrar for the review session to be held accordingly.

Office Hours

Faculty should establish office hours by the end of the first week of classes; please send an e-mail to the Student Affairs Assistant with this information. A minimum of two hours/week is required.

Permanent faculty relieved of teaching duties in a given quarter are still required to hold office hours by appointment. Faculty on sabbatical leave (except sabbatical in residence) or on leave of absence need not schedule regular office hours.

Visiting Lecturers

Lecturers are typically housed in the Social Sciences Building on the 3rd or 4th floor if space is available. Requests for office space should be submitted to Collette.
Academic Advising

Graduate
All incoming graduate students are assigned a faculty adviser at the beginning of their first quarter of study. Students typically retain the same advisor for the first year, but they may change advisers at any time. Advisors serve as graduate students’ personal contact with the department: they advise students regarding departmental requirements and their academic programs. Graduate students meet regularly with their advisers during the quarter. If you have general graduate program questions, you may speak with Jennifer Neri, the Graduate Coordinator, Room 301, SSB.

Undergraduate
All undergraduate students are entitled to academic advising in the political science major. Drop-in advising is provided in the department student services office and via askpolisci@ucsd.edu and the Virtual Advising Center. The department also has a Faculty Undergraduate Advisor who can be consulted regarding study abroad, the major, faculty issues. Career advising is primarily provided by Career Services and there are advisors who specialize in particular fields, i.e., pre-law.

Room Availability & Reservations
The Department has three seminar/conference rooms: Social Science 104, 333, and 353. These rooms may be scheduled for graduate seminars, undergraduate seminars, or other meetings. All rooms must be reserved in advance by contacting Ariane Parkes (aparkes@ucsd.edu).

AudioVisual Services and Equipment
Audio/Visual equipment for instructional use can be ordered by Natacha Tullier. Faculty with wide-ranging or unusual A/V needs should consult with the MSO during the planning process to ensure that funding is available.

Department AV Resources
Two overhead projectors, a slide projector, microphones, laptop, and a computer projector are available for checkout from the department. Our conference room, SSB 104, has an overhead and computer projector in the room. Please check with Natacha Tullier (ntullier@ucsd.edu) regarding availability.

Instructional Materials
At http://iwdc.ucsd.edu/Faculty/faculty.htm you will find information about establishing websites for your courses.

Course Web Pages
Several options are available for those who wish to publish course materials on the web. Small websites with limited materials can be published on the faculty member’s own personal website or on departmental servers (Jeff Frisch can provide additional information on these options). There are also additional on-campus web resources designated specifically for instructional purposes that faculty are encouraged to take advantage of. For example:
Electronic course reserves
The UCSD Libraries offers online publishing of many course materials at no cost at the library's website. See http://libraries.ucsd.edu/resources/course-reserves/about.html for more information.

Academic Computing and Media Services
This service is run by Academic Computing Services, and offers free and low-cost web training, consultation, assistance, and web-hosting services for UCSD faculty members. They also provide interested faculty with access to TurnItIn, anti-plagiarism software, and Ted (course management software). See http://iwdc.ucsd.edu for more information.
Copying Policy

All photocopying must be charged to the users’ departmental index number. A teaching subsidy is available at the end of the fiscal year to help defray the costs. For both environmental and financial reasons, faculty are strongly urged to provide as many materials electronically as possible. To facilitate this, the copy machine in the department workroom has scan to email capabilities and Jeff is available to help prepare and post materials to the web.

Copying Resources

Department Copy Machines
Copy machines are located in SSB 311 (department office workroom) and 314 (graduate lounge). You can activate the machines and charge copies to your faculty account by swiping the provided card and entering in your index number.

University Libraries
The University libraries use a separate copy-card system. If you want to request library copy cards for you or your TAs, please see Christy. For a greener and less-expensive option, the libraries also have scan/email stations.

Soft Reserves
Soft Reserves, a not-for-profit campus organization, will copy and sell readings, homework solutions, sample exams, or any printed item to students. Check with Ariane Parkes (aparkes@ucsd.edu).

Imprints
Imprints is your UCSD print resource center. For syllabi, midterms, and/or final exams, Imprints provides cost effective, labor saving copying services; collating, interleaving, stapling, and delivery of work are free. Check with Ariane Parkes (aparkes@ucsd.edu).

Faculty Research and Other Material
Use your individual departmental index number for materials for committee work, recommendation letters and other administrative business. Research sponsored by faculty members should be charged to the individual faculty member's grant, only with his/her permission.

Class Rosters
The office of the registrar does not distribute class rosters; however, they are available via TritonLink with the appropriate clearance (provided by Jeff Fritsch). Visitors and graduate students without this access can contact Natacha Tullier for assistance with rosters.

Students with Disabilities
http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,24575,00.html
Students with disabilities may request a variety of accommodations that we are required by law to provide. Students should bring you an official form signed by the Office for Students with Disabilities which describes the accommodation. Please notify Mary Quisenberry (maryq@ucsd.edu) for arranging examinations for any students who express that they need this. The department does not always have the appropriate equipment, space, etc., so please do this as soon as you are notified by a student of their needs in order that arrangements can be made.

Concurrent Enrollment
Persons who are not enrolled UCSD students may enroll in regular UCSD courses on a space available basis through "concurrent enrollment." Such persons are commonly known as "extension students" because they pay fees to Extended Studies & Public Service (ESPS) instead of to UCSD. Instructors will receive separate rosters and grade sheets for these students. Names of students enrolled through concurrent enrollment will not appear on the regular class rosters or grade sheets. Please return them to Natacha Tullier after processing. Extension students are not allowed to enroll in 199s (independent study).

TAs

Courses with sufficient enrollments are provided with teaching assistants/graders. If you have special TA needs, please speak with Jennifer Neri (jmneri@ucsd.edu) well before the quarter. Jennifer makes the initial TA assignments.

TAs are required to:
- attend all lectures;
- meet with discussion section(s), if applicable.
- hold two office hours/week. The offices available for this will be the graduate student's own office.
- duplicate appropriate course work as needed (see Copying Policies below);
- grade as requested, and
- perform any pertinent teaching duties; TAs may give an occasional lecture; instructor must remain present.

Make contact with your TAs prior to the beginning of the quarter. More specific information on the duties of TAs are listed in the "Graduate Teaching Assistant Handbook." See Jennifer Neri to obtain a copy.

TA Training and Supervision
When a TA is assigned to a course, the faculty member in charge of that course is expected to provide TA training and supervision. At the beginning of the quarter, the faculty member should meet with the TA to explain his/her duties and responsibilities. After the initial meeting, regular weekly meetings with the TA are highly recommended.

The professors must evaluate TAs at the end of each quarter as a stipulation of the TA union contract.

Political Science 199 (Independent Study)
Special Studies Political Science 199 is intended to enable students to learn about subjects not taught in regular courses and to engage in research. Such a project should be carefully planned with the faculty. Prerequisite knowledge should be carefully discussed with the instructor and clearly stated on the form.

Eligibility: at least 90.0 units completed, cumulative grade point average of 2.5 or consent of instructor, P/NP grading. Extension students are not allowed to enroll in a 199.

The Department of Political Science will count two 199s as part of the minimum of 12 upper division courses towards the major.

Giving Exams
http://www-senate.ucsd.edu/cep/midterm.htm (CEP Midterm and Finals Policy)
Mid-term exams, final exams, or final papers must be given in most undergraduate Political Science courses; some graduate courses also have final exams. A reminder will be put into teaching faculty mailboxes prior to exam week. Students are required to furnish their own blue books.

**Midterm**
- Instructor must be present.
- A midterm examination, if given, must be scheduled during regular class hours.
- An alternative time is acceptable for examination if there is a valid reason (illness, family emergency, religious holidays, etc.).

**Final Examinations**
- Are required. Only if approved by CEP, a paper or special project are acceptable.
- Instructor must be present.
- The final exam schedule is printed in the schedule of classes each quarter.
- Must be during examination week (week 11). They may not be administered during week 10.
- Alternative times require written approval from CEP AND a second exam possibility has to be offered at the original scheduled time. To make arrangements for additional final exam times, check with undergraduate advising staff.
- The instructor may not require a "take-home" final examination to be turned in before the date and hour at which the examination in the course was scheduled by the registrar.
- No student may be excused from the final exam.

**Retention of Examinations**
Instructors are required to retain examination papers for at least one full quarter following the final examination period, unless the papers have been returned to the students.

**Grading Exams**
Please refer to the campus booklet titled Grading Information for complete details. In brief, here are your grading options:
- A+, A, A- = Excellent
- B+, B, B- = Good
- C+, C, C- = Fair
- D = Poor (There is no D+ or D-)
- F = Fail
- P = Pass (C- or better)
- NP = No Pass (D or below)
- I = Incomplete

Particular attention should be paid to awarding Incompletes. An "I" should be awarded only if a student is in good academic standing and has serious problems, health or otherwise, during finals week of the course. Prior to that, a student should withdraw from the course if unable to complete the work. Incompletes must be made up during the next quarter. This can be a problem if you, as a lecturer, are not on campus then or are not teaching the same course. It is still your responsibility to help the student remove the "I" grade by accepting late work or administering a special final exam during that next quarter.

So be cautious: an Incomplete is not a grade to be used lightly. Please discuss any questions with undergraduate or graduate advising staff before assigning an Incomplete.

**General Grading Policy**
Responsibilities of the Instructor:
The instructor in charge of a course is solely responsible for the grades assigned. To avoid misunderstandings, the instructor should set forth his or her grading policy clearly at the beginning of each quarter, as well as the position taken on such requirements as examinations, reports and papers, make-ups, due dates, and which forms of aid and collaboration on assignments are authorized for the course.

Criteria
- All students must be graded on the same basis
- No extra work possible for salvaging a failing grade
- No extra time beyond final exam
- Incomplete only for health/family/emergencies

Integrity of Scholarship
- http://www-senate.ucsd.edu/AcademicIntegrity/AcademicIntegrity.htm
- Honesty must be upheld on both sides - student and faculty.
- Academic Dishonesty: detailed rules are in the UCSD catalog and Schedule of Classes.
- Instructors must report any and all occurrences of suspected academic dishonesty to the dean of the student's college for guidance.
- "Faculty Hold" to be put on the grade report's memorandum column and grade should be left blank
- Upon resolution of the suspected academic dishonesty situation, a memorandum will be sent directly to the instructor with detailed information regarding how to resolve the grade.

Returning Exams
Each quarter an e-mail is directed to all instructors for that quarter with detailed information regarding examination submission and retrieval.

Students may waive the Buckley Act which indicates they are willing to have their examination made available in a publicly accessible location. For those students the following information must be affixed on the exam:

WAIVER: By signing your name below, you waive your right to privacy. If you waive your right, your exams will be made available on date(s) and time(s) to be announced. If you do not waive your right, they will be available from your instructor or TA.

I AGREE TO WAIVE MY RIGHT TO PRIVACY: ______________________
Signature/date

Posting Grades
No posting of grades is allowed on the UCSD campus. Students must retrieve their grades only from their TritonLink account on the date published in that quarter's schedule of classes. Grades are never made available to students - they are responsible for checking their own records. For further information please check: http://www-reg.ucsd /records/grdbk8.html

Gradesheets
Gradesheets will be placed in your mailbox before finals-week. Grades should be submitted to Natacha. A cover memorandum will be affixed to each set of gradesheets with day/time they are due.

**Teaching and Course Evaluations**

Teaching effectiveness is an important criterion used in hiring/rehiring instructors at all levels. For permanent faculty, teaching effectiveness must also be addressed in each merit review.

Course & Professor Evaluation – CAPE - [http://www.cape.ucsd.edu/](http://www.cape.ucsd.edu/) - is a campus service that surveys undergraduate students at the end of every quarter and publishes a compilation of its findings. CAPE provides instructors with an opportunity to describe the course, goals, intent, etc., for inclusion in their printed book. For sufficiently large political science undergraduate classes, CAPE staff will contact the instructor to arrange to distribute evaluation forms in the class. While instructors may refuse CAPE coverage, they are strongly encouraged to permit it when requested.

*Graduate Course Evaluations:* At the end of each quarter, graduate students are given course evaluation forms which are then summarized and kept on file in the department.

**Center for Teaching Development**

[http://www-ctd.ucsd.edu](http://www-ctd.ucsd.edu)

The Center for Teaching Development (CTD) is a central facility devoted to the continued improvement of teaching and learning. The Center offers the following resources to the faculty: (1) the services of consultants who offer a third-party perspective on student-teacher interaction; (2) a comprehensive approach to teaching assessment and improvement including student questionnaires and videotape feedback; (3) seminars and workshops on teaching methods and the latest instructional technology; (4) assistance in effective public speaking; and (5) a clearinghouse for cross-disciplinary information about research and innovation in higher education.

**Summer Session**

Summer Session teaching opportunities are available. Those interested should contact Summer Session. The salary for teaching one 4-unit course in one five-week session is 8.5% of the nine-month salary as of June 30 when Summer Session begins. Two courses, taught in one five-week session, are considered a full load.
RESOURCES

Faculty Orientation Program
http://academicaffairs.ucsd.edu/faculty/programs/default.htm
Each year the EVC conducts a program for new faculty to acclimate them to UCSD. In addition, additional sessions are held for junior members of the faculty to help them adjust to academic life.

Campus Tours for new faculty/staff/visitors
Tours are available for individuals from University Communications for new faculty/staff/visiting scholars. Contact Corlyn Vance, x44414.

ID Card
You must have a University photo ID to use in the libraries, to use the card-operated copy machines, to cash checks, purchase a faculty parking permit, to get a recreation gym card, to buy discount concert and theatre tickets, and for all other University services and activities. Collette Isachsen can provide you with the appropriate form. For more information go to: blink.ucsd.edu and search for “Campus Card.”

Keys
Check out office and building keys from Natacha Tullier. Faculty and permanent staff are exempted from paying a deposit for their first set of keys. Keys are the property of the University and must be returned upon departure.

Persons needing temporary access to a particular room should ask in the front office.

Security
The Social Sciences Building is open to the public from 8:00 a.m. until 4:30 p.m. Monday-Friday. Thefts (wallets, computer equipment, etc.) can occur in as little as 17 seconds. We therefore strongly recommend that you lock your office door every time you leave your office, even if you only intend to be away for a few minutes. In addition, never prop open a stairwell door when the building is closed.

Mailboxes
Your mailbox is in the main office of the department, room 311. Mail is delivered and picked up once a day (weekends and university holidays excepted), in the morning. You should check your mailbox frequently as students, faculty, and staff often will leave messages there.

Bulletin Boards
Departmental bulletin boards are located in the hallways of SSB, room 311, as well as the Graduate Student Lounge. These boards are reserved for academic and departmental information, including job announcements, colloquium schedule, calls for papers, conference schedules, and research grant opportunities. If you wish to post something or get a copy of something that has been posted, please ask at the front desk. Please do not remove items from the bulletin boards.
Telephone
Telephone equipment (university-owned), tolls and voicemail and other services are charged to your departmental support index. You may also provide your own phone equipment.

Long Distance Calls
You must pay for all your own long distance calls. A detailed statement of charges will be put into your mailbox on a regular basis. There are directions in the front part of the UCSD telephone directory on how to use your own personal/telephone credit card. Please see Christy to obtain a long-distance authorization code to charge your long distance to your department index or extramural fund.

Fax Machine
Room 311 SSB has a fax machine that you are welcome to use to send and receive faxes. The number is (858) 534-7130. Long distance faxes, like long distance phone calls, should be charged to your own phone or credit card.

Parking
Except in hourly rate visitor spaces, parking on campus is by permit only. A variety of permits are available, including daily, monthly, and annual permits. Employees with certain types of long-term appointments may purchase an annual permit and pay for it in monthly installments through payroll deduction. Faculty members are entitled to an "A" parking permit and a variety of other commuter options. You will need a campus ID card or letter from the department with your job title and job code in order to obtain a permit. You can review your options at: parking.ucsd.edu

Supplies
Faculty can order supplies with their index number at marketplace.ucsd.edu or purchase them from outside vendors and submit receipts for reimbursement.

Purchasing
For assistance on the various UCSD purchasing procedures and policies, contact Christy Nygren.

Faculty Research Grant Opportunities and Proposal Assistance

To ensure that your proposal is submitted on time in accordance to UCSD and Agency policies and procedures, please meet with Mary Polytaridis or Christy Nygren to discuss possible proposals as early as possible.

OOGA’s website: http://ocga3.ucsd.edu provides an extensive list of links to research funding opportunities from both federal and non-federal sources including the National Institutes of Health, the National Science Foundation, and others.

UC Research Grants and Fellowships
These opportunities are typically awarded through a yearly competitive review process.
Academic Senate Committee on Research
http://www-senate.ucsd.edu/cor.htm
Offers grants, particularly to newer faculty, for travel to scholarly meetings and for research support.

Faculty Career Development Program
http://academicaffairs.ucsd.edu/aps/adeo/fcdp
FCDP is intended to provide release time for junior faculty primarily for one quarter in order to concentrate efforts on research or other creative activity. The program may also provide support for summer research, supplies/equipment, and salary for an assistant, and travel expenses related to a project.

Hellman Faculty Fellowships
http://academicaffairs.ucsd.edu/faculty/awards/hellman/index.html
Funds awarded are primarily intended to enhance the individual’s progress toward tenure. Normally reserved for faculty who have served at least two years as an assistant professor, but not yet have been recommended for tenure.

Additional awards - http://academicaffairs.ucsd.edu/faculty/awards/index.html

Financial Maintenance
Financial reporting is done on a monthly basis. Updates can be requested at any time, directly from the fiscal staff. Please consult with them if you should have any questions regarding any award policies, account balances, etc.

Hiring Undergraduate Assistants
To post job openings for undergraduate assistants, contact Christy Nygren. Also contact her if you already have a student you want to hire. Do not employ or pay students until the hiring process has been completed.

Human Research Protection Program (formerly Human Subjects Program) and Human Subject Pool
The Human Research Protection Program is run out of the School of Medicine, and located at: La Jolla Village Professional Center, Suite 2145, 8950 Via La Jolla, La Jolla, 92037 FAX: 858-455-9540
Their website: http://medicine.ucsd.edu/humsub/ contains additional contact information, fact sheets, applications and other resources.

All experiments involving human subjects must be approved by the University’s Committee on Activities/Investigations Involving Human Subjects before research begins. Forms are available at the Human Research Protection Program’s website.

Computer and Network Services
All of your network, systems, and computer-related questions and concerns should be directed to Jeff Fritsch.
Network and Remote Access
Network access and remote access configurations and solutions will vary according to need and situation. Contact Jeff Fritsch to discuss a personalized network access solution. Please do not attempt to connect any machines to the network without first contacting the Network Manager. Jeff will also work with you to obtain access to campus systems and active appropriate logins/passwords.

Email
Everyone with a computer account is expected to check their email regularly, as important University and departmental notices are frequently sent in this manner.

Email accounts on the divisional server, weber.ucsd.edu, are assigned for every member of the department by the departmental network manager, Jeff Fritsch (fritsch@ucsd.edu). The email address for this local departmental account will be in the form of "username@dss.ucsd.edu". In addition, the University offers a campus-wide email alias in the form of "username@ucsd.edu". This alias can be configured to point to your weber account. This campuswide email alias account is also set up through Jeff Fritsch.

Phone/Email Directory
Office contact information for all departmental members can be found on the departmental website: http://polisci.ucsd.edu/ under the Contact tab. A searchable campuswide email/phone directory is available at: http://blink.ucsd.edu/ Student contact information can be accessed through Studentlink with your Single SignOn Login

Email Lists
To simplify sending email to logical groups of people within the department, Jeff Fritsch maintains a number of departmental list-serves:
- polifac@dss.ucsd.edu includes all permanent faculty members in the department;
- polistaff@dss.ucsd.edu includes all departmental staff members;
- poligrad@dss.ucsd.edu includes all current graduate students.
- politalk@dss.ucsd.edu also includes all graduate students and is used for more informal discussions.
- irps-faculty-perm-l@ucsd.edu all IR/PS permanent faculty members
These lists are intended for departmental use only and should not be shared outside the department. If a group/person outside of the department wishes to send a group email using one of these lists, they should be referred to a staff member, who will then send the message for them.
Library Services
Once you have your campus ID card, you will need to stop by a library circulation desk to activate your borrowing privileges. Visit libraries.ucsd.edu for information on available resources and policies.

Campus Escort Service
The campus police sponsor an on-campus escort program. If you would like an escort to your car, or from one on-campus location to another, call x49255 (4WALK). A Community Service Officer or police officer will be dispatched to escort you.

Sexual Harassment
Sexual harassment is prohibited by University policy and by law. Information about sexual harassment is available from the Office of Sexual Harassment Prevention and Policy.

On the subject of consensual relations, UCSD’s Policy on Sexual harassment states that, “there is an inherent conflict of interest for an individual to exercise direct instructional, and/or advising responsibilities for someone with whom there exists a romantic or sexual relationship” and requires effective measures to ensure unbiased evaluation. For more information, please visit the website: http://oshpp.ucsd.edu/

Article 32, Sexual Harassment:
Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Smoking Policy
Campus policy prohibits smoking in all UCSD buildings, including private offices, classrooms, restrooms, stairwells, and cafeterias.

Colloquia
The department offers seminar series each year so our faculty and students can meet faculty from other universities and UCSD departments and hear presentations on their current research. The time and location will be posted.

Custodial Services / Trash Pickup
Trashcans are emptied regularly once a week. To avoid attracting ants and other pests, please do not discard food items in your office unless you know the trash will be emptied that evening. If you have problems with custodial service or any aspect of building maintenance in your office, please contact Christy.
EMPLOYMENT

Benefits, Academic Review, Sabbatical and Other Leaves, Related Policies

The University of California Faculty Handbook
http://www.ucop.edu/acadadv/acadpers/handbook/welcome.htm
This handbook contains summary information as well as a guide to where official policies and more detailed information can be found.

The Faculty Code of Conduct and Responsibilities
http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf

Benefits & Retirement
General employee benefits (health insurance, disability insurance, retirement plan, 403b, etc.) information is available online at http://atyourservice.ucop.edu/. Most retirement and benefits actions are completed online. For example, this online portal allows you to enroll in benefits, change your benefits during annual open enrollment, begin/change your 403b contributions, transfer your fund balances, update your address, change your tax withholdings, and review your current benefits selections and retirement fund balances. This resource gives you up to date information and allows you to manage your benefits and retirement funds with minimal paperwork. If you have any questions regarding benefits, contact Collette in the department or Linda Jacobson, the campus benefits coordinator for all academic employees, in the central Benefits Office (lmjacobson@ucsd.edu, 534-9686).

Academic Review Process
University policy requires that each faculty member’s performance in the areas of research, teaching, and service be reviewed regularly. The normal review periods range from two to four years based on rank and step. These reviews may result in advancement, which, through a merit (advancement within rank to a higher step) or a promotion (advancement to a higher rank), typically corresponds to an increase in salary. Final decisions concerning advancement are made after the faculty member’s performance, as documented in an academic review file, is evaluated by numerous faculty groups and administrators (the department, provosts, deans, the Committee on Academic Personnel, and the Executive Vice-Chancellor). The Department will make every effort to inform you of your rights and responsibilities related to the review process, but you are strongly encouraged to familiarize yourself with the relevant University policies on academic advancement:

If you have questions about the academic review process, or would like to know when you are scheduled to be reviewed, please contact Collette.

Sabbatical and Other Leaves of Absence
Faculty on academic-year appointments are expected to be in residence from the beginning of the Fall Term through the end of the Spring Term. Absences1 of any length during this period must be pre-approved by the Chair. Leaves of more than 10 working days also require approval from the Dean and,

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1 The only exception allows that faculty may be absent during the periods between quarters without requesting approval of official leave, unless they are traveling on official University business, in which case pre-approval is always required.
possibly, the Executive Vice-Chancellor. Requests for leave must be submitted in writing to the Chair’s Office as far in advance as possible. Obtaining pre-approval for all leaves is important for three key reasons: 1) it allows the Chair and departmental staff to effectively deal with the administrative issues surrounding faculty absences; 2) it is required by university policy; and, 3) university insurance will only cover employees on leave if their absence has been pre-approved.

Sabbatical Leave
Sabbatical leave is a privilege accorded to qualified faculty to enable them to engage in intensive programs of research and/or study to become more effective teachers and scholars and to enhance their service to the University. A regular sabbatical leave allows the individual to devote his/her full-time to research and/or study. The individual is excused from all other teaching and University service obligations. Sabbatical in residence requires the individual, in addition to a program of research and/or study at one of the University campuses, to teach one class at the University which meets regularly at least three hours each week during the sabbatical period, or to perform an equivalent amount of instructional service in a another format.

Academic-year faculty accrue 1 sabbatical credit for each quarter in residence, for a maximum of 3 per academic year. Faculty are allowed to accrue a maximum of 30 total sabbatical credits; credits accrued beyond this maximum will be forfeited. Credits do not accrue during quarters on leave without pay, sabbatical leave, or while on researcher status. 9 credits equal one-quarter of sabbatical leave at 100% salary, 6 credits equal one-quarter of sabbatical in residence at 100% salary. Contact Collette for confirmation of your sabbatical credit balance. For more detailed information regarding the use of credits and the procedures for requesting sabbatical leave, review the policy at: http://adminrecords.ucsd.edu/PPM/docs/230-10.html

Other Leaves With Pay
Leaves with pay for 10 service days or less may be granted to academic appointees for good cause. Examples of “good cause” include professional meetings, lectures, special research projects, etc. However, longer leaves are subject to the regulations of the Extended Leave Policy which dictate that leaves of more than 10 service days will require the forfeiture of sabbatical credits or must be without pay. Questions about this policy and its implications should be directed to Collette.

Faculty may also request a Change In Work Location which is defined as a period in which an academic appointee performs his/her normal duties from a remote location to facilitate conference attendance, or because research and/or teaching activities require his or her absence from campus. Because the appointee’s duties may not be reassigned to others during a Change in Work Location, it typically may only occur during a non-teaching quarter.

Leaves Without Pay
Leaves without pay for up to one year in length may be granted to academic appointees for good cause. Leaves without pay will not be granted to faculty who have accepted permanent appointments outside UCSD, but will be considered, with justification, for faculty who accept visiting or temporary appointments outside UCSD. Faculty who are approved to take leave without pay should discuss benefits implications with Collette or the UCSD Benefits Office. During the period without salary, the faculty member may be required to pay full premiums to maintain benefits during the leave, though leaves without pay for medical or care-giving reasons may be eligible for benefits provided by the Family and Medical Leave Act.
Childbearing and Childcare Leave
Various accommodations and leave options with and without pay are available to faculty members for childbearing and childcare responsibilities including Childbearing Leave, Parental Leave, Active-Service Modified Duties, etc. Assistant Professors also have the option of deferring academic review and extending to their eight-year tenure clock on the basis of these childcare responsibilities. The full Family Accommodations policy is online at: http://adminrecords.ucsd.edu/ppm/docs/230-15.HTML. If you are expecting a child, you should discuss your options with Collette.

Faculty are also allowed leave for other non-professional obligations, such as military service, jury duty, etc. The Chair should be informed of all such leaves as far in advance as possible.

Other Policy Resources
http://adminrecords.ucsd.edu/PPM/docs/230-10.html - Campus policies and regulations for all leaves
http://www.ucop.edu/acadadv/acadpers/apm/s5-740.html - General UC policy on leave

Faculty Honors and Awards
The department makes a concerted effort to ensure that all faculty are appropriately recognized for their achievements. With regards to honors and awards, we deliver this information through the campus communications office and also on the department website. The Communications Office collects information for the next quarterly press release on faculty awards and honors. We also maintain an In the News section on the department website that includes recent honors and awards received by departmental members. Please inform Collette of any honors or awards you receive so that we can share this information.

Faculty Mentoring Program
A senior faculty mentor will be assigned to each new junior faculty member joining the department. This mentoring program was designed to help new faculty members adjust to their new environment. Whether it is academe itself that is new, or simply the UCSD campus, assistance from a well-respected mentor can be an invaluable supplement to the guidance and assistance that a Department Chair provides during the early years at a new university. The program’s success will depend on the new faculty members, their mentors and their department chairs all taking an active role in the acclimation process. An outline of the responsibilities of each is outlined below.
http://academicaffairs.ucsd.edu/faculty/programs/fmp/default.htm

Department and University Service

Faculty Meetings
All faculty members not on approved leave are required to attend all Department Faculty Meetings. These occur on the first Monday of each month throughout the academic year (October - June) at 3:00pm in SSB 104.

Departmental Committees
Departmental committee assignments are made by the Chair prior to the beginning of Fall quarter each academic year. If you are interested in serving on a particular committee, you should inform the Chair prior to the start of the new academic year.
University's Administrative Holidays

- New Year's Day
- Martin Luther King Jr. Day, observed on the third Monday in January
- President’s Day, observed on the third Monday in February
- Memorial Day, observed on the Last Monday in May
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- December 31 (or announced equivalent)