

DEPARTMENT OF POLITICAL SCIENCE

LEHIGH UNIVERSITY

POLICY HANDBOOK

Approved November 2, 2018

I. **Brief History of the University, College, and Department**

Lehigh University was founded by businessman Asa Packer in 1865 and was chartered by the Pennsylvania state legislature on February 9, 1866 (https://www.lehigh.edu/~inspc/Lehigh_History/lehigh_charter.pdf). It was originally founded as an engineering school but two colleges were later added in the early twentieth century, the College of Arts and Science in 1909 and College of Business and Economics in 1910 (<https://plexuss.com/college/lehigh-university>). Programs of study in History and Government commenced at Lehigh University in 1924. The Department of History and Government offered courses in international relations until an independent Department of International Relations was created in 1946-1947 (<https://ia800204.us.archive.org/10/items/lehighcoursecata1946/lehighcoursecata1946.pdf>). In 1962, the Department of History and Government split and became separate departments in the organizational structure of Lehigh. Professor Rocco J. Tresolini was appointed the head of the newly created Department of Government at that time (<https://www.lehigh.edu/library/speccoll/lehigh-history-chronology-1864-1993.pdf>). The implementation of the split for the two departments occurred in the 1963-64 academic year (<https://ia800206.us.archive.org/14/items/lehighcoursecata1963/lehighcoursecata1963.pdf>). From 1963-1996, the Department of Government operated at Lehigh University. The unit was officially renamed the Department of Political Science at the beginning of the 1996-1997 academic year (see the Lehigh University catalogs, starting in 1866, at <https://archive.org/search.php?query=subject%3A%22Lehigh%20University--%20Curricula%22&sort=-date>). At the present time, the department offers two degrees: a Bachelor of Arts (B.A.) and Master of Arts (M.A.) in Political Science.

II. **Mission Statement**

The mission of the Department of Political Science at Lehigh University is to provide undergraduate and graduate students with a sophisticated understanding of the political world that they inhabit through interactive instruction. Accordingly, students are introduced to a plethora of theories, information about political processes and institutions, as well as essential historical context so that all majors will not only enhance their comprehension of the discipline,

but also transition to becoming engaged and participatory citizens in a democratic republic. To assist in the process of creating and disseminating knowledge to the academy, society, and to the University community, faculty colleagues are committed to producing ongoing scholarship in their respective subfields as well as providing service to the University, discipline, and greater community.

III. **Promotion and Tenure**

The promotion and tenure process at Lehigh University for colleagues (sole appointments as well as joint appointments) is governed under the *Rules and Procedures of the Faculty of Lehigh University and Related Information* (see <https://www.lehigh.edu/~inprv/faculty/rules.html>).

The guidelines for promotion and tenure are delineated at the college-level and are available at “Guidelines for Tenure and Promotion in the College of Arts and Sciences at Lehigh University” (see <https://cas.cas2.lehigh.edu/content/cas-tenure-and-promotion-guidelines>). Under the existing guidelines, departments are able to provide addendums to the existing document as long as they are approved by the college in question.

IV. **Tresolini Lecture in Law Series**

The Tresolini Lecture in Law series is a rich tradition in the Department of Political Science that was established to honor the service and scholarship of Professor Rocco J. Tresolini (1920-1967). Professor Tresolini was a constitutional law scholar who attempted to enhance the understanding of American public law to the scholar and citizen alike. As a result of a faculty-led initiative including colleagues from across campus, a generous gift from the Class of 1961, as well as contributions from alumni and friends of the University, this speaker series commenced in 1978 with the inaugural lecture by Judge Edward N. Cahn (Class of 1955) of the U.S. District Court, Eastern District of Pennsylvania, in order to fulfill the vision that Professor Tresolini embraced during his professional career at Lehigh. A list of past speakers is available at the departmental website (<https://polisci.cas2.lehigh.edu/>).

V. **Leadership Structure and Duties**

The chair of the department will be appointed by the Provost and Dean of the College of Arts and Sciences in consultation with the faculty colleagues in the department. A normal term of appointment for a chair at Lehigh University is three years, subject to renewal. The chair will perform all tasks that are necessary and proper for the operation of the department and its academic programs in conformance with the *Rules and Procedures of the Faculty of Lehigh University and Related Information*.

VI. **Faculty Committees**

The department has four standing committees (graduate, Tresolini, Neidell, and assessment) which are staffed with faculty members charged with finding ways to enhance the mission of the department. All committees have the authority to recommend policies to the Committee of the Whole. The graduate committee will be chaired by the graduate director who will serve with two other colleagues appointed by the department chair. The graduate director will serve a term of either one, two, or three years and will be eligible for renewal. The other two committee members will serve for a one-year term with no term limits. The Tresolini, Neidell, and assessment committee members will be appointed by the chair for a one-year term with no term limits. In addition, the chair will create ad hoc committees in consultation with her or his faculty colleagues in the department. With regard to serving on department committees, the chair will poll faculty members in the department periodically as to their committee preferences and try to ensure that committee work is distributed as equitably as possible and that colleagues serve on the committees of their choice.

Per the *Rules and Procedures of the Faculty of Lehigh University and Related Information*, faculty colleagues will participate in promotion and tenure deliberations and pre-tenure reviews as applicable. Promotion and tenure committee members will include all tenured faculty in the case of a candidate submitting credentials for promotion to associate professor with tenure, and will include all tenured full professors in the case of a tenured candidate submitting credentials for promotion to professor.

VII. Faculty Travel and Research

The chair will allocate resources for faculty travel and research in a transparent manner. It is incumbent upon the chair to communicate the availability of funding to her or his colleagues and to be supportive of their creative endeavors as much as the availability of resources will permit. Distinguished University professors must utilize the funds allocated to them by the University for travel and research as opposed to departmental funds. Department funds will be disbursed only upon proper submission of all receipts in the prescribed University manner by the faculty member involved. All travel reimbursement requests must occur within 90 days after the trip is completed or travel funds will no longer be available per University policy.

VIII. Faculty Leaves of Absence

The University policy on faculty leaves of absence is available in the *Rules and Procedures of the Faculty of Lehigh University and Related Information* and is available at:

https://www.lehigh.edu/~inprv/pdfs/pdfs_2015-2016/Guidelines_FrequencyFacultyLeave.pdf.

The chair will forward her or his recommendation to the Dean of the College of Arts and Sciences with regard to faculty leave requests.

IX. Department Coordinator

The department coordinator provides administrative support for the faculty members of the department and is the primary receptionist as well as the office manager of the department. The coordinator works closely with the department chair in order to, *inter alia*, address student needs, engage in course scheduling, ensure that proper procedures and forms are completed in a timely manner, manage department accounts, and to generally ensure that the department is operating in a functional manner. The chair will evaluate the coordinator as required under University policy.

X. **Computer Policy**

Under normal circumstances, existing faculty members will be eligible for desktop or laptop computer renewal every 3-4 years per Lehigh's computer policy. Colleagues who are new to the University will receive a new computer when they commence employment at Lehigh.

XI. **Professional Activity Report (PAR)**

Every year faculty members record their accomplishments in research, teaching, and service in the Lyterati system (see <https://www.lehigh.edu/~inprv/faculty/lyterati.html>). Faculty members typically finalize the submission of their credentials by mid-January for the three calendar years preceding the new year in question. In turn, the department chair must submit her or his reviews and ratings of all faculty to the dean by early February of that same year.

XII. **Student Advising**

The department does not have a full-time professional advisor. As such, it is necessary for the faculty members to assist students in devising logistical plans so that they will achieve their academic objectives in a timely manner. The graduate director is the advisor to all graduate students. The chair will assign undergraduate majors with faculty advisors by examining equity and division of labor issues, student needs, faculty leaves and workload distribution, and other factors as applicable.

XIII. **Participation in Department Meetings**

Attendance at regular department meetings and deliberations regarding promotion and tenure decisions will be done in a traditional face-to-face format where faculty members will be expected to attend the sessions in question in person. If a colleague will be traveling for professional reasons during the time(s) in question, connecting to the meeting via technology may be appropriate. Attendance at other department meetings such as standing committee or ad hoc committee meetings may include the use of technology as colleagues deem necessary and desirable.

XIV. **Amendments**

The Department of Political Science Policy Handbook may be amended by a two-thirds majority vote of the department's faculty members (tenure-track, tenured, and professors of practice).