

APSA Biographical Directory

Don't Be Left Out

The Association is preparing a *Biographical Directory* of members that will be published in early 1988. The last *Biographical Directory* was published in 1973. In addition to the information normally included in the membership directory (name, address, phone, educational level, current position, and fields of specialization), each member will have the opportunity to list honors, publications, employment history, and public offices.

If you have not received a copy of the questionnaire, mailed to all members, by the time you receive the spring issue of *PS*, please contact the national office at once, (202) 483-2512, and request a form. *The deadline for completed questionnaires has been extended to July 15, 1987.*

Advisory Opinions Issued by Ethics Committee

The Committee on Professional Ethics, Rights and Freedoms reviews grievances of political scientists who allege a violation of professional rights and standards, or wish an ethical matter reviewed. Members of the 1986 committee included Ada Finifter, Michigan State University; Susan Mezey, Loyola University; Lawrence Herson, Ohio State University; Paul Sniderman, Stanford University; and Morton Tenzer, University of Connecticut. Below are the advisory opinions added by the committee in 1986 to the 19 existing opinions that are published in "A Guide to Professional Ethics in Political Science," available from the national office for \$3.00.

Advisory Opinion #20 (Adopted May 9 and revised October 24, 1986)

Accepting Offers of Employment

Once an individual accepts an offer of employment from an institution, it is incumbent upon the hiree not to seek or accept further employment for the same initial contract year unless the hiree secures a prior release from the hiring institution.

Advisory Opinion #21 (May 9, 1986) **External Review on Tenure and Promotion Decisions**

Principles

In formulating a policy on outside letters of

reference, the Committee on Professional Ethics, Rights and Freedoms has tried to consider fairly the interests of all parties to the transaction: (1) the requesting institution, which sees a need for impartial reviews of a candidate's work; (2) the candidate, whose job or future professional status are at risk; (3) the reviewer, whose time and professional qualifications are being utilized by the requesting institution. Therefore, guidelines for external reviews are defined by a triad of rights and obligations: those of the department conducting the review; those of the candidate under review; and those of the external reviewers. All three share values in common—for instance, a commitment to fairness and dispatch. But obligations and rights are not the same for all parties; each may give these values a differing weight, even a conflicting interpretation. Hence the need for guidelines.

1. Where external reviews are used in tenure and promotion decisions and if they are used in reappointment decisions, it is the right of faculty members to receive, and the obligation of academic departments to provide, external reviews that are expert, disinterested and timely.

2. Guidelines, necessarily, must concern general principles. Guidelines for external review are not intended to be, and should not be read as, a uniform code, to be applied to all universities and colleges alike. Academic departments differ, for example, in educational mission, institutional resources, access to external reviewers and size. The proper procedure for one department or institution may not be the same for others.

3. As a matter of principle, a given department should use the same procedures and, insofar as possible, similar criteria for all candidates.

4. Solicitations of outside letters of recommendation for promotion and tenure should always be phrased as an invitation which the recipient is free to reject. No presumption should be expressed that there is an obligation to perform this service, but rather that it is a professional courtesy of assistance to the department making the request.

5. A department that solicits an external review on a confidential basis has an obligation to protect that confidentiality.

6. The candidate being reviewed has a professional right to know the motivating principles, customary standards, and principal procedures of the assessment process of his or her department.

Recommendations

1. The department conducting an assessment has the obligation of providing, in writing, to the candidate being assessed, a statement which: (i) sets out the principal parts of the assessment process; (ii) explains the basis of selection of external reviewers; (iii) provides the instructions under which external reviewers will operate; and (iv) provides an account of the process which the department and university will follow in coming to a decision on tenure or promotion.

2. The department conducting an assessment is under a specific obligation: (i) to inform the candidate, in writing, if procedures to be used depart in any way from the department's customary procedures; and (ii) to detail how and explain why procedures may differ in his or her case.

3. The department conducting an assessment has a specific obligation to inform the candidate of the materials (e.g., manuscripts, proposals, publications) which are being sent out for review. The materials to be reviewed need not include all of the candidate's work, but should not exclude material the candidate judges indispensable to his or her assessment.

4. The department conducting an external review, given its overall responsibility to assure an informed and timely evaluation, is ordinarily obliged: (i) to provide external reviewers a copy of the candidate's curriculum vita and of the principal materials on which the assessment is to be based; (ii) to ensure external reviewers sufficient time for a competent and conscientious assessment, as a rule not less than one month; (iii) to state if the assessment is a confidential one, and if not, the terms of departure from confidentiality; and (iv) to explain to external reviewers the relative importance of external reviews in the overall review process.

5. Departments may differ in the number of

external reviewers deemed appropriate. As a general rule, however, the minimum number of reviewers should not be less than three; the maximum number, in the absence of special circumstances, not more than six.

6. When possible, a telephone call should precede a written request so that letters of request are not sent to larger numbers of outside evaluators than is necessary.

7. Prior to selection of reviewers, the candidate being reviewed has a right to call to his or her department's attention possible reviewers he or she feels should be excluded on the grounds of personal bias. Departments and universities have an obligation to provide reviewers that will be objective and not harbor personal or professional biases against the candidate.

8. External reviewers perform a valuable professional service in assisting other departments and universities to assess candidates for tenure and promotion. It is not inappropriate for departments to offer an honorarium to external reviewers, in the case of candidates for promotion and tenure who are not members of a reviewer's university. Institutions should inform the reviewer whether or not they will pay a fee and what that fee is when the initial contact is made with the reviewer.

Advisory Opinion #22 (October 24, 1986)

Inducements for Textbook Adoption

The committee considered the issue of material or financial inducements for assignment of particular textbooks, either provided to departments or to individual teachers. Teachers have an ethical obligation to choose materials for student use without respect to personal or collective gain. The committee strongly discourages publishers from offering inducements for textbook choice apart from making examination copies available and lowering the suggested retail price of a book.

Revision of Rule 20 of the "Bernstein Report" (October 24, 1966)

Rule 20: With respect to any public scholarly activity including publication of the results of research, the individual researcher:

- (a) bears sole responsibility for publication;
- (b) should disclose all relevant sources of financial support;
- (c) should indicate any condition imposed by financial sponsors or others on research, publication, or other scholarly activities;



Diana Saco



Jean Borkenhagen

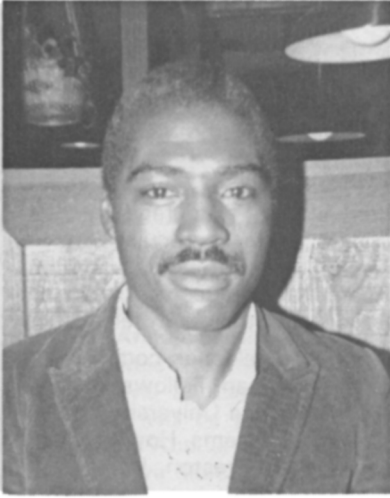
**APSA Graduate Fellows,
1987-88**



Rickey Vallier



Ramona L. Burton



Jerrie W. Brown



Anthony Holm



Venita Martin



Lisa Toland

Association News

- (d) should conscientiously acknowledge any assistance received in conducting research, publication, or other scholarly activities; and
- (e) should adhere to the requirements, if any, of the funding agency, except in cases where they contradict any of the guidelines specified here. □

APSA Selects Black American and Chicano/Latino Fellows

Eighteen students of political science have been named APSA Fellows for 1987-88. Fourteen Black American and four Chicano/Latino Fellows were selected by the Committee on the Status of Blacks and the Committee on the Status of Chicanos, respectively. Four Fellows will receive stipends while the others will receive an honorary fellowship in recognition of their past record and unusual promise for graduate study.

The 1987-88 black American Fellows are:

Fellows with Stipend

Jerrie W. Brown, St. Augustine College
Ramona L. Burton, Hampton University
Rickey Vallier, McNeese State University

Fellows without Stipend

Olivia Outlaw, Miami University
Antoine Wilson, Wilberforce University
Anthony Holm, University of Nevada
Thomas Stewart, University of District of Columbia
Marion Orr, Atlanta University
Terri Henderson, Southern University
Audra Jackson, Jackson State University
Venita Martin, Lake Forest College
Lisa Toland, Winthrop College
Karen Reed, Mississippi State University
David Washington, Jackson State University

The 1987-88 Chicano/Latino Fellows are:

Fellow with Stipend

Diana Saco, Florida Atlanta University

Fellows without Stipend

Olivia Olivares, Northern Arizona University
Jean Borkenhagen, University of District of Columbia
Ingrid Vargas-Sangurima, Queens College of CUNY

The committees encourage graduate departments to pay particular attention to these 18 outstanding students. Departments are requested to consider these Fellows for their own fellowships.

Members of the selection committee for the black American Fellows included: Irvin Brown, Indiana University of Pennsylvania; Linda Williams, Howard University; and Michael Preston, University of Southern California.

Members of the selection committee for the Chicano/Latino Fellows included: Harry Pachon, National Association of Latino Elected & Appointed Officials; John Garcia, University of Arizona; Benjamin Marquez, University of Utah; Angelo Falcon; Institute for Puerto Rican Policy; and Isidro Ortiz, San Diego State University. □

Lucian W. Pye Nominated President-Elect

Lucian W. Pye, noted comparativist and Chinese specialist, has been nominated to be president of APSA for 1988-89. Pye is professor at Massachusetts Institute of Technology.

In addition to Pye, the 1987 Nominating Committee proposed the following slate for Association officers and Council members:

Vice-Presidents (1987-88): Arend Lijphart, University of California, San Diego; Walter Murphy, Princeton University; Barbara Sinclair, University of California, Riverside.

Treasurer (1987-89): Nancy H. Zingale, College of St. Thomas.