

APSA Department Officers Guide

Thank you for utilizing your department account with APSA. Below we have created a guide to help department officers manage their department account. The APSA User Home Page is the starting point to manage the department account for department officers.

All individuals linked to a department account have access to the [Department Portal](#) providing them with access to webinars, resources, and department member benefits.

Accessing User Home Page

1. Log into [apsanet.org](#)
2. Click on your name in the right-hand corner

Renewing a Department Membership

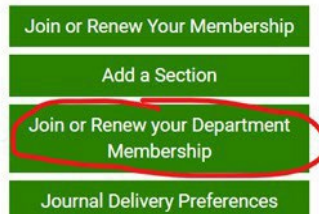
APSA Departmental Memberships run yearly from July 1st to June 30th of the following year. Beginning in April, APSA Member Services will send out renewal notices to the department chair on file.

As a Department Officer, you can renew your membership via the User Home Page:

1. Navigate to your APSA User Home Page
2. Click on the button labeled “Join or Renew your Department Membership”. If you do not have the “Join or Renew your Department Membership” please contact us at: dsp@apsanet.org
3. Confirm the department and faculty size
4. Continue to payment

Membership Info

Type: Individual Memberships
SubType: Regular Member A
Expires: 2/28/2023
Joined: 2022



Updating Department Officers

1. Locate “APSA Resources” on the right hand side and click on Department Officers option.
2. From there you will be able to view all individuals that are currently linked to the department account as an officer. Individuals can be deleted by clicking the “delete” option.
3. To add a new officer, click the “Add a New Officer” button.
4. Select “To locate or change the officer, please click here.”
5. Search for the individual that you would like to add. If the individual does not appear, please have them create an account [here](#).
6. Once the individual is selected, choose the position that the individual will hold. Options include: Department chair, grad program director, placement officer, undergraduate program director, department administrator, faculty, etc.
7. Click “Save”

Account Actions

Contact Information

[My Profile](#)
[My Addresses](#)
[My Email & Phone Number](#)
[My Demographics](#)
[My Degrees](#)
[My Work Affiliations](#)
[Privacy Options](#)

APSA Resources

[Add or Renew a Section](#)
[Add Interdisciplinary Memberships](#)
[Related Groups](#)
[Department Officers](#)
[DSRP Recruitment](#)
[Access eJobs](#)

Posting a listing on eJobs

1. Find “APSA Resources,” on the right-hand side of the page and click on “Access eJobs”
2. Select the Employers options to add a job listing.

eJobs Online

Please select the appropriate button below and then click "Continue".

Job Bank

Candidates: I wish to add or edit my CV and search job listings.

Employers: I wish to add a job listing as an institution or other employer.

- APSA Resources
- Add or Renew a Section
 - Add Interdisciplinary Memberships
 - Related Groups
 - DSRP Recruitment
 - Access eJobs

3. Find Job Bank Menu and click on Add a New Job

Welcome APSA (1995236) to the American Political Science Association Job Bank Area.
You can view a PDF of the previous months's job listings here: [eJobs as of 7/7/2022.](#)

Job Bank Menu

- Add A New Job
- Candidate Search
- Job Search
- Exit the Job Bank

eJobs Transparency Initiative

APSA has implemented a new feature that allows employers to share information with job candidates about the status of a particular job search. Through the eJobs Transparency Initiative employers can update their search status to job posted; phone interviews have begun; short-listed candidates notified; Flyout interviews have begun; Search concluded; Search cancelled

1. Navigate to the Job Bank Menu
2. Click the Job ID of the Job Listing you'd like to edit
3. Select Search Status and click which option best fits
4. Scroll down and click Submit changes
5. If the job has expired, please reach out to dsp@apsanet.org to update the job search status

Job Bank Job ID: 12977

Job Status: Approved

New feature: APSA has implemented a new feature that allows job posters a way to share information with job candidates about the status of the hiring process for a particular job search. To use this new feature, please click on the drop down box below and select from the options available. Please remember to update your job posting throughout the selection process.

Search Status: --Select--

Date of Submission: --Select--

Listing Date: Job Posted

Extend Job: Phone interviews have begun
Short-listed candidates notified
Flyout interviews have begun
Search concluded
Search cancelled

Start Date: Fall ... 2024 ...

Candidate Search

Employers can view and search candidate CVs that have been submitted to APSA eJobs.

1. Navigate to the Job Bank Menu
2. Select Candidate Search

Job Bank Menu

- Add A New Job
- Candidate Search
- Job Search
- Exit the Job Bank

3. Use the drop-down menus to filter potential candidates by Region, Job Position/Rank, Expertise, and Salary Range and click search
4. Once the results appear, click the candidate's name or ID to view their information

| ID | Candidate | Position/Rank |
|------|------------|----------------------------|
| 4784 | [REDACTED] | Open |
| 4586 | [REDACTED] | Fellowships/Post-docs: All |
| 4609 | [REDACTED] | Academic Positions: All |

Show Candidates: All Dates

Keyword: (Name, Position, Title, Expertise, Subfield)

Region: All US Regions

Job Position/Rank: Academic Positions: All

Subfield: American Government and Politics

Expertise: Constitutional Law & Theory

Salary Range: \$80,000 - \$89,999

Search Clear Search

Departments with active eJobs listings have the opportunity to participate in Interview Services at the APSA Annual Meeting. APSA provides space and facilities for employers to interview job candidates for one or more days onsite at the APSA Annual Meeting.

Department Sponsored Student Memberships

Through the [Department Sponsored Student Membership Program](#), departments can subsidize a year of APSA membership for their Masters and Ph.D. students. Sponsored student memberships cost \$26 and departments may sponsor as many students as they wish to fund for up to four years per student.

To participate in the program, send the completed [form](#) to membership@apsanet.org for processing.

Diversity Student Recruitment Program Enrollment

APSA established the Diversity Student Recruitment Program to advance diversity in political science. In collaboration with undergraduate and graduate political science departments, the program identifies undergraduate students from under-represented backgrounds who show potential for or are interested in doctoral study, and shares this recruitment information with APSA member graduate departments that enroll in the program. For questions or more information, contact diversityprograms@apsanet.org.

1. Once on the User Home Profile, find "APSA Resources," on the right hand side of the page, and click on "DSRP Recruitment"
2. Confirm that the correct department name is listed and click submit
3. Submit payment

Please note that there is an additional fee to enroll in the Diversity Student Recruitment Program

APSA Resources

- [Add or Renew a Section](#)
- [Add Interdisciplinary Memberships](#)
- [Related Groups](#)
- [DSRP Recruitment](#)
- [Access eJobs](#)

Meeting Information

- [Register for the Annual Meeting](#)
- [Proposal Submissions](#)

Donations

- [Make A Donation](#)

Transactions

- [Pay Invoice](#)

Access Resources on the APSA Departmental Portal

When logged in to apsanet.org, department officers have access to the [Department Portal](#) which provides resources to support departments and their leaders. The materials available focus on Hiring & Pipeline; Curriculum, Teaching and Undergraduate Enrollments; and Department Leadership:

Hiring & Pipeline

Resources related to inclusive practices in faculty recruitment, hiring, retention, and promotions, graduate student recruitment and support, as well as the student-to-faculty pipeline.

The **Hiring & Pipeline** page provides access to resources related to inclusive hiring and recruitment practices, addressing systemic racism and social justice in and out of the classroom, and information related to APSA Interview Services

The **Curriculum, Teaching, and Undergraduate Enrollments** page provides departments with access to APSA's teaching resources and recruitment brochures and flyers available to download and share

Curriculum, Teaching, and Undergraduate Enrollments

Resources related to external review, curriculum assessment, teaching and learning, and undergraduate recruitment and enrollments.

Department Leadership

Resources for department leaders.

The **Department Leadership** page provides access to the Department Chair Resource Guide, Revised Resources for Conducting an External Departmental Review, and an archive of webinars on a range of topics relevant to your role such as:

- How to Successfully Lead a Pedagogical Reform
- Department Leadership During a Crisis
- Advising and Mentoring for Applied Careers in Political Science

The Department Portal is accessible to all faculty members within an APSA member department. To provide faculty with access link their APSAnet.org accounts as "faculty" under the Department Officer folder in the User Home profile.