I. FACULTY

Membership

The voting faculty of the Department of Psychology shall include all individuals holding active academic appointments in the tenure stream and non-tenure stream with their primary appointment in the Department of Psychology and that are budgeted at 50% or more of full-time effort at the University. All faculty members are expected to share in the responsibilities of the Department. Individuals holding the ranks of such titles as research, clinical, visiting, emeritus or adjunct faculty may participate in departmental governance as non-voting members of the Department.

II. DEPARTMENT ORGANIZATION

A. Graduate Programs: Graduate training is currently organized around five formal programs — Biological and Health, Clinical, Cognitive, Developmental and Social — two joint programs — Biological and Health/Clinical and Developmental/Clinical — and one concentration, Cognitive Neuroscience and an Individualized Program option. The Department has delegated to the five major programs several responsibilities dealing with graduate training, including: recruitment and admission decisions; curricular requirements beyond those mandated by the Department; review and evaluation of student progress; and the exact form taken by the comprehensive examination. Individualized students are under the oversight of the Graduate Education Committee. This program structure may be modified by a vote of the faculty as graduate training needs evolve.

B. Membership in Programs: Membership in a particular program is jointly determined by the individual faculty member who has expressed an interest in joining that program and the existing members of that program who must approve the conferral of membership. Faculty can be members of more than one program.

C. Procedures for Selecting Program Chairs: A program chair is appointed by the Chair of the Department, in consultation with members of the program. Program chairs are appointed for a term of two years that can be renewed by the Chair of the Department upon the recommendation of program faculty.

D. Procedures for Removing Program Chairs: A program chair can be removed by the Chair of the Department acting on his/her own initiative, typically after consultation with program faculty or in response to a request by a majority of the faculty of that program.

III. DEPARTMENT ADMINISTRATION

A. Chair: The Chair is the Chief Academic Officer of the Department. He or she shall be responsible for the administration of departmental business and shall represent the
department to the administration, the University at large, and the profession; in hiring and other negotiations; and in dealing with student complaints and problems. He or she shall preside over meetings of the full department and the Executive Committee. He or she shall prepare the department’s budget, negotiate it with the Dean, and inform the department, in writing, of its general dimensions. He or she shall exercise jurisdiction over the expenditure of departmental funds, and over the office staff and be responsible for salary decisions in consultation with the Dean. In general, he or she shall be responsible for the execution of the department’s bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the department; for the staffing of undergraduate and graduate curricula and requirements; and for keeping the department informed of matters that concern it. The Chair shall act in concert with the faculty, seeking the opinion and advice of his/her colleagues. The Chair may make determinations contrary to such counsel but must fully disclose the nature and extent of the disagreement with faculty opinion and provide reasons for such disagreement to the faculty and to administrative superiors.

1. **Term and qualifications**: Only full time faculty members with primary appointments in Psychology at the rank of Full Professor with tenure are eligible for department chair. The normal term is four years.

2. **Selection, reappointment and removal**: The Executive Committee, together with the current Chair, will establish a process, the goal of which is to poll the tenure/tenure-stream faculty by secret ballot on its choice of Department Chair. Declared candidates who are members of the Committee, and the current Chair, if he/she is also a candidate for possible reappointment, should not take part in Committee or faculty deliberations, but will be able to vote. The results of this poll will constitute the official vote that is reported to the Dean of Arts and Sciences as the recommendation of the Department. The Executive Committee can decide, at its discretion, to solicit feedback from non-tenure stream faculty and graduate students. The Executive Committee will inform the faculty of the outcome of the vote. In the event that the vote of the tenure/tenure-stream faculty does not produce a clear consensus, the Executive Committee will engage the faculty in a dialogue for the purpose of resolving the split, if possible, before the vote is reported to the Dean.

A vote for removal of a Chair can be called for by a written petition of 60% of the faculty holding active academic tenure-stream appointments in the department. Following the petition to remove, the Chair will be recommended for removal to the Dean, if a majority of the active, tenure-stream members of the Department vote for removal. If the Dean accepts the recommendation, the Department shall then elect a new Chair according to the procedures described above.

B. **Assistant Chair**: The Assistant Chair is a high level, full time staff position appointed by the Department Chair, and working under his or her supervision. Qualifications for this position are expected to include an advanced degree in psychology and administrative experience. The Assistant Chair’s typical responsibilities include administering the daily operations of the department: budgets, purchasing, information systems, facilities issues, staffing, and supervision of the fiscal and personnel managers. He/she develops the
course schedule each term in consultation with program chairs and the faculty, assigns instructors, monitors teaching loads of full-time faculty, and handles recruitment and payment of part-time instructors. The Assistant Chair serves as the departmental liaison with the Registrar, Associate Deans, and other university officials. In addition, the Assistant Chair participates in the recruitment and orientation of graduate students and administers all sources of student support. Special projects, such as a major academic conference, the department’s centennial celebration and alumni contact, are also coordinated by the Assistant Chair.

C. **Director of Undergraduate Studies**: The Director of Undergraduate Studies is a full time, tenured faculty member with a primary appointment in the Department of Psychology who is appointed by the Department Chair. Responsibilities are to serve as Chair of the Undergraduate Education Committee, represent undergraduate curricular concerns to the Executive Committee (of which he/she is a member) and faculty, consult with undergraduate students regarding academic concerns, and participate in the hiring of new faculty in primarily teaching-based positions and to serve as a liaison between the Advising Office and the department faculty.

D. **Director of Graduate Studies**: The Director of Graduate Studies is a full time, tenured faculty member with a primary appointment in the Department of Psychology who is appointed by the Department Chair. Responsibilities are to serve as Chair of the Graduate Education Committee, represent graduate curricular concerns to the Executive Committee (of which he/she is a member) and faculty and communicate with the Associate Dean for Graduate Studies regarding department graduate recruiting and training.

E. **Director of the Undergraduate Advising Center**: The Director of the Advising Center is a full time, non-tenure stream faculty member appointed by the Department Chair and working under his/her supervision. Responsibilities include setting and executing policy for the Advising Center with the advice and consent of the faculty, supervising the Center’s undergraduate advisors and serving on the Undergraduate Education Committee as the liaison to that committee from the Advising Center.

F. **Executive Committee**: Each year all full time tenure-stream faculty select by secret ballot the elected members of the Executive Committee. Six faculty members who receive the highest number of votes are asked to serve for one year. Assistant, Associate and Full Professors are eligible unless they are scheduled to go on sabbatical during the year or have served three consecutive one-year terms on the committee immediately prior to the balloting. In addition to the six elected members, Chairs of the five programs who were not elected and the Directors of Graduate and Undergraduate Studies, if they were not elected, also serve on this committee.

The full committee functions as the advisory committee to the Chair on departmental policy issues. The six elected members of the Committee constitute the Faculty Evaluation Committee. The FEC works with the Chair in reviewing the progress of each faculty member in the Spring Term and provides input that is used by the Chair in composing the annual evaluation letter to each faculty member.
G. **Planning and Budget Committee:** The full Executive Committee, together with staff and graduate student representatives serves as the Planning and Budget Committee. In this capacity, the Committee works with and advises the Chair on budgetary and planning matters of the Department.

IV. **CONDUCT OF DEPARTMENTAL BUSINESS**

A. **Faculty Meetings:** The faculty shall meet at least monthly during the fall and spring terms and at other times as appropriate. Each meeting of the department shall be announced by the Chair in advance, with an agenda, and shall be open to all tenure and non-tenure stream, full time faculty of the Department of Psychology, and to others such as graduate student representatives, visiting, secondary or adjunct faculty as deemed appropriate by the Chair, unless matters are to be considered which have been determined by the Chair, in consultation with the Executive Committee, to be confidential and require restricted attendance and/or participation. Any member of the department or student shall be able, upon request to the Chair, to have an item placed on the agenda. A quorum shall exist when one-third of the voting membership is present. Tenure-stream faculty and NTS full-time Lecturers with their primary appointments in the department, and who are present at a meeting, shall vote on issues decided in that meeting. Under extraordinary circumstances absentee ballots may be granted to other tenure-stream faculty not present at the meeting. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department’s bylaws or regulations. Voting shall be by voice or by show of hands, *unless a secret ballot is requested* by a voting member, in which case the request shall be honored, or a secret ballot is required by the department’s bylaws or regulations for a particular action. Where procedural matters are not covered by any departmental bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by *Robert’s Rules of Order Revised*. Minutes recording the proceedings will be taken, maintained, and made accessible to all faculty.

V. **PROCEDURES REGARDING PERSONNEL DECISIONS**

A. **Evaluation of Faculty:** On an annual basis, all faculty are asked to submit self-evaluation documents outlining their accomplishments in the areas of teaching, research, and service during the past year. Each year, the Faculty Evaluation Committee meets with the Chair to review these documents, to assist in identifying areas of strength or growth, and to identify problems that may need to be addressed. On the basis of input from the FEC, teaching evaluations, student evaluations, and other sources, the Chair drafts an evaluation letter to each faculty member summarizing his or her contributions and standing in the department. This letter serves as a guide for determining eligibility for merit-based salary adjustments.

B. **Procedures for Research, Visiting, Adjunct and Secondary Faculty Appointments:** The department may choose to award non-tenure courtesy appointments to affiliated faculty in one of several roles. Research faculty status (primary non-tenure appointment within the department), secondary faculty status (secondary affiliation with the department by faculty with primary appointments in an academic unit of the university...
other than the Department of Psychology) or visiting faculty status (secondary affiliation with the department by faculty from another institution who are on site) may be awarded to those with an academic record who make notable scholarly and teaching contributions to the department. Adjunct faculty status (secondary affiliation by faculty from another institution not on site, or others who contribute to the academic or training mission of the department) may also be awarded to those whose contributions are notable. These positions may be awarded for a one-to-three year period and are subject to renewal. Initial nominations and renewals are approved by a majority vote of the faculty. As with tenure stream faculty, promotion decisions for non-tenure stream faculty (research faculty only) involve the appointment of a promotions committee. Secondary faculty members carry their rank (assistant, associate, full professor) from their primary department.

VI. COMMITTEES

The following is a list of committees that currently function in the department. Graduate students are invited to serve on departmental committees. The normal procedure would be for graduate students to make their preference known to one the Graduate Student Representatives, which would then transmit this information to the Chair. The Chair, in conjunction with program directors and committee chairs, will then select representatives to sit on each of the following committees. The exception is membership on the Executive Committee, which was described previously. Membership on all other committees is for one year and is renewable. Except when specified below, committee membership includes both tenure stream and non-tenure stream faculty.

A. Standing Committees

Colloquium Committee: This committee is composed of full time tenure stream faculty and can also include non-tenure stream faculty. Members representing the five graduate programs, typically one faculty member not affiliated with a program, and at least two graduate students. The task of the committee is to identify and invite outside speakers for the Department’s colloquium series and coordinate their visits.

Graduate Education Committee: This committee is composed of the (tenure stream) chairs of each of the individual training programs, the Assistant Department Chair, the Graduate Administrative Assistant, and a graduate student representative and is presided over by the Director of Graduate Studies. This committee fosters graduate training, coordinates the activities of graduate programs and oversees department-wide requirements.

IRB Committee: This committee, which is composed of full time tenure stream and non-tenure stream faculty members including but not limited to representatives of the five graduate programs, reviews research to be conducted or supervised by Psychology Department members to determine and certify its scientific merit as part of the process required for submitting research protocols to the University IRB. Also, it is responsible for handling the human subjects review of minor student research projects that are conducted exclusively as training exercises (e.g., class exercises intended to build student skills as opposed to actual research projects such as honors' theses or Master's and dissertation studies intended to make a scientific contribution).
**Space Committee:** This committee is composed of full time tenure stream faculty members representing the five graduate programs, typically one faculty member not affiliated with a program, and at least two graduate students. The task of the committee is to consult with and advise the Chair with respect to the equitable distribution and, when necessary, redistribution of research and office space within the Department.

**Undergraduate Education Committee:** This committee is composed of the Director of Undergraduate Studies (appointed by the Department Chair; see III.C.), the Assistant Chair of the Department, the Director of Undergraduate Advising, three or more Additional full time faculty members appointed by the Department Chair, and the Graduate Teaching Mentor (who serves as the graduate student representative). The Director of Undergraduate Studies serves as Chair of this committee. This committee oversees the department’s undergraduate curriculum. Its mission is to monitor and improve the quality of the department’s undergraduate education.

### B. Ad Hoc Committees

**Promotion Committees:** For the promotion of tenure stream faculty, the Chair, in consultation with relevant Program Chair(s), will select a committee of three tenure stream faculty of the appropriate rank to supervise the promotion process within the department, including gathering the relevant documentation, compiling a list of potential outside referees and presenting the completed case to the faculty. For the promotion of non-tenure stream faculty, NTS Lecturers and Senior Lecturers are eligible to be appointed to promotion committees at the appropriate rank.

**Recruitment Committees:** For TS faculty hires, the Chair, typically in consultation with relevant program chair(s) and the leaders of any relevant Center or Department that may be jointly participating in the recruitment effort, shall select a committee, and a Chair of that committee, that will oversee the search for a faculty member for an open position in the Department. The Recruitment Committee shall typically consist of at least five faculty members and one graduate student member. At least one of the faculty members shall be a primary member of a graduate training program that is outside the targeted area of recruitment. For joint searches, at least one faculty member on the committee will serve as a representative of the Center(s) or Department(s) that are involved in the recruitment. All members of the Search Committee will have voting rights, though the vote of the student member may be reported separately. The specifics of the search process will be determined by the Chair of the Search Committee in consultation with the members of the Search Committee. In all cases, however, the Search Committee must obtain approval of the Psychology Department Faculty to invite candidates to interview for the position. Once interviews for the position have been completed, the Search Committee will formulate a recommendation that is to be presented for a vote at a faculty meeting of the Psychology Department.

For the hiring of non-tenure stream faculty, NTS faculty are eligible to be appointed to recruitment committees, have voting rights on recruitment committees, and participate in faculty voting for interviewing and approving candidates for hire.
VII. PROCEDURES FOR WAIVING OR AMENDING THE BYLAWS

A. Waiving Provisions of the Bylaws

Any provision of these bylaws may be waived at any meeting of the department for the duration of that meeting or part thereof, by the consent of three-quarters of the voting members present. Any provision may be waived outside a departmental meeting if three-quarters of the voting members of the department consent. Voting shall be by secret ballot, placed in a signed envelope, in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

B. Amendments

Any new article of the bylaws or an amendment of a previously approved article of the bylaws may be proposed upon petition by at least five voting members of the department. Copies of a proposed amendment shall be distributed to all members of the department, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast by voting members of the faculty (see IA&B) shall be required for passage of an amendment.

VIII. PROCEDURE FOR APPROVAL OF NEW PSYCHOLOGY UNDERGRADUATE COURSES

Any regular faculty member or full time non-tenure stream faculty member can submit a proposal for a new course to the Assistant Chair [Anna Halechko], who will send this to the Psychology Undergraduate Education Committee for review. If the UEC approves by majority vote, it will be submitted to the Department Chair for final approval.

Criteria for Approval of New Courses

1. Does the proposed course appear to fit within the Department’s mission?
2. Would the anticipated enrollment be sufficiently high that the course could be offered at least once every other year?
3. Does the course potentially meet any requirements for the Major in Psychology?
4. Does the proposed course have appropriate levels of readings?
5. Are assignments appropriate for the level of the course? Upper level [1000-level] courses should have some writing component.
6. Are grading standards and assignments clear?
7. Are mandatory statements on academic integrity, students requesting accommodation for disabilities, and other requirements mandated by the university included?