

## **Psychology By-Laws [Amended 10/15/04]**

### **VOTING MEMBERS**

Members of the faculty who hold the rank of Assistant Professor, Associate Professor, or Professor in the Department of Psychology are voting members. Those who have been awarded either of these ranks but are currently in phased retirement may vote, while those who are faculty emeritae may not. In addition, voting privileges may be extended to other individuals for a determined period of time by a vote of two-thirds of the faculty.

Section VI of the Faculty handbook defines ranked faculty, adjuncts and faculty associates. Faculty Associates are appointments which do not include compensation, but which may include special privileges. Persons with this status may or may not be otherwise affiliated with the University. Faculty Associates are encouraged to participate in faculty meetings and discussions of key departmental issues.

### **VOTING ON PROMOTIONS / TENURE**

Current university policy dictates that the department Chair is responsible for confidentially polling all tenured voting members with rank in Psychology on decisions of tenure. Votes may be “for”, “against”, or “deferral of” the granting of tenure. Likewise, the Chair will solicit signed peer evaluations of promotion candidates from all faculty in the department. The results of these procedures will then be forwarded to the CAS Dean.

Mentoring of Tenure/Promotion Candidates. In order to guide the tenure/promotion candidate toward successful execution of teaching, research and service responsibilities, each untenured faculty member will be assigned one or two formal mentors drawn from the tenured Associate and Full Professors in the department (excluding the department Chair). This assignment shall commence during the faculty member’s appointment to a tenure-earning position. The mentor(s) will assist the candidate’s progress toward tenure and promotion and discuss specific recommendations with the candidate and the Chair at least annually.

### **STANDING COMMITTEES**

There are two standing committees in the department as described below. The Chair appoints members yearly by the beginning of the Fall term.

*Graduate Admissions:* There is one member per track and vote is by a simple majority system. The Graduate Admissions Committee must approve all students admitted.

*Executive Committee:* The Executive Committee shall be comprised of at least three tenure track faculty members who hold rank in the Psychology Department. The Department Chair shall make a concerted effort to appoint members to the Executive Committee to form a representative sample of the faculty in the Department while meeting the specific needs of the Chair and Department.

## **AD HOC COMMITTEES**

The Chair appoints ad hoc committees as the need arises. Examples are:

*Faculty Search Committee:* In appointing members, the Chair strives for diverse representation across seniority, ethnicity, gender, etc. and knowledge of the field in which the search is being conducted. A member from outside the department is appointed as appropriate. The Committee Chair must be a tenured professor (of any rank).

The committee's duties include following the procedures outlined for faculty hiring by the Office of Academic Affairs. They draft search materials including advertisements and selection criteria, and submit these to faculty for approval prior to publication; review applications and forward to the faculty a pool of top candidates (generally 4-8). The search committee may conduct phone interviews.

The faculty vote on candidates to be invited for interviews and on the selection of the applicant(s) recommended to the Dean for hiring. This is done by tallying faculty members' ranking of candidates.

*Curriculum Committee:* A committee may be convened to address a particular issue of the curriculum, e.g. undergraduate core, health psychology, etc. Recommendations are then forwarded to the faculty.

## **FACULTY MEETINGS**

Faculty shall meet at least 3 times during both the Fall and Spring semesters. Additional meetings may be called on an "as needed" basis as determined by the chair. Any faculty member can request a meeting, but the final decision to hold one is that of the chair, unless requested by a majority of the faculty.

An agenda will be provided to the faculty at least one week prior to the meeting. Items to be placed on the agenda, therefore, must be submitted to the Chair at least one work week and one work day prior to the meeting. Any exceptions to the above will be included at the discretion of the Chair and identified as such. If an item is added to the agenda due to urgent circumstances, absent faculty will be notified and given an opportunity to cast a ballot if possible.

If a faculty member is unable to attend a meeting, that member may grant a written proxy to another member for the purpose of voting on specified items from the prepared agenda.

Also:

- A majority of the voting membership shall constitute a quorum.
- All motions must be seconded.
- Votes may be cast by hand or voice.
- A secret ballot shall be used if requested by any 2 or more faculty members.
- Electronic, telephone or mail balloting may be conducted as appropriate.
- The chair shall make a reasonable effort to conduct the meeting in an effective and timely manner.

## **TRACK COORDINATORS**

Track Coordinators are appointed by the Chair following consultation with each member of the track.

## **FACULTY ADDITIONS**

Because of the collegial nature of the department, new faculty (including visiting) should have prior approval of the department faculty. Ideally this would be by vote in a meeting, but could be by other methods if time constraints demand.

When a vacancy becomes open and permission is granted to conduct a search, the department as a whole determines the type of applicant to be sought.

## **SELECTION OF CHAIRPERSON**

The chairperson shall ordinarily serve a three-year term. By the end of the fall semester of the third year of an incumbent's tenure as chair, the Executive Committee shall meet with the incumbent to determine that individual's preference for remaining chair for another term. Regardless of the incumbent's preference, the EC will seek input from the faculty and consult with the Dean to determine:

- whether there is any tenured member at or above the rank of associate professor who wishes to be considered for the chairperson position for the next term; and
- the general level of satisfaction with the incumbent.
- whether a search should be conducted for a candidate outside the department.

Should there be a member of the faculty who wishes to be considered as chairperson and should the incumbent wish to be considered for a second term, the Executive Committee will conduct an election to determine the department's preference. Should an election be mandated, each candidate, including the incumbent, will be asked to provide a written statement to the faculty describing

- a vision for the department over the next 3 years,
- a description of areas in need of change, and
- potential strategies for accomplishing the changes and achieving the vision.

Faculty will review these statements and allow each candidate an opportunity to meet with the faculty as a whole for open discussion of key issues. Following these steps, faculty in tenure-earning positions within the department will vote by secret ballot. The candidate who receives a plurality (over 50% of the eligible voters) will be recommended to the Dean as chairperson for the subsequent three-year term. For the purposes of selection of the chairperson, two-thirds of the eligible voting members must cast a non-abstaining ballot for the election to be valid. If no candidate receives a plurality, a second election will be held one week later if necessary. If still

no candidate receives a plurality, both names will be forwarded to the Dean for consideration.

Should the incumbent express a preference for remaining in the chair position for an additional three-year term, and should no faculty member wish to be considered in an election, then the EC members will provide feedback to the incumbent based on their survey of the faculty.

The EC will communicate the faculty's preference to the Dean of the College of Arts and Sciences. Should the Dean concur with the faculty's decision, the individual, whether it is the incumbent or a newly elected chair, will be named chair. Should the Dean not concur, the EC will request a meeting between the Dean and the faculty to address the issue and seek resolution.

## **SUMMER TEACHING / OVERLOADS**

The department's first priority for summer teaching is to the students. Therefore, courses will be assigned to those who have the expertise to teach those classes most needed by students. If funding permits, all faculty members who want to teach during the summer will be provided one course. If funding does not permit each faculty member to receive one course, then priority for the granting of courses shall be as follows:

- First, newly hired faculty members (within 2 years of hiring).
- Provided faculty have expertise in the classes required that term, the remaining tenured and tenure-track faculty members will be given priority on a rotational system. Those receiving a class one year will be placed at the end of the list for the following year.
- Instructors, visiting faculty and adjuncts.

If funding is still available after all faculty who wish to teach receive one course, then the granting of a second course will follow the same order of priority. The assignment of overload teaching shall follow the same priority order as summer teaching.

The department recognizes that direct compensation for chairing theses and internships during the summer may not be possible. However, in order to provide recognition of extraordinary workload beyond expectations, the department may compensate the faculty member with reduced teaching assignments during the fall or spring semester following the summer during which the extraordinary unscheduled teaching was completed. In addition, the chair may grant release time for activities beneficial to the department or college.

## **OFFICE HOURS**

Faculty are expected to post and keep office hours according to university policy. If a faculty member supervises theses or internships and is meeting with these students outside of regularly scheduled office hours, the number of office hours may be reduced to 5 per week. Regardless of total number of hours, posted hours should be distributed across several days per week and across time of day. Faculty are encouraged to be sensitive to student scheduling needs which may fall outside normal hours.

## **ETHICS**

One theme that unites faculty as a department beyond individual discipline or licensure is that we are all faculty members. Thus the Statement on Professional Ethics by the American Association of University Professors is adopted as our ethical guidelines. Those who are members of other professional organizations will be held to those standards as well.

## **CHANGING OF DEPARTMENTAL BY-LAWS**

Amendments to departmental by-laws may be proposed and voted on during any spring or fall semester department meeting; endorsements from three-fourths of the voting members in the department are needed to make any amendments. The text and rationale of the proposed amendment must be submitted to the department chair and distributed to the voting membership at least 10 workdays prior to the meeting at which the change is to be considered.