

Nov 18, 2008

Department of Counseling and  
School Psychology

Constitution

Graduate College of Education  
University of Massachusetts-Boston

## CONSTITUTION

### Preamble

The Department of Counseling and School Psychology prepares individuals to become competent family therapists, mental health counselors, rehabilitation counselors, school counselors, and school psychologists. We strive to prepare our graduates to be caring and ethical professionals, particularly in meeting the needs of those who are traditionally marginalized. We seek to promote collaboration among professionals working in educational and health institutions to enhance the lives of students, schools, families, and communities, and create social environments that promote the realization by all children and adults.

### I. Introduction

- 1.1. The University of Massachusetts, established by the General Court of the Commonwealth of Massachusetts, is governed by the Board of Trustees. The chief executive officer of the University of Massachusetts is the President. The chief executive officer of the University of Massachusetts at Boston is the Chancellor. The chief executive officer of the Faculty is the Provost. The chief executive officer of Graduate Studies is the Associate Provost for Graduate Studies. The chief executive officer of the Graduate College of Education is the Dean. The overseer of the Department of School Psychology and Counseling is the Chairperson. The Department of School Psychology and Counseling of the Graduate College of Education consists of five programs: Family Therapy; Mental Health Counseling; Rehabilitation Counseling; School Psychology; and School Counseling. The Chairperson of the Department is responsible for coordinating, implementing, and administering all University, College, and Department policies, rules and regulations, pertaining to all studies offered within the Department. Each program will have a Director responsible for the overall administration of each respective program.
- 1.2. It is the role and responsibility of full-time faculty to determine the educational policy of the Department, to regulate admissions of students, recommend awarding of degrees and certificates to graduates of the programs, and evaluate peers. It is the responsibility of all full-time tenured faculty to formulate recommendations concerning matters of faculty hiring. In addition, it is the role and responsibility of all faculty, including full-time and part-time bargaining unit faculty, to participate in the development of specific courses of study within the Department, as well as to advise matriculated students.
- 1.3. The right of members of the Department to participate in decisions affecting their responsibilities and careers is basic and gives substantial authority to faculty as members of the Department's Personnel Committee, the governance body of the Graduate College of Education (the College's Faculty Senate), and the University Faculty Council of the University of Massachusetts at Boston. Subject to the authority of the Dean of the College, the Provost, the Chancellor and the President, and to the final authority of the Board of Trustees, the Faculty governance bodies are the primary instruments through which this right is exercised on matters of Departmental governance.

- 1.4. Department membership consists of its faculty, students, and members of the professional staff. Unless otherwise designated, this shall mean full-time, tenured faculty and those who are in tenure-line positions, clinical faculty, and part-time bargaining unit faculty; full-time and part-time professional staff; and full-time and part-time matriculated students in the Department.
- 1.5. Full time faculty with tenure, those in tenure-line positions, and full-time clinical faculty will each have one vote in Department decisions. Part-time bargaining unit faculty members will be permitted to elect one voting member from their ranks for every 10 part-time bargaining unit faculty members in September of each year. In addition, one matriculated student within the Department will be elected to serve as a student representative and allowed to attend all Department meetings. Part-time faculty and the elected student will not have a vote in personnel matters.
- 1.6. All persons who are members of the Department are considered to have the right to attend Department meetings. Departmental meetings will be held regularly (at least 4 times each semester) during the academic year. Additional meetings may be called by the Department Chairperson or by one half of the voting members of the Department. Notification of Department meetings must be made at least five (5) working days prior to the meeting, except in cases of emergency meetings. Department meetings will be conducted according to Roberts Rules of Order.
- 1.7. No official business shall be conducted unless a quorum is present. A quorum is defined as the majority of Departmental voting members.
- 1.8. The Department shall determine by majority vote representatives to the college bodies (e.g. College Senate) to which the Department is required to send a representative.

## **II. Officers/Members of the Department**

- 2.1 The chief executive officer of the Department is the Chairperson. In addition, there shall be a Director for each of the programs within the Department. Roles and responsibilities of faculty and students are defined.

### **A. The Chairperson**

#### Roles and Responsibilities of the Department Chairperson:

The chief executive officer of the Department is the Chairperson. The Chairperson must be a full-time tenured faculty member of the Department. The Chairperson shall be elected by all qualified voting members of the Department. Election shall be by secret ballot and only faculty willing to accept the Chair position if nominated shall be eligible for election. The Chairperson shall be elected by a majority of those voting. In the event of a tie there shall be continual votes taken until one candidate receives a majority vote. The election of the Chairperson shall be conducted in May of an academic year with the term to begin September 1st of that academic year. The term of the Chairperson is for three (3) years and is only renewable in unusual circumstances. The Chair's appointment is to be subject to the approval of the Dean of the College. In the event of a vacancy in the Chair's position, the Department shall hold a special election to select a replacement to complete the remainder of the three year term. This elected Chairperson will be eligible for a subsequent 3-year term.

Personnel:

1. *Hiring:* Recommend, in conjunction with faculty search committee, the recruitment and selection full-time tenure and tenure-track faculty to dean of the college; recruit and select clinical full-time and part-time faculty in conjunction with Program Directors; hire and orient professional and classified staff in conjunction with college administration; promote affirmative action; assign full- and part-time faculty responsibilities; contact or designate the Personnel Committee to contact outside evaluators for entire faculty.
2. *Evaluation:* Annually evaluate full- and part-time faculty teaching, research, and service; provide constructive feedback to faculty, make recommendations to the dean in the administration of faculty merit pay raises; and annually evaluate professional and classified staff.
3. *Professional Development:* Prepare and conduct orientation programs for new faculty; encourage development of each faculty member; stimulate faculty research and publications; and foster good teaching in department.

Finance and Facilities:

In collaboration with the office of the Dean of the Graduate College of Education, prepare departmental budget, monitor expenditures, allocate monies to priority activities, and oversee faculties and equipment.

Department Functions:

1. *Department leadership and strategic operations:* Develop long and short range plans; foster a positive work environment; create department committees; conduct department meetings; and coordinate generation of meeting agenda and minutes.
2. *Administrative operations.* Develop annual and semester class schedules for state and continuing education courses; process departmental paperwork and answer departmental correspondence; process purchase orders; oversee maintenance of electronic and paper files for accreditation purposes; coordinate registration and pre-registration assignments and responsibilities.
3. *External affairs:* Communicate departmental needs to college, graduate studies, and upper administration; coordinate department requests for library purchases; act as a liaison to the Graduate Studies (in conjunction with the Program Directors); update public information for the Graduate Bulletin, APA website, Fact sheets, etc.; represent the Department at appropriate College and University meetings and disseminate derived information to faculty.

Compensation:

Chairship in the Graduate College of Education is a nine-month, non-union position. The Chairperson will receive compensation and course releases according to University policy.

**B. Program Directors**

Responsibilities of the Directors:

1. *Program representation:* Function as a representative of each respective program to professional organizations, students, Department, College, and the general public; function as a representative of the program at University Open Houses and Graduate Student Orientation; submit to the Chairperson recommendations for proposed course offerings for each academic year and summer sessions.
2. *Academic affairs:* Work in collaboration with other program directors, Chairperson, and full- and part-time faculty to evaluate curriculum so that it meets the standards of the profession; work in collaboration and liaison with the Chairperson in the general administration of his/her program including distance education; facilitate certification and licensing procedures; gather data for professional organizations and submit portfolios for program approval; work in collaboration with graduates and Advisory Council members regarding program development; work with Faculty to organize curriculum development and changes to the program, as necessary.
3. *Student affairs:* Organize and participate in information sessions and open houses for recruitment of students; organize and participate in orientation sessions for new students; organize and participate in non-matriculated registration; arrange for graduate assistantships and other awards for students; process all paperwork requiring signature (graduation applications, leaves of absence, etc.); coordinate and approve transfer of credits for matriculated students in the program; review and approve student applications for graduation; participate in registration and pre-registration.
4. *Administration:* Make recommendations to the Chairperson for part-time faculty hiring; collaborate with faculty and professional and administrative staff regarding course scheduling, field placements, distance education, and other administrative matters.
5. *Admissions:* With Faculty, interview, screen and recommend candidates for admission to the program; respond to program inquiries and advise prospective students.

Compensation:

Program Director in the Graduate College of Education is a nine-month, union position. Program Directors will receive compensation and course releases according to University policy.

## **C. The Faculty**

### Responsibilities of Faculty Members:

All full-time tenure-line, clinical, and part-time bargaining unit faculty will engage in and comply with all contractual and professional activities and responsibilities; adhere to professional, legal, and ethical guidelines and standards.

1. *Research:* Full-time tenure-line faculty must build and sustain a record of achievement in the field of academic specialization sufficient to gain on- and off-campus recognition from scholars in his or her field
2. *Teaching:* Full-time tenure-line and clinical faculty will participate in registration and pre-registration of students matriculated, full-time and part-time students; full-time tenure-line, clinical, and part-time bargaining unit faculty will participate in Commencement and Convocation exercises; full-time tenure-line, clinical, and part-time bargaining unit faculty will inform students through the syllabus how and when s/he can be reached, provide a syllabus for each course taught, establish clear grading policies, and arrange final exams during the official examination period according to the procedures outlined by the Provost/Senior vice Chancellor for Academic Affairs.
3. *Service:*
  - a. Full-time tenure-line and clinical faculty will serve as a faculty advisor to designated matriculated students enrolled within the Department and maintain a continual and ongoing advisor and mentor relationship with each advisee; meet with advisees to develop general plan of study; provide general advisement to other matriculated and non-degree students.
  - b. Full-time tenure-line and clinical faculty will demonstrate active participation on program matters (such as program admissions, program development, capstone projects, advisement, program approval, and internship placement).
  - c. Full-time tenure-line and clinical faculty will serve on appointed or elected Departmental, College, and University committees. Full-time tenure line and clinical faculty are expected to demonstrate active participation and leadership internally in ways that contribute to the functioning of the Department, College, and University and externally to the community.

## **D. The Students**

### Responsibilities of Students:

1. Adhere to and comply with all Department, College, and University rules and regulations (e.g., student rights and responsibilities) as they appear in the most recent edition of the Graduate Studies Bulletin.
2. Participate in Departmental, College, University and state and national professional activities.
3. Adhere to professional, legal and ethical guidelines.

### **III. Committees**

3.1 The standing committees of the Department shall consist of the following: Personnel, Steering, Ethics, and Resource Allocation. Membership as well as selection of the Chair for each respective committee shall be determined by Departmental vote.

#### **A. Personnel**

The Personnel Committee shall consist of 3 tenured faculty members that are elected by faculty (as defined in 1.5) every three years. The personnel committee responsibilities include reviewing annual review documents, making recommendations for merit pay increases, and making recommendations to the Chairperson for promotion and tenure decisions according to the university guidelines (Doc. T76-081; Academic Personnel Policy of the University of Massachusetts at Amherst, Boston, and Worcester).

#### **B. Steering Committee**

The Steering Committee shall consist of all departmental program directors. This committee should be headed by the Department Chair. The Steering Committee shall be responsible for providing a consistent forum for program directors to consult on strategic departmental issues, including oversight of the department curriculum and composition of ad hoc committees.

#### **C. Resource Allocation Committee**

The Resource Allocation Committee shall consist of the full-time faculty. The Resource Allocation Committee shall be responsible for identifying and reviewing departmental needs and recommending the allocation of appropriate resources. These shall include, but not be limited to, teaching and research supports such as Graduate Assistants, media, library and assessment materials, etc.

#### **D. Curriculum Committee**

The Curriculum Committee shall consist of faculty representing each of the extant programs. The Curriculum Committee will review, consider, and approve all courses included across all departmental programs. The Curriculum Committee will also be responsible for recommendations of approval of changes in program content, including program mission statements, objectives, and program requirements. Final approval of all changes shall be made by majority vote of all full-time tenured faculty members and those in tenured earning positions.

#### **E. Ad Hoc Committees**

Ad hoc Committees will be established as deemed necessary by representatives of the Department at Department faculty meetings. In unusual cases, the Chairperson of the Department will convene a meeting of faculty members so that they can establish an ad hoc committee, elect its chair, and address a particular issue of concern. Ad hoc committees may be devised to review and update the department constitution, address ethical dilemmas (i.e., all breeches of professional ethics and allegations of misconduct, including professional and/or student misconduct and violations of University or Departmental regulations), or conduct search committees for new faculty lines.

**IV. Bylaws and Procedures**

- 4.1 The Department may adopt bylaws and procedural rules governing the operation of its committees by a simple majority vote.
- 4.2 Once adopted, procedural rules and bylaws shall be amended by simple majority vote.

**V. Ratification and Amendment**

- 5.1 The procedures for ratifying the Department Constitution shall be as follows:
  - a. Constitution shall be considered ratified by the Department if the simple majority of voting members, as defined in 1.5, approve it. The constitution is effective when approved by the Senate and the Dean of the Graduate College of Education, as indicated in the Constitution of the Graduate College of Education.
  - b. Once ratified by the Department the Constitution will be submitted to the appropriate governing bodies of the College for review and approval.
  - c. Amendments to the constitution must be approved by faculty, as defined in 1.5, by a simple majority of voting members and are effective when approved by the Senate and the Dean of the Graduate College of Education, as indicated in the Constitution of the Graduate College of Education.
- 5.2 The Constitution of the Department once ratified, shall be amended if: simple majority of voting members of the Department approve a motion to amend it.