Department of Psychology
Constitution (interim document - revised May, 2011)

I. Governing Body
The Policies and Practices of the Department of Psychology will be established and maintained by the members of the Department.

Regular full-time faculty members of the Department of Psychology whose primary appointment is made within the Department shall have full voting privileges.

II. Meetings
a. The Faculty will meet at least once a month during the regular academic year.
b. These regular monthly meetings should be established by the Chair.
c. Three full-time members of the Faculty can call for a meeting. One week’s advance notification of the meeting, its agenda, time and place are required whenever possible.
d. The Executive Committee will prepare an agenda. Any member of the Faculty may place an item on the agenda. Agenda items may be introduced, discussed, and voted on at the same meeting, unless two members of the Faculty ask for one week’s postponement of the vote.

The meeting of the Faculty shall be run informally according to the spirit of Robert’s Rules of Order. A single member can require the use of formal rules.

A quorum of the Faculty shall consist of one more than half the number of full-time members.

III. Departmental Administration

a. Chair

1. Duties: A Chair shall administer the affairs of the Department and represent the Department in all dealings with the College and University Administration and with other departments and units.

2. Election

   a. The nominee for Chair shall be elected from among the tenured Faculty by absolute majority of the Faculty.

   b. The term of office will be for three years, renewable.

   c. The Chair may be recalled by two-thirds vote of all members of the Faculty.
d. If no tenured faculty member accepts the nomination and/or does not receive an absolute majority vote, the Faculty may nominate and elect by majority vote a non-tenured faculty member of the Department to serve as Acting Chair for no more than one year.

b. Clinical Program - Graduate Program Director (GPD)

1. A clinical member of the full-time faculty shall oversee academic management of the PhD Program in Clinical Psychology. The GPD shall represent the PhD Program in dealings with the Office of Graduate Studies and research and related agencies of the University. The GPD shall chair the Graduate Clinical Program Committee and its Executive Committee and serve ex-officio on the Graduate Admissions Committee. The GPD shall serve as an ex-officio, voting member of the Department Executive Committee.

2. The GPD shall be elected by absolute majority of all FT Faculty and be selected from among tenured Faculty, who are clinical psychologists as defined by APA, for a term of office of three years, renewable.

c. Developmental and Brain Sciences Program – Graduate Program Director (GPD)

1. A member of the full-time faculty shall oversee academic management of the PhD Program in Developmental and Brain Sciences. The GPD shall represent the PhD Program in dealings with the Office of Graduate Studies and research and related agencies of the University. The GPD shall chair the DBS Program Committee and oversee the Admissions process and all major administrative aspects relevant to the program and its students. The GPD shall serve as an ex-officio, voting member of the Department Executive Committee.

2. The GPD shall be elected by absolute majority of all FT Faculty and be selected from among tenured Faculty who are core faculty members in the DBS Program, for a term of office of three years, renewable.

d. Associate Chair

A full-time faculty member shall serve as Associate Chair to assist in departmental management as delegated by the Chair. The Associate Chair shall serve as an ex-officio, voting member of the Department Executive Committee. The Associate Chair shall be elected by absolute majority of the Department for a term of one year, renewable.

III. Other Individual Positions and Advisors to Departmental Student Organizations

a. Representative to the CLA Senate
The Senate is composed of faculty representatives from each department and program in the College. The representative of the Psychology Department is elected by absolute majority of the department for a term of one year, renewable.

b. **Subject Pool Coordinator**

The Subject Pool Coordinator will manage the Human Subjects Pool according to departmental policy.

c. **Colloquium Coordinator**

The Colloquium Coordinator will arrange departmental seminars in consultation with the Chair, the Clinical GPD, and the DBS GPD.

d. **Faculty Advisor to Psi Chi**

The Faculty Advisor for Psi Chi shall oversee the activities of the departmental Psi Chi chapter in accordance with rules set forth by the national organization of Psi Chi and University rules for student organizations.

e. **Faculty Advisor for the Psychology Club**

The Faculty Advisor for the Psychology Club, if formed by students, shall oversee the activities of the student members in accordance with University rules for student organizations.

f. **Faculty Advisor for the Behavioral Neuroscience Club**

The Faculty Advisor for the Behavioral Neuroscience Club, if formed by students, shall oversee the activities of the student members in accordance with University rules for student organizations.

g. **Faculty Advisor for the Cognitive Science Club**

The Faculty Advisor for the Cognitive Science Club, if formed by students, shall oversee the activities of the student members in accordance with University rules for student organizations.

h. **Faculty Curriculum Advisors**

Faculty Curriculum Advisors will serve to provide up-to-date information to students regarding the requirements of their chosen major. There will be one Advisor for each major:

- Faculty Advisor for B.A. in Social Psychology
- Faculty Advisor for B.S. in Psychology and Bio-behavioral Studies Option
- Faculty Advisor for Minor in Cognitive Science
- Faculty Advisor for the Baccalaureate/MBA Program and the Organizational Behavior Option
IV. Committees

The Department will have six standing committees: Department Executive, Graduate Clinical Program, Graduate DBS Program, Personnel, Curriculum, and the Laboratory Committee. The Chair will be an ex-officio, nonvoting member of all committees, except for the Departmental Executive Committee on which the Chair votes. Any committee can be dissolved by 2/3rds vote of the Faculty. The primary charges, terms of office, membership eligibility and composition of these committees are outlined below and are subject to the following general conditions:

a. Members of the Faculty will be polled for committee preferences and nominations.
b. All Faculty must be notified of elections at least one week in advance.
c. All elections will be held by secret ballot unless there is unanimous agreement to hold them openly.
d. Each committee will elect its own chair, except for the Departmental Executive Committee which is chaired by the Department Chair, the Graduate Executive Committee and the Clinical Program Committee which are chaired by the Clinical GPD, and the Graduate DBS Committee which is chaired by the DBS GPD. The chair of each standing committee will rotate at least every 3rd years. Each committee chair will have the responsibility of informing the Faculty regularly of the committee’s recommendations and actions.
e. The Chair of the Department will inform the Executive Committee and the Department of need for representatives to other Departmental committees and to University and College-wide committees. These representatives will then be elected by an absolute majority vote of the Faculty. In extenuating circumstances, the Chair may appoint representatives to these committees until elections of permanent representative can be held.
f. The Faculty and standing committees shall each select its own secretary who shall record and distribute minutes of meetings to its members.

1. Department Executive Committee

a. The Department Executive Committee shall consist of the Chair, the Clinical GPD, the DBS GPD, three other members. At least one member of the committee must be a full professor. In addition, the Associate Chair shall serve ex-officio as a voting member.

b. The Department Executive Committee will prepare a list of nominees to all standing committees. Additional nominations may be made at the election meeting to follow the procedures indicated in section IV above.
c. The Department Executive Committee will review and approve the agenda for Faculty meetings.

d. The Department Executive Committee shall review teaching schedules each semester.

e. All actions of the Department Executive Committee are subject to the review of the Faculty upon the request of a faculty member.

f. The Executive Committee shall review and approve assignments of space to individual faculty members and students in support of the research and instructional missions of the Department.

g. Once the Department has determined and received permission to recruit in an area, the Departmental Executive committee shall nominate a Search Committee consisting of at least three full-time faculty whose scholarly interests are closest to that of the open position. The Faculty shall approve the composition of the Search Committee. The Search Committee will nominate candidates to the Department.

2. **Graduate Clinical Program Committee**

The Graduate Clinical Program Committee shall be composed of all clinical faculty in the Department plus all persons teaching in the Program during the year of committee service. It will be chaired by the GPD and will meet at least once a semester to deal with major policy issues regarding the Program. The Graduate Clinical Committee shall support two subcommittees:

a. **The Executive Committee of the Graduate Clinical Committee** shall consist of the GPD, as Chair, the Director of Practicum Training, and three full-time members from among the Graduate Clinical Program Committee who are elected by the voting membership of the Clinical Program. The Clinical Executive Committee shall work with the GPD to formulate policy recommendations, develop and oversee the week to week business of the Program. It will report to the Graduate Clinical Program Committee at every CPC meeting as well as to the department faculty as a whole at Faculty meetings.

b. **The Graduate Admissions Committee** shall consist of (description pending action from the Clinical Program Committee)

3. **Graduate DBS Program Committee**

The Graduate Developmental and Brain Sciences Committee consists of all core faculty in the Program. (further description awaits action by the group)

4. **The Personnel Committee**
All actions of the Personnel Committee shall be in conformity with existing collegiate and University policies and procedures, especially those outlined in Doc. T76-081.

a. The Personnel Committee will consist of five members, of which at least two shall be tenured and at least one non-tenured member, if possible, to be elected for one year by vote of the Faculty. Members may be reelected.

b. Committee members will be free to abstain, without prejudice, from any personnel decision or evaluation which presents a conflict of interest.

c. The chair of the Personnel Committee shall be tenured.

d. Annual faculty evaluations will be written by the committee, based on discussions of the committee and subject to its approval. The evaluations will include, where appropriate, recommendations about merit increases, equity adjustments, leaves and sabbaticals.

e. The Personnel Committee shall make those recommendations on reappointment to the Faculty, which do not involve pre-tenure or tenure review.

5. Curriculum Committee

a. The Curriculum Committee will consist of five members elected from the Faculty.

b. The Curriculum Committee shall consider all matters pertaining to the curriculum of the Department, except for those matters pertaining to the PhD Program, which are under the purview of the Clinical Executive committee (see VI, a.).

6. Laboratory Committee

a. Three faculty members will serve on the Laboratory Committee. The full-time professional staff associated with the laboratory will serve as staff support for the committee.

b. The committee will establish procedures and policy relation to laboratory use, which support the long-range goals of the Department and accommodate the research and teaching needs of its faculty. The committee will be responsible for supervising the laboratory staff, for preparing the yearly laboratory budget, for establishing priorities and procedures in ordering laboratory supplies and equipment, and for coordinating the use of laboratory space.

V. Personnel Actions

All personnel actions shall be in conformity with existing collegiate and University policies and procedures, especially those outlined in Doc. T76-081.
a. Each faculty member must be fully informed about the conditions of employment, rights and responsibilities at the time of the initial hiring. The Department’s procedures for various personnel actions should be clearly specified, e.g. time and criteria for (1) ordinary reappointments (2) promotion (3) tenure (4) merit increase.

b. Faculty members will be free to abstain, without prejudice, from any personnel decision or evaluation which presents a conflict of interest.

c. Hiring decisions will be determined by a majority vote of all full time faculty who choose to vote yes or no.

d. The Personnel Committee will make recommendations on reappointments not involving pre-tenure or tenure decisions to the full Faculty. The Faculty will accept or reject the committee’s recommendations by a simple majority vote.

e. Tenure decisions will be made by all tenured Faculty.

f. Decisions on promotion will be made by a simple majority vote of all Faculty members senior in rank to the candidate being considered for promotion.

g. All decisions shall be made in the context of the Department’s commitment to affirmative action for equal employment opportunity.

VI. Part-time Recruitment

(needs revision)

VIII. Appeals

A faculty member may appeal decisions that affect the conditions of employment (e.g., salary, rank, teaching load, course assignments) to the entire Faculty. In each instance, the appeal must first be directed, in writing, to the committee or individual making the decision, and then, if necessary, to the Chair.

IX. Students

Appropriate student representatives shall be consulted about Department matters. The Department will encourage the appropriate student organization to choose a member for liaison purposes.

X. Amendments

This Constitution shall not prevent the Faculty from agreeing to other procedures, provided that the latter are not in violation of the basic principles here expressed. If the
new procedures substantially differ from the principles outlined here, amendment of the constitution will be required before they are instituted.

Amendments to this Constitution shall require 2/3rds absolute vote of the Faculty.

Ratification of this document shall require 2/3rds absolute vote of the Faculty.