

# DePaul University

## Psychology

### Department

# Constitution

## I. Program Description

The goal of the Department of Psychology is to provide students with proficiency in the methods, skills, and content of scientific and applied psychology. The Department offers two undergraduate degrees, a B.A. with different concentration areas, and a B.S.. There is a combined B.A./M.S. degree in Industrial/Organizational Psychology, a graduate M.S. degree in General Psychology, and a Doctor of Philosophy degree in the four Program areas of Community, Clinical, Experimental, and Industrial/Organization Psychology. There is also a M.A. available but it is not a terminal degree; it leads directly to the Ph.D..

## II. Members

### A) Faculty

#### 1. Categories

- a) Full-time tenured and tenure-track individuals who hold at least a half-time appointment in the Department.
- b) Full-time non-tenure track individuals (e.g. someone with a one-year contract in the Department)
- c) Part-time individuals (e.g., someone who teaches at least one course and who retains the status of part-time faculty member for only the quarter during which he or she teaches. This category is not intended to include DePaul graduate students.)
- d) Adjunct individuals whose appointment to the Department is regulated by specific guidelines and determined by a vote of the full time faculty.

## 2) Responsibilities

- a) Full time tenured and tenure-track faculty members are responsible for teaching, research and scholarship, and service to the University and the community at large. The Faculty, with input from students and staff members where necessary and relevant, decide on matters of Program development, curriculum, long-range planning, and the establishment of the goals, principles, and activities of the Psychology Department as well as the selection of the Chairperson. Full-time tenured and tenure-track faculty members of the Psychology Department are also responsible for all faculty appointments such as hiring, promotion and tenure of other full-time faculty members, fully or jointly assigned, to Psychology. Full-time tenured and tenure track faculty are expected to attend the monthly Departmental meeting, as well as any specially called meetings.
- b) Non-tenure track, part-time, and adjunct faculty members' responsibilities are defined by the contract under which they are hired. They are invited to attend Departmental meetings, although such attendance is not required.

## 3) Eligibility for Voting

- a) For tenure decisions, only those members of the Department who are already tenured may vote.
- b) For promotion decisions, only those who hold the rank for which the individual is applying may vote.
- c) For the election of the Chairperson, each tenured and tenure track faculty member has a vote. Together, the full-time nontenure track faculty who have had at least one year of full time experience in the Department have a single vote, the process for deciding this vote being left to them.
- d) For all other Departmental matters, any full-time faculty member has a vote.
- e) The use of absentee ballots in Department meetings is permitted only for the election of Chairperson. For all other matters, to be eligible to vote, a faculty member must be present at the time during which the vote is taken.

B) Students

1) Categories

- a) Undergraduate students, both those pursuing a major or minor in psychology, and those currently enrolled in the Department.
- b) Graduate students pursuing a masters or doctoral degree in one of the Program areas.

2) Responsibilities

To provide input to faculty on matters affecting student life. Each of the Doctoral Program areas is expected to name two graduate student representatives to attend the monthly faculty meetings. The undergraduate students may be represented by a member of Psi Chi, or the Psychology Club, chosen through whatever process they desire. All other students are invited to attend Departmental meetings, although they may be required to leave during Executive Sessions, or for other special purposes.

3) Eligibility for Voting

- a) For the Election of the Chairperson, the students get one vote. This vote is jointly cast by graduate student representatives and the undergraduate representative.
- b) For tenure and promotion decisions, the students get one vote. This vote is jointly cast by graduate student representatives, including the graduate student named to represent the faculty member being evaluated, and the undergraduate representative named to represent the faculty member being evaluated.
- c) On all other Departmental matters, students do not get a vote, unless specifically authorized by the faculty in attendance at the meeting.

C) Staff

1) Categories

- a) Administrative Manager
- b) Graduate Admissions Coordinator
- c) Coordinator for Undergraduate Studies
- d) Research Participant Coordinator
- e) Student Assistants
- f) Clerks

2) Responsibilities

Staff responsibilities are defined by the contract under which they are hired. They are invited to attend Departmental meetings, although such attendance is not required. The staff will be responsible for taking and distributing minutes of the monthly meeting. Staff will also maintain such archives and records of minutes and other materials as may be required.

3) Voting Eligibility

For election of the Chairperson, the staff will have one vote, the process for deciding on this vote being left to them.

### III. Governance

#### A. Department Meetings

1) Quorum

Votes shall require a quorum of no fewer than fifty-one percent of individuals eligible to vote on the matter under consideration.

2) Executive Session

When deemed appropriate, it may be decided by vote to go into Executive Session. No minutes will be taken while the meeting is in Executive Session, and students and/or staff may be required to leave the room.

## B. Chairperson

### 1) Responsibilities

The Chairperson represents the Psychology Department to the administration and the community. The Chairperson is responsible for the oversight of the program, including but not restricted to daily operations, budgetary concerns, scheduling, and review of courses. The Chairperson also calls a monthly meeting of the Department during the regular academic year, plus special meetings as needed.

### 2) Eligibility and Appointment

- a. Any full-time tenured or tenure-track faculty member of the Psychology Department of at least associate level is eligible to be Chairperson.
- b. The Chairperson will serve for a three-year term, eligible for reappointment.
- c. The Chairperson is appointed by the Dean of the College of Liberal Arts and Sciences upon the recommendation of the Psychology Department.
- d. In the event that the Chairperson is unable to serve, an Acting Chairperson will be appointed by the Dean upon the recommendation of the Psychology Department.

### 3) Selection Process

- a. In order to facilitate the transition between Chairpersons, the Department will have a Chairperson-Elect, selected by December 1st of the incumbent Chairperson's final year. The process for electing a Chairperson shall be as follows:
  - i. At the regular October departmental meeting of the incumbent Chairperson's final year, nominations will be accepted for the Chairperson-Elect position. (The incumbent can be nominated at this time.) When nominating another individual, it is advisable to first ascertain if that individual is willing to serve. Self-nominations are also acceptable.

- ii. At the regular November Departmental meeting, or at a specially called meeting, nominees will be given the opportunity to present their views and goals for the Department, and to respond to questions. A nominee ballot will be distributed to voting members. Voting members unable to attend this November meeting may request an absentee ballot. Absentee ballots received before this November meeting will be accepted. Ballots will be tallied by the staff member present to take minutes at the meeting. The nominee receiving a simple majority of votes will be elected, and his or her name will be announced at that meeting. If there is only one candidate, the ballot will serve as a vote of confidence.
  - iii. In the event of a tie, the meeting will return to discussion, following which another vote will be taken. If no candidate has received a simple majority, or if a candidate running unopposed has not received a simple majority of affirmative votes, those members eligible to vote will consider the following options, in order: a) Eliminate any absentee ballots; b) Convene another meeting for a re-vote; c) Request the Dean of LA&S to make the choice
- b. The newly named Chairperson-Elect shall be recommended to the Dean for final approval.
  - c. The Chairperson-Elect will work with the current Chairperson during the Winter and Spring Quarters.

## C. Graduate Program Directors

### 1) Responsibilities

Program Directors oversee only their respective Program areas. Responsibilities associated with each Program include but are not restricted to admission of incoming graduate students, scheduling, curricular development, administration and evaluation of comprehensive exams, and evaluation of current doctoral students. Program Directors will work closely with the Chairperson in all matters affecting the individual Program areas, and may on occasion additionally serve in an advisory capacity to the Chairperson

2) Selection Process

Each Director shall be chosen by those faculty members associated with the Program area, by a process and for a term that they decide.

D. Faculty Director of Undergraduate Studies

1) Responsibilities

The Director coordinates and administers evaluation of the assessment and tracking procedures for the Department. Responsibilities include but are not limited to preparing yearly reports of assessment and tracking data, advising the department on curriculum issues and undergraduate initiatives, coordinating the mentoring of undergraduates, and maintaining the departmental website. The Director also supervises the Coordinator for Undergraduate Studies and the Undergraduate Office Student Assistant.

2) Selection Process

The Director of Undergraduate Studies is appointed by the Chairperson.

E. Committees and Coordinators

1) Standing Committees

Unless otherwise specified, each Standing Committee shall consist of at least three full-time tenured or tenure-track faculty that fairly represent the Department's Doctoral Programs to be chosen by the faculty, and of the Department Chairperson *ex officio*. The membership shall be for a three-year term, with terms to be staggered for continuity.

a) Types and Functions

i) Space Committee

The Space Committee is to assist the Chairperson in matters involving identification, assignment, and utilization of space in the Department.

ii) Personnel Committee

The Personnel Committee assists the Chairperson in yearly evaluations of faculty and other related matters. Members of this committee must be tenured.

iii) Indirect Costs Committee

The Indirect Costs Committee is charged with oversight of the indirect costs budget line. This includes recommending policy for utilizing these funds and allocating funds in response to requests using policy guidelines.

iv) Graduate Student Funding Committee

This committee is responsible for graduate student funding (stipends and tuition waivers) that is not identified with one of the three Program areas. Tasks include making students aware of funding availability and recommending the allocation of funds in response to student applications using policy guidelines.

v) Local Review Board (LRB)

This Board reviews proposals for anyone in the Department who wishes to conduct research with human participants. Methodological and ethical merits are evaluated and recommendations are made to the University Institutional Review Board for further review and approval.

vi) History and Systems Committee

This committee writes, administers, and evaluates competency in History and Systems of Psychology. It also develops and administers procedures for meeting the Department's History and Systems of Psychology requirement.

vii) Colloquium Committee

The Colloquium Committee, with input from other faculty and graduate students, arranges for speakers to present colloquia in the Department.

viii) Visiting Faculty Committee

This committee advertises, receives applications for, and screens applicants for positions not identified with one of the three Programs. These are typically one-year, non-tenure-track positions. The committee then makes hiring recommendations to the faculty. When reappointments are sought by non-tenure-track faculty, this Committee also participates in their review, as specified below under IV. Procedures and Criteria for Review.

2) Ad Hoc Committees

Ad Hoc committees, including new faculty search committees, may be created by the Chairperson or by the Faculty as needed. Such committees will exist for a limited and specified period of time and will have such membership as will enable them to best carry out their task(s).

3) Comprehensive Examination Coordinator

The Comps Coordinator is typically one faculty member, not a committee. He or she administers the comprehensive exams to students, returns copies of the answers to the appropriate faculty for grading, and presents the results to the Department for approval.

## F. Student Representatives to Department Meetings

1) Types

A. Undergraduate

A student majoring in Psychology will be chosen by the members of the Psychology Club and Psi Chi.

B. Graduate

Each of the Program areas will elect two graduate student representatives.

2) Responsibilities

Students attend Department meetings, at which they may provide input related to issues under discussion. They vote on all matters for which they are eligible. They may also be asked to serve *ex officio* on standing or ad hoc committees.

## IV. Procedures and Criteria for Review

### A. Types

1) Contract Renewal

a. Types

1. Formal Reviews of Tenure-Track Faculty

Formal reviews take place at regularly scheduled Department meeting, or at a meeting specially called for such purpose, in accordance with the schedule set by the Dean. Eligible faculty are expected to participate in the process.

2. Informal Reviews of Tenure-Track Faculty

Informal reviews take place at regularly scheduled Department meeting, or at a meeting specially called for such purpose, in accordance with the schedule set by the Dean. Eligible faculty are expected to participate in the process.

3. Review of Non-Tenure Track Faculty

Should a non-tenure track faculty member seek reappointment for a second year, the Personnel Committee will evaluate the candidate's performance and make a recommendation to the chair. When non-tenure track faculty member seek reappointment for a third year and for subsequent years, the peer review process developed for tenure-track members will apply. If this individual does not have a program affiliation, then the review and recommendation for reappointment will go to the Chairperson. For those individuals with program affiliation, the review and recommendation will go to the appropriate Program Director.

2) Promotion and Tenure

See the Faculty Handbook, Psychology Department's Criteria for Promotion, and Guidelines from the College.

3) Merit

Annual review evaluations are conducted every January in accordance with the schedule set by the Dean and the Faculty Handbook for purposes of salary increases and merit raises.

**B. Eligibility**

Faculty members with either full or joint appointments in Psychology are reviewed in accordance with the procedures and criteria detailed in this section.

**C. Peer Review Procedures**

Peer review of teaching will be conducted in accordance with the departmental policy, a copy of which may be obtained in the department office.

**D. Merit Reviews**

The Personnel Committee will work with the Chairperson to draft summary reports of each faculty member that go to the Dean. Materials submitted will include but not be limited to the faculty members' vita, student course evaluations for the past year, and a summary of accomplishments statement. The reviewee will have a right to respond to any written recommendations that go forward to the Dean. Points of fact may be subject to revision. The reviewee may append a response related to points of opinion.

**V. Procedures for Hiring**

**A. Job Description**

The Chairperson and departmental members set the parameters of the job description, pursuant to negotiations between the Chairperson and the Dean. The Search Committee will draft a description of the job, with input from the Chairperson and Dean.

## B. Responsibilities

The Search Committee will screen the candidates' credentials. All Departmental members are encouraged to read the files and prepare written comments on the candidates. The Search Committee will then determine a short list of candidates and establish the interview schedule.

## C. Selection Process

The hiring decision will take place at either a regular monthly departmental meeting, or a meeting specially called for this purpose. Voting is restricted to full-time faculty members of the Psychology Department. A nominee ballot will be distributed to voting members. Voting members unable to attend this meeting may request an absentee ballot. Absentee ballots received before this meeting will be accepted. All ballots will be tallied and the results will be made known at this meeting. The candidate receiving the majority of votes will be recommended to the Dean by the Chair on behalf of the Department.

## D. Student Evaluation

At the end of each term, professors teaching Psychology courses will administer an evaluation form from the Psychology Department covering content, approach, and course materials. These evaluations will be used in both merit reviews and promotion and tenure decisions.

## VI. Amending By-Laws

Proposed amendments with voting options of yes, no or abstain must be distributed to the Faculty at least one week prior to the Department meeting at which a vote will be held. A two-thirds majority vote of members present will be required to pass an amendment.

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