

DePaul University

Psychology Department Constitution

Revised September, 2015

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. and a B.S., each with different concentration areas. 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 (Child and Community tracks), Psychological Science, 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) Tenure-line individuals who hold at least a half-time appointment in the Department.
- b) Term faculty (e.g. someone with a one-year contract in the Department)
- c) Adjunct faculty (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) Other Instruction-Related Positions to the Department are regulated by specific guidelines and determined by a vote of the full time faculty.

2) Responsibilities

- a) Tenure-line 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. Tenure-line 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. Tenure-line and term faculty are expected to attend the monthly Departmental meeting, as well as any specially called meetings.
- b) Adjunct faculty 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 tenure-line faculty member has a vote. Together, the term 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, all tenure-line and term faculty have a vote.

e) The use of absentee ballots in Department meetings is permitted if tenure-line faculty use technology that permits simultaneous participation in the review meeting and conveyance of their secret ballot at the time of the vote.

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 one graduate student representative to attend the monthly department 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) 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) Budget Coordinator
- b) Graduate Admissions Coordinator
- c) Grant Manager
- d) Undergraduate Academic Advisor
- e) Department Assistant
- f) Procurement Specialist

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 department, 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 tenure-line 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 Science and Health 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 CSH 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 recommending updates for the departmental website.

2) Selection Process

The LTTP (Long-term Teaching Professional) serves as the Director of Undergraduate Studies.

E) Committees and Coordinators

1) Standing Committees

Unless otherwise specified, each Standing Committee shall consist of at least two tenure-line or long term teaching professional faculty that fairly represent the department. Term faculty are also welcomed and encouraged to serve on committees. Faculty may volunteer for departmental committee assignments, be chosen by the faculty, or be appointed by the chair. The Department Chair and Associate Chair may serve as *ex officio* members on various committees. The membership shall be for a three-year term, with terms to be staggered for continuity. **Any committee whether standing or ad hoc that does not meet for one year will be automatically disbanded.**

a) Types and Functions

i) **Assessment Committee**

This committee shall annually review one aspect of the curriculum to be identified at the October department meeting, in accordance with college guidelines.

ii) **Executive Committee**

This committee is comprised of the graduate program directors and the Associate Chair to provide advice and counsel to the chair.

iii) **Indirect Costs Committee**

The Indirect Costs Committee is charged with oversight of departmental indirect cost requests. This includes allocating funds in response to requests using policy guidelines. The department chair shall serve as chair of the committee.

iv) **Local Review Board (LRB)**

In accordance with federal guidelines, 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 (IRB) for further review and approval.

v) **Personnel Committee**

- This committee assists the chair with annual reviews of faculty. Members of this committee must be tenured.
- This committee advises the chair with respect to hiring decisions for term faculty.

vi) **Undergraduate Curriculum Committee**

The undergraduate curriculum committee shall review and evaluate the department's undergraduate curriculum, including course offerings in major concentrations. The committee will make recommendations to the faculty regarding improvements and updates to the curriculum. The Director of Undergraduate Studies shall be a permanent member of the committee.

vii) **Doctoral-Undergraduate Opportunities for Scholarship (DUOS)**

A joint effort with Philosophy, DUOS is a funding initiative that pairs doctoral and undergraduate students on a joint research project. Each member of the pair receives a small stipend for travel and project needs. The Committee reviews applications and awards the grants. Psychology has 3 faculty reps, one of which is the Undergraduate Program Director as a consistent member and the other two faculty rotate for 3 year terms.

viii) **Scholarship Committee**

The Scholarship Committee will make decisions regarding distribution of undergraduate scholarship funding, and work with the college to distribute this funding.

ix. **MS Committee**

This committee will oversee the administration of the MS program and MS admissions.

2) Ad Hoc Committees

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

3) Coordinators

a) Types and Functions

i) Comps Coordinator

The Comps Coordinator coordinates and administers the comprehensive exams to students

ii) Intro Psych Subject Pool Coordinator

iii) Psi Chi Faculty Coordinators

iv) Department Webmaster

v) Honors/Psych Night Coordinator

vi) Core Curriculum Coordinators

1) Intro Psych

2) Statistics and Statistics Tutoring

3) Research Methods

4) BS Concentration Coordinators

5) Community Concentration Coordinator

6) Human Services Concentration Coordinator

7) Capstone Coordinator

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 or Psi Chi.

b) Graduate: Each of the Program areas will elect or select a graduate student representative.

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-line and Term Faculty

Formal reviews take place at a 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-line and Term Faculty

Informal reviews take place in accordance with the schedule set by the Dean.

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, using the standard departmental template.

D) Merit Reviews

The Personnel Committee will work with the Chairperson to draft/edit 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.

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 tenure-line 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. The use of absentee ballots is permitted if tenure-line faculty use technology that permits simultaneous participation in the review meeting and conveyance of their secret ballot at the time of the vote. 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. See departmental hiring guidelines for more specific information regarding voting.

D) Student Evaluation

At the end of each term, online evaluations will be administered to students in order to obtain input regarding the instructor and course. 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.