

Eastern Kentucky University
Department of Psychology
Governance Document
(approved 10/4/06, revised 2/4/09, 5/2/12)

I. Preamble

This document describes the principles, policies, and procedures by which the Department of Psychology at Eastern Kentucky University operates. This document is consistent with the Constitution of the ECU College of Arts and Sciences and with the University Faculty Handbook.

II. Vision Statement

The vision of the Eastern Kentucky University Department of Psychology is reflected by our commitment to excellence in: 1) Teaching and mentoring undergraduate and graduate students, preparing them for further graduate study, workforce entry, and a life well-lived, based on valuing knowledge, reflective thinking, and community involvement; 2) provision of service to, and creation of partnerships with the university, local, regional, state, and national communities; 3) the generation and dissemination of knowledge via research and scholarship; and 4) an active and vigorous program of assessment and planning.

III. Program Mission Statements

A. Undergraduate

The Department of Psychology at Eastern Kentucky University offers an undergraduate major that leads to a Bachelor of Science degree. The mission of this department is to provide our students with the methodological and substantive knowledge to participate in a variety of occupations and activities for which psychological knowledge is relevant. The goal of this program is to provide a common set of experiences that advance Psychology as a science, foster student growth, create an appreciation for knowledge and reflective thinking in decision-making, promote human welfare, and induce an appreciation of ethical practices, and provide a foundation for a variety of career goals including those that involve graduate education, and employment in a broad range of settings following the completion of the Bachelor's degree. Our courses also support many other undergraduate programs such as Nursing, Occupational Therapy, Criminal Justice, Corrections, and Education. Learning opportunities are provided in the classroom, the laboratory, through field experiences, through participation in Psi Chi and the Psychology Club, and through directed individual research projects and attendance at professional meetings.

B. Graduate

The mission of the Master's Degree Program in Clinical Psychology is to prepare students for the practice of clinical psychology and to provide a foundation for further graduate study. The program is based on the scientist-practitioner model and offers training in basic psychological principles and theory, general clinical skills, professional ethics and standards of behavior, and research methodology. The curriculum reflects a strong commitment to experiential learning and incorporates extensive opportunities for closely supervised clinical experience. Through coursework, and by example, the faculties encourage students to place public interest above guild and personal interests. Graduates are prepared to work with a broad range of client populations in a variety of treatment settings, to be sophisticated consumers of research, and to pursue doctoral-level training.

The mission of the Eastern Kentucky University school psychology specialist program is to educate graduates who are committed to producing demonstrable benefits to children, youth, families, and schools. The school psychology program emphasizes a scientist-practitioner model whereby the science of psychology is used as a framework within which school psychologists produce positive outcomes for all students. The vision of the Program, based on the NASP Blueprint for Training and Practice II, is that all graduates will attain a high level of competence in data based decision making and accountability, legal and ethical practice, interpersonal communications, collaboration and consultation, and the knowledge and appreciation of individual differences and diversity.

The mission of the Master of Science degree program in Industrial and Organizational Psychology is to offer graduate education which provides advanced study in the behavioral science of psychology, generally, and in industrial and organizational psychology, specifically. The scientist-practitioner program prepares high-quality professionals with a foundation in theories, methods, and research findings of basic and applied psychology and with the skills to effectively apply this knowledge in private and public sector organizations. Graduates are trained to work in various activities for improving an organization's effectiveness, to conduct research and be sophisticated consumers of research, and to pursue doctoral level training.

The Master's of Science degree in General Psychology offers students advanced training in the core areas of psychology and the opportunity to develop and explore specialized areas of interest. Students work closely with a faculty mentor to design an individualized course of study that combines classroom training and hands-on research experience. Graduates will have a solid foundation for pursuing doctoral-level training in psychology and related fields or for entry into a variety of work settings.

IV. DEPARTMENT ORGANIZATION

The Psychology Department is organized as follows: the Department Chair, Graduate Program Coordinators, Outcome Assessment Coordinator, Technology Coordinator, Faculty, Clinic Director, Clinic Coordinator, and Clinic Office Associate. The administrative structure also includes 12 standing committees.

A. Department Chair

The Chair of the Psychology Department serves as an administrator and as a member of the faculty. General areas of responsibility of the chair are described in the ECU Faculty/Staff Handbook and in the Department Chairs Handbook. Specific responsibilities and duties of the Psychology Department chair are outlined below.

Academic responsibilities of the chair include teaching, scholarship, and service. The position carries a .5 reduction in teaching load each semester. The chair also advises incoming freshman and transfer students prior to their assignment to a permanent advisor (e.g., during summer orientation sessions for new students), and all Psychology majors when the assigned advisor is unavailable.

1. Administrative Responsibilities

The Chair provides leadership to the Department in matters of curriculum, instruction, faculty and student development, strategic planning and assessment, and represents the department's interests to the university community. The Chair prepares reports to, and responds to requests for information from, the university administration and external agencies.

2. Course Schedule

The Chair prepares the Department's course schedule in a timely manner. Scheduling decisions are made in consultation with the faculty and reflect the instructional needs of the department. The Chair is responsible for making classroom assignments, setting enrollment caps, and determining whether a course is cancelled.

3. Faculty Workload

The Chair is responsible for faculty workload assignments based on the needs of the faculty member, the Department, and the university. The Chair may grant reassigned time to faculty for administrative duties and for faculty development (according to the Department's Scholarship Reassigned Time policy) subject to approval by the Dean.

4. Department Budget and Allocation of Resources

The Chair is responsible for preparing and administering the department's annual budget in a timely manner and in accordance with university policies and procedures. The chair has authority over the expenditure of all department funds, including maintenance and operating funds, faculty development and travel funds, student development and travel funds, and student awards.

The Chair is responsible for allocating all other department resources (e.g., space for faculty, staff, and student needs) according to department policies and procedures.

5. Personnel Recruitment and Selection

Full-Time Tenure-Track Faculty

The Chair provides administrative oversight of the faculty hiring process within the Department, as outlined in the Department's Faculty Recruitment and Selection Procedures. He/she appoints faculty members to an ad hoc search committee, provides information to the committee, and is responsible for preparing and submitting necessary paperwork in accordance with university policies and procedures. The Chair serves as the primary point of contact between the Department and candidates and between the Department and the Dean during the recruitment and selection process. The Chair is not a member of the Search Committee but does make an independent recommendation to the Dean.

Adjunct Faculty

The Chair is responsible for recruiting and selecting adjunct faculty in order to meet the instructional needs of the Department.

Staff

The Chair is responsible for recruiting and selecting the department Administrative Assistant according to the university policies and procedures in order to best meet the needs of the Department. Input from faculty will be sought whenever possible.

Graduate Assistants

The Chair submits Graduate Assistantship nominations, based on faculty recommendations, to the Graduate School and assigns Graduate Assistants to faculty supervisors.

6. Faculty Evaluation

The Chair's role in the evaluation of full-time tenured and tenure-track faculty is described in the department's promotion and tenure policy. Upon notification by the dean, the chair informs faculty members of their eligibility for promotion and/or tenure. The chair then provides the RAPT Committee with the names of candidates intending to apply for promotion or tenure. The Chair is an ex officio member of the RAPT Committee and, along with the Chair of the RAPT Committee, meets with each candidate to provide the results of the Committee's evaluation.

The Chair's responsibilities in the evaluation of non-tenured tenure-track faculty and for Visiting faculty are similar to those outlined above. He/she meets with new faculty to explain the review requirements and process, reviews the RAPT Committee report with the RAPT Committee Chair and the candidate, and submits the signed documents to the Dean.

For adjunct faculty, the Chair reviews student evaluations and course materials each semester. The Chair is also responsible for making the instructor aware of any student concerns or other problems and for taking steps to resolve them.

7. Administrative Appointments

The Chair is responsible for making a number of administrative appointments including graduate program coordinators, technology coordinator, outcome assessment coordinator, membership of specified standing committees, and members of ad hoc committees. The Chair may make additional appointments as dictated by the College or University or by the needs of the Department. These appointments are made after consultation with the faculty.

8. Faculty Meetings

The Chair presides over faculty meetings and is responsible for setting the agenda, scheduling, and providing adequate notice of meetings in accordance with Department policies and procedures.

9. Chair Selection and Removal Procedures

The Department Chair is appointed by the process described in the Constitution of the College of Arts and Sciences. A search committee of full-time tenured and tenure-track Psychology faculty members will be formed. The Chair of the RAPT Committee will be responsible for initiating this process and for convening the first meeting of the committee. The search committee will elect a chair who will be responsible for recruiting an additional committee member representing a department in a college other than Arts and Sciences. The Chair of the Search Committee will conduct the search according to the usual faculty search process

described in the Department's policies and procedures, including the process of determining the Department's choice of a candidate to recommend to the Dean, prepare and submit all necessary paperwork, and serve as the primary point of contact between the Department and the Dean.

A recommendation to remove the Chair may come from the faculty to the Dean during the regular evaluation process.

10. Chair Evaluation Criteria and Methods

According to University policy the Chair is appointed to a five-year renewable term and is evaluated during the second and fourth years of service and every four years thereafter. The procedures for conducting the evaluation are described in the ECU Faculty Handbook. The RAPT Committee will serve as the Department's Chair-Evaluation Committee.

Merit pay evaluations of the Chair are conducted by the Dean.

B. Coordinators

Program Coordinators are appointed by the Department Chair and responsible for carrying out a prescribed set of administrative duties. The duration of the appointment is unspecified and may be terminated by the Chair if it is determined that the Coordinator is not performing adequately. Coordinator appointment and termination decisions are made after consultation with appropriate members of the faculty. All program coordinators receive a one-course per year reduction in teaching load. The coordinators of the Clinical, School, and I/O graduate programs receive a stipend for carrying out their responsibilities during the summer.

1. Clinical Program Coordinator

The Coordinator of the Clinical Psychology Graduate Program provides general administrative oversight of the program. Specific responsibilities are described below.

Program Evaluation and Development

- Review indicators of program effectiveness and consult with other faculty to make appropriate changes.
- Maintain program information in TracDat
- Provide summary information to the department's strategic planning committee concerning progress towards goals, program accomplishments, etc
- Prepare report for Academic Program Review
- Prepare and submit program accreditation reports

- Facilitate program outcome assessment process

Student Evaluation

- oversee the clinical comprehensive exam process including scheduling, test preparation, administration, scoring, oral examination, student feedback, and reporting of results
- schedule, provide data, and lead discussion on pre-candidacy/candidacy status for Clinical Psychology students and complete feedback forms.
- Monitor portfolio entries

Student Development

- Oversee student recruiting activities including responding to requests for information from prospective students, arranging campus visits, and attend recruiting events
- Review and revise program recruiting materials (e.g., brochures, website)
- Arrange for interested students to visit the program, and arrange for them to meet with current graduate students and faculty.
- Select courses for students to take and advise students regarding registering for these courses
- Work with other departments on campus to obtain assistantship positions for students

Program Administration

- Review and revise the curriculum (prepare paper work for new courses and modifications in the curriculum.
- Annually revise the Clinical Graduate Student Handbook
- Coordinate graduate student events with other program coordinators.
- Process program paperwork (e.g., planned program, admission to candidacy)
- respond to requests for information about the program (e.g., surveys from other universities)
- Provide incoming graduate students with registration instructions
- Organize the new Graduate Student's Reception.
- Organize the new Graduate Student's Picnic
- Coordinate the assignment of Second Year Graduate Student Sponsors for each of the incoming Graduate Students.
- Provide guidance and direction regarding internships, comprehensive exams, thesis planning and requirements, and doctoral programs
- Arrange for security checks for all graduate students.
- Arrange practicum placements and facilitate/approve internship placements
- Schedule Pre-candidacy and Candidacy Evaluations.

- Administer Practicum and internship evaluations, obtaining the evaluations of the on-site supervisor.
- Evaluate graduate student portfolios.
- Serve on the Strategic Planning and Outcome Assessment Committee
- Organize the Intersession Special Topics course
- Review and revise program website information
- Maintain student records
- Check graduation list for accuracy
- Attend Spring graduation

2. School Psychology Program Coordinator

The Coordinator of the School Psychology Program provides general administrative oversight of the program. Specific responsibilities are described below.

Program Evaluation and Development

- Write and submit accreditation reports
- Regularly review the curriculum requirements

Student Evaluation

- Lead discussion on precandidacy/candidacy status for School students and complete feedback forms
- Schedule, prepare, administer, and score comprehensive exams
- Report comprehensive exam results to Graduate School
- Monitor the portfolio process

Student Development

- Advise students
- Send out letters to students once they have been admitted into the program.
- Approve internship sites
- Coordinate and conduct student orientation (e.g., schedule, get information packets together)
- Providing information to students regarding professional development (e.g., Praxis Exam registration, internship and employment opportunities)
- Help students with resumes and letters of recommendation for internship
- Provide information regarding certification process

Program Administration

- Coordinate graduate student events with other program coordinators

- Update the student handbook as needed
- Obtain background checks for all students
- Monitor the assignment of practicum sites.
- Complete and submit required paperwork (e.g., planned program, admission to candidacy) in a timely manner
- Respond to requests for information from prospective students and oversee student recruitment efforts
- Receive all mail for the program and answer as needed (e.g., surveys from other programs)
- Review and revise program website information
- Check graduation list for accuracy
- Attend Spring graduation
- Maintain student records
- Ensure that program information is maintained in TracDat
- Serve on the Strategic Planning and Outcome Assessment Committee
- Facilitate program outcome evaluation

3. I/O Program Coordinator

The Coordinator of the I/O Psychology Program provides general administrative oversight of the program. Specific responsibilities are described below.

Program Evaluation and Development

- Review indicators of program effectiveness and consult with other faculty to make appropriate changes.
- Maintain program information in TracDat
- Provide summary information to the department's strategic planning committee concerning progress towards goals, program accomplishments, etc
- Write report for Academic Program Review
- Facilitate student evaluation of program once they have graduated

Student Evaluation

- Schedule comprehensive exams and oral exams
- Prepare, administer, and score comprehensive exams
- Report comprehensive exam results to Graduate School
- Conduct oral examinations and give student feedback
- Lead discussion on precandidacy/candidacy status for I/O students and complete feedback forms.
- Monitor portfolio entries

Student Development

- Send out letters to students once they have been admitted into the program.
- Coordinate and conduct student orientation (e.g., schedule, get information packets together)
- Answer any incoming calls, e-mails, etc. with individuals interested in the program.
- Select courses for students to take and advise students regarding registering for these courses
- Work with other departments on campus to obtain assistantship positions for students

Program Administration

- Prepare paper work for new courses and modifications in the curriculum.
- Change student handbook as needed
- Serve on the Strategic Planning and Outcome Assessment Committee
- Coordinate graduate student events with other program coordinators.
- Complete forms (e.g., planned program, admission to candidacy) and send to appropriate office
- Review and revise program website information
- Receive all mail for the program and answer as needed (e.g., surveys from other programs)
- Maintain student records
- Check graduation list for accuracy
- Attend Spring graduation

4. General Psychology Program Coordinator

The Coordinator of the General Psychology Program provides general administrative oversight of the program. Specific responsibilities are described below.

Program Evaluation and Development

- provide curriculum oversight
- student recruitment (including responding to requests for information from prospective students, speaking at recruiting events)

Student Evaluation

- provide oversight/monitoring of students' progress through the program
- coordinate comprehensive exam process (exam preparation, scheduling, administration, scoring, and reporting written and oral exams)

- coordinate candidacy evaluations
- Lead discussion on precandidacy/candidacy status for General students and complete feedback forms

Student Development

- Keep advisors abreast of Graduate School and program requirements
- Provide students with career information

Program Administration

- prepare and maintain the handbook for graduate students
- Graduate School paperwork coordination (including submission of Planned Programs, admission to candidacy forms in a timely manner)
- plan new student orientation meeting
- serve on the Graduate Admissions Committee
- represent the program in strategic planning and outcome assessment activities (serve on Strategic Planning Outcome Assessment Committee, maintain program data in TracDat, identify and propose objectives and KPIs)
- prepare program review documents
- advocate for program
- Review and revise program website information

5. Outcome Assessment Coordinator

The Outcome Assessment Coordinator oversees and facilitates the Department's strategic planning, outcome assessment, and related data collection and management process. Specific responsibilities are listed below.

- Chair the Strategic Planning and Outcome Assessment Committee
- Review indicators of undergraduate program effectiveness
- Develop/modify indicators as needed
- Develop instruments and procedures for data collection
- Supervise data collection processes
- Analyze outcome assessment data
- Prepare reports to link in TracDat
- Assist Graduate Program Coordinators with outcome assessment of graduate programs
- Review strategic plan with the SPOA Committee
- Develop/modify goals, objectives, Key Performance Indicators
- Provide summary of strategic plan to faculty
- Assist with preparation of annual Institutional Effectiveness Report
- Maintain TracDat database
- Enter data for Departmental planning objectives & undergraduate program

- Provide guidance on data entry for the four graduate programs

6. Technology Coordinator

The Technology Coordinator manages the Student Computer Lab, maintains department computers and instructional equipment (e.g. Smartboards, LCD projectors), provides training to faculty in use of technology, orients faculty and students to use of Blackboard system, assists faculty with installation of new software and hardware, consults with faculty on integration of technology in courses, and serves as the department webmaster.

7. Communications Coordinator

The Communications Coordinator maintains the department website and serves as editor of the department newsletter. Website responsibilities include periodically reviewing and updating the site, ensuring that it is in compliance with university requirements, making recommendations to the faculty for improving the site, and assisting faculty with their professional websites. Newsletter responsibilities include soliciting content from faculty and staff and others, creating the document and preparing it for distribution, placing it on the department website, and ensuring that it is published at least once an academic year.

C. Faculty

For the purpose of this document, the term “Faculty” includes all full-time tenured or tenure-track faculty. Lecturers, visiting faculty, and part-time faculty have all the rights and responsibilities of full-time faculty but do not have voting rights and do not participate in department governance.

D. Administrative Assistant

The Administrative Assistant is generally responsible for the functioning of the department office. He/she provides a variety of services including, but not limited to, those listed below.

- Maintain department budget spreadsheet
- Process purchase orders on Banner
- Process direct pay and other reimbursement requests
- Order paper and copier supplies
- Order office supplies
- Maintain copier and printers
- Manage Pro Card
- Process textbook orders
- Manage course evaluation process (including IDEA)

- Maintain files and Excel spreadsheet for four graduate programs
- Process Graduate Admissions applications materials
- Assist with the semester schedule development
- Supervise student employees
- Entering overrides for students
- Maintain office files
- Process paperwork
- Answer the telephone
- Respond to student requests for information and assistance

E. Psychology Clinic Director

1. The Clinic Director is appointed by the Psychology Department Chair and is generally responsible for implementing the policies and procedures outlined in this manual. Specific duties include (but are not limited to):
2. Supervise Clinic Staff members (i.e., the Clinic Coordinator and secretary).
3. Develop and update Clinic policies and procedures and ensure compliance by those working in the Clinic.
4. Establish and maintain links between the Clinic and the community in order to market Clinic services and to develop referral resources.
5. Assign cases to students.
6. Serve on the Clinic Advisory Board.
7. Be available to supervise emergency situations in the Clinic (or arrange for such supervision in his/her absence).
8. Oversee the day-to-day operations of the clinic.

F. Psychology Clinic Coordinator

The Clinic Coordinator is responsible for carrying out the following duties:

1. Conduct initial assessments (intakes) and complete necessary paperwork.
2. Assist the secretary when necessary.
3. Assist the Clinic Director in assigning cases and other tasks.
4. Attend staffings and staff meeting.
5. Serve on the Clinic Research Committee.

6. Be present in the Clinic during scheduled hours.
7. Assist the Clinic Director in preparing the Annual Report and on other special projects.

The Clinic Coordinator position is typically filled by a clinical psychology graduate student. The student is appointed to the position by the Psychology Department Chair, based on the recommendation of the Department faculty, and is simultaneously awarded a Graduate Assistantship. The recommendation is based on academic performance as well as evidence of ability to adhere to appropriate standards of professional behavior. The student must have successfully completed 12 hours of graduate coursework consisting of PSY 824, PSY 825, PSY 850, prior to serving as Clinic Coordinator. The Clinic Coordinator typically serves for two regular semesters plus the intervening intersession and summer session; however, he/she may be dismissed from the position at any time by the Clinic Director, in consultation with the Department faculty, for failure to perform the duties

G. Psychology Clinic Office Associate (Secretary)

The Clinic secretary is generally responsible for assisting the Clinic Director in the operation of the Clinic. Specific duties include, but are not limited to:

1. Answer Clinic telephone; provide basic information about Clinic services; schedule initial assessment (intake) appointments for the Clinic Coordinator; solicit the necessary information from the caller to complete the Clinic Application Form.
2. Type Clinic correspondence, Clinic materials (i.e., forms, reports, etc.)
3. Type psychological assessment reports for Clinic staff.
4. Carry out Clinic bookkeeping operations (i.e., maintain the client accounts system in a timely and accurate manner, enter relevant data in the computerized clinic management system, notify clinicians and supervisors of delinquent accounts).
5. Set up and close case files according to Clinic procedures.
6. Do follow-up mailings to terminated clients (e.g., Clinic Evaluation Survey)
7. Monitor active case files, prepare weekly Clinic summaries.
8. Maintain the Clinic Master Schedule.

9. Maintain the Closed Cases files.
10. Maintain check-out system of Clinic resource materials (i.e., pamphlets, reference materials, client handouts, etc.) and testing supplies.
11. Complete training in communicating with troubled individuals, confidentiality, and procedures for handling emergency situations.

In general, the Clinic secretary must be familiar with the Clinic policies and procedures and be prepared to help other Clinic staff, students, and faculty comply with these policies. The secretary should interact with clients and potential clients in a professional manner and should be prepared to handle emergency situations, and matters involving confidentiality and release of information in accordance with Clinic policy.

H. Graduate Assistants

Graduate assistants are nominated by the faculty. The nominations are forwarded to the Dean of the Graduate School. Assignment of Graduate Assistants to faculty supervisors, who in turn assign specific duties, is the responsibility of the Department Chair. GA appointments are typically made for one semester and are renewable upon recommendation of the faculty. The policies and procedures related to Graduate Assistant selection and assignments are specified elsewhere in this document (see Section V).

J. Committees

All full-time tenured and tenure-track faculty are eligible to serve on department committees. Standing committees are constituted at the beginning of each academic year. Faculty members are either appointed by the Department Chair or elected and, with the exception of the Ethics Committee, serve for a one-year term. Student committee members are appointed by the Department Chair upon the recommendation of the faculty advisors to Psi Chi or the Psychology Graduate Student Organization. Ad hoc committees are formed as needed by the Department Chair.

Elected Committees

Membership on elected committees is determined by a vote of all full-time tenured or tenure-track faculty. The department chair will conduct the voting process. Restrictions on committee membership and detailed descriptions of the responsibilities of each committee are provided in other sections of the Psychology Department Policies and Procedures document.

1. Retention, Advisory, Tenure, and Promotion Committee (5 faculty, 1 faculty alternate)

2. Purpose: evaluate candidates for retention, tenure, and promotion
Ethics Committee (3 faculty, 1 faculty alternate, may be more than one committee)
Purpose: review PSY 401 student research proposals for compliance with ethical standards
3. Academic Practices Committee (3 faculty including the department chair, 1 faculty alternate, 1 graduate student or 1 undergraduate student)
Purpose: hear and process student grievances
4. Annual Review of Faculty Committee (4 faculty, 1 faculty alternate)
Purpose: review and evaluate faculty performance
5. Faculty Research and Development Committee (3 faculty, 3 alternates)
Purpose: review and rank order faculty requests for scholarship reassigned time

Appointed Committees

The department chair will survey faculty preferences and appoint members to the committees listed below. Restrictions on committee membership and detailed descriptions of the responsibilities of each committee are provided in Section V. of this document.

1. Awards Committee (3 faculty, 1 student)
Purpose: evaluate candidates for department awards and honors
2. Colloquium Committee (3 faculty, 1 student)
Purpose: arrange for speakers to participate in department colloquium series
3. Graduate Admissions Committees: Clinical, General, I/O, School (3 faculty on each committee)
Purpose: review applications for admission to psychology graduate programs and make recommendations to the Graduate School
4. Graduate Curriculum Committee (3 faculty, 1 student)
Purpose: make recommendations to the faculty on matters of graduate curriculum
5. Alumni and Public Relations Committee (3 faculty)
Purpose: maintain the department website, produce and distribute the department newsletter (PsyQ), and make recommendations to the faculty about additional means of communicating with alumni and soliciting alumni support for department activities
6. Undergraduate Curriculum Committee (3 faculty, 1 student)
Purpose: make recommendations to the faculty on matters of undergraduate curriculum
7. Strategic Planning and Outcome Assessment Committee (8 faculty including the Department Chair, coordinators of the 4 graduate

programs, the Outcome Assessment Coordinator, and 2 faculty who primarily teach undergraduate courses)

The Department's representative on the College Curriculum Committee and its nominee for the College Promotion and Tenure Committee (when the Department is eligible according to the CAS policy) will be elected by a vote of the faculty.

K. Department Faculty Meetings

The faculty of the Psychology Department will meet once a month during the regular academic year. Additional meetings may be called by the Chair as needed. The meeting schedule for the coming year will be announced by the Chair at the beginning of the fall semester. The chair is responsible for setting the meeting agenda and soliciting agenda items from the faculty. The agenda will be distributed to the faculty at least two days in advance of the meeting. All members of the full-time tenured or tenure track have voting privileges. A quorum, defined as a majority of the voting faculty not on sabbatical or leave of absence, is required for votes on any department business. Faculty members on sabbatical or leave of absence retain their right to attend meetings and to vote.

Meetings procedures will be guided by Robert's Rules of order. Unless otherwise specified, decisions require a simple majority of the voting faculty. Votes by proxy, paper ballot, or email may be accepted.

V. POLICIES AND PROCEDURES

Department academic and administrative policies and procedures are approved by majority vote of the faculty and are consistent with those of the College of Arts and Sciences and the University. Below is a list of active policies and procedures. The actual documents are included as appendices to this document.

A. Academic

- Evaluation of Instruction
- Class Attendance
- PSY 200
- PSY 400
- Web-Based and Distance Education Course
- Independent Study

B. Administrative

- Promotion and Tenure

- Merit Pay
- New Faculty Mentoring
- Reassigned Time
- Faculty Development Funds
- Provost's Faculty Development Funds
- Strategic Planning
- Outcome Assessment
- Research Ethics Committee
- Student and Faculty Grievances
- Graduate Admissions
- Graduate Assistantships
- Advising
- Student Awards
- Faculty Meetings
- Faculty Recruitment and Selection
- Hindman Student Research Fund
- Curriculum Change Policies and Procedures
- Sabbatical Leave Policy
- Evaluation of First-Year Tenure-Track Faculty
- Syllabus Policy
- Annual Review of Faculty

VI. REVIEW OF DEPARTMENT GOVERNANCE DOCUMENTS

Department governance documents will be reviewed and revised as needed at least every five years. The Chair is responsible for initiating the review process. Substantive changes in department governance documents, including policies and procedures, must be approved by a majority vote of the full-time tenured or tenure-track faculty. Student handbooks for the graduate programs will be reviewed yearly and revised as needed by the appropriate Graduate Program Coordinator. The Handbook for Psychology Majors will be reviewed yearly by the Chair and an ad hoc faculty committee.