

DEPARTMENT OF PSYCHOLOGY BY-LAWS  
INDIANA STATE UNIVERSITY

*SECTION I. GOVERNANCE.*

- A. The Department of Psychology shall be governed in accordance with the stipulation and intent of the statutes of the College of Arts and Sciences, the Faculty Constitution and the University Handbook.
- B. The Will of the Department lies in and is exercised by the faculty at Department meetings.
- C. Meetings shall be called by the Department Chair at regularly announced times (typically once per month during the academic year, but no less than twice each semester). Special meetings may be called to handle business of a pressing nature provided notice is given at least 48 hours in advance. Each Program Director will be provided space on the agenda to report updates on events since the last faculty meeting. Committee chairs with significant business to report shall also be given space on the agenda.
- D. All meetings will be presided over by the Chair and conducted in accordance with Robert's Rules of Order except where otherwise specified.
- E. The Department Chair shall provide, in advance, an agenda for each meeting. Additional items may be added to the agenda by motions from the floor.
- F. Voting members of the Department will be comprised of all regular faculty in the department (including those on administrative assignments). Although faculty are expected to be present at faculty meetings to vote on substantive issues, in unusual circumstances, faculty members may vote via a proxy given to the chair and/or department administrative assistant prior to the scheduled department meeting. Additionally, when the timeliness of a decision precludes holding a faculty meeting and/or when the vote can be framed as "up" or "down" decision to support a specific proposal, votes may be collected electronically; in such cases, faculty shall be provided no less than 3 working days (in which campus is open) in which to vote.
- G. Unless otherwise noted, a quorum shall consist of a 2/3 majority of voting members of the department, excluding those on leave or holding administrative positions in other than "acting" capacity. Proxies shall not be counted toward a voting quorum. A majority of those voting shall be necessary to approve a motion. Note that these same rules shall apply to electronic voting (e.g., 2/3 of the faculty must vote to establish a quorum and a majority of those voting is necessary to approve the motion).

- H. Non-voting student representatives (selected by the Psychology Graduate Student Organization) are permitted to attend and participate in all faculty meetings (except during discussions of personnel or individual student matters).

## *SECTION II. THE CHAIR*

### A. The duties and responsibilities.

1. The Chair shall implement and administer department policies on behalf of the department.
2. The Chair has the responsibility of representing the views and recommendations of the department to the University and College Administrations and to other entities. It is expected that the chair will consider and represent both majority and minority viewpoints on most issues. The Chair shall notify the department if he/she cannot support the department's recommendations or if he/she conveys viewpoints other than those expressed by a majority of the Department.
3. The Chair also has responsibility of conveying the College and University administration's views to the Department and for providing leadership in formulating Departmental responses to administrative initiatives.
4. The Chair has primary responsibility for generating, processing, interpreting and disseminating relevant information on students, faculty members, programs, and policies essential to prudent and professional decision-making by the Department, and for responding to inquiries by the the College, the University, or professional organizations. This does not preclude the Chair from delegating specific tasks related to these functions to individuals and committees within the Department.
5. The Chair has responsibility for administering the Department budget, allocating workspace, and providing oversight and review of staff.
6. The Chair has responsibility for instructional assignments and teaching schedules in accordance with Departmental Personnel and University and Departmental Graduate Assistantship Policies.
7. The Chair is subject to additional responsibilities as specified in the University Handbook and College policies and documents. These responsibilities do not abrogate the Chair's foremost responsibility to the Department.

B. Selection:

1. In the event of the Chair's temporary absence (of a few days), the Chair shall appoint one or more individuals to hold signatory authority within the Department. In the event of a longer absence (of more than a few days), the chairperson shall consult with the Personnel Committee and recommend an acting Chair to the Dean, with the approval of the Department.
2. When a permanent vacancy occurs or is scheduled to occur in the position of Department Chair, selection of an interim chairperson, as needed, will follow the procedures in the university handbook. Similarly, selection of a new chair shall also be conducted in accordance with the University Handbook and stipulations below, with the function of the nominating committee (specified in the handbook) served by the Department Personnel Committee. If the Departmental Personnel Committee does not include members of all programs and full-time faculty ranks, the Department may elect (via a vote of all regular faculty) to supplement the PC with additional members.
3. If the Department and/or Dean determine that an external search is either unfeasible (because of inadequate budget, enrollments, or multiple failed searches, etc) or undesirable (if it is believed that the chair role can be reassigned internally so that the department might conduct an unconstrained search to fill a programmatic need), the Nominating Committee shall be responsible for soliciting nominations for the position of Chair from all departmental faculty. Each of the chair candidates may be asked to prepare a brief white paper and/or to make a presentation to the faculty regarding their vision for the Department. Afterwards, the Nominating Committee will poll all tenured and tenure-track faculty for a ranking of candidates. The Committee will tally the results and provide a list of the rankings along with statements of strengths and weaknesses of each candidate to the Dean and the Department. The Dean, based on the feedback from the Department as provided by the Personnel Committee, shall be responsible for appointing the new Chair.
  - i. In the event that there is only one identified candidate for Chair, the candidate may be appointed upon the unanimous consent of Department faculty as expressed in faculty votes on at least two occasions separated by at least two weeks.

C. Term:

1. The Chair is appointed by the Dean for a 3-year term. Reappointments are determined by the Dean, in consultation with the department, following the triennial review.

2. The Chair shall be reviewed triennially as specified in the University Handbook. The review shall be conducted by the Personnel Committee with results forwarded to the Dean. The Dean, in conjunction with the Chair of the Personnel Committee will prepare written feedback and an oral summary that shall be provided to the Chair during a face-to-face meeting. Although this is intended to be a formative process, the feedback (or the chair's response to the feedback) may be such that the Dean and/or Department determine that a change in Departmental leadership is appropriate. It is expected that the Chair will honor a request for a resignation at this time.
  
3. If one or more members of the Department desire immediate removal of the Department Chair (e.g., between 3-year review cycles), he/she/they are encouraged to consult with a member of the Personnel Committee to discuss the issue. Alternatively, consistent with the faculty handbook, a contingent of faculty, staff, or students may present a statement to the Dean outlining perceived administrative failure of a chairperson. (see 350.4.3.1 in Faculty Handbook). Faculty members making that consult with members of the Personnel Committee may be invited to present a case for removing the Chairperson from his/her duties, and the Department Chair may be invited (simultaneously or separately) to respond (Both the initiating members and the Chair shall be absent during the Personnel Committee's deliberations). If a majority of the Personnel Committee agrees that the Chair should be removed from office, the Personnel Committee shall call a meeting with the Chair to request his/her resignation. If a resignation is not forthcoming, the Personnel Committee shall develop a resolution enumerating concerns with the Chair's leadership and transmit the resolution to all Department members. The Chair of the Personnel Committee shall call (and preside over) a special meeting of the Department to consider the resolution. The results of the secret ballot shall be reported to the Dean and the faculty. If 2/3 of the entire voting faculty of the Department (inclusive of those not present at the meeting due to leave, etc), favor a resolution for the Chair's removal, the Dean shall be expected to remove the Chair from his/her position.

### *SECTION III. COMMITTEES*

#### A. General Procedures:

1. The Department shall annually elect three standing committees: Personnel & Tenure; Space; and Colloquium.
  
2. Committee membership will be determined by election at the first faculty meeting of each academic year.

3. Committee decisions are advisory to the Department on policy matters and advisory to the Chair of the Department on personnel and administrative matters.
4. Committees may assume responsibilities not specified but related to their normal responsibilities.
5. Committees may organize subcommittees or establish liaison with other committees.
6. Committee chairs will be expected to report on each committee's activities at regularly scheduled department meetings.

#### B. Committee Memberships and Responsibilities

1. Personnel Committee:
  - a. Membership: The Personnel Committee shall consist of 4 members identified by secret ballot at the first faculty meeting of the year. All faculty members, excepting those in their first year are eligible to serve on the Personnel Committee; however, following College Policy, pre-tenure faculty shall not vote on tenure/promotion decisions.
  - b. Responsibilities:
    - i. Conduct all necessary faculty evaluations, including annual reviews of adjuncts, instructors, and pre-tenure faculty, tenure and promotion and biennial reviews following established Departmental and University policies.
    - ii. Modify and update personnel policies relating to faculty workload and evaluation
    - iii. Serve as advisory to Chair on personnel matters
2. Space Committee:
  - a. Membership: The Space Committee shall consist of 3 faculty selected at large from all Department members.
  - b. Responsibilities:
    - i. Advise the chair in allocations of space for faculty, staff, and students, including assignment of offices, labs, and space for centers and student organizations.
    - ii. Recommend policies related to the use and assignment of space within the Department.
    - iii. Advise the chair regarding allocations of other departmental resources (e.g., computer & lab equipment) as requested and appropriate.

3. Colloquium Committee
  - a. Membership: The Colloquium Committee shall consist of 3 faculty selected at large from all Department members.
  - b. Responsibilities:
    - i. Develop an annual colloquium series for the department with a budget negotiated with the Chair.
4. *Ad hoc* Committees:
  - a. Search Committees
    - i. All full-time faculty hires shall be the result of a search process, established by a search committee.
    - ii. Search committees shall follow all applicable laws, policies, and procedures established by the State of Indiana and Indiana State University.
    - iii. Search committee chairs shall be appointed by the Department Chair as advised by the Personnel and Tenure Committee. Chairs should be selected to represent the faculty of the program to whom the new faculty will be assigned. Search Chairs, in consultation with the Dept Chair, shall select at least two additional members to constitute the committee, with the expectation that all departmental programs should be represented. Graduate student representation on search committees is also encouraged.
    - iv. Search committees shall solicit applications, screen applicants, organize interviews and colloquia, and solicit and consider feedback from the full faculty before recommending hires to the Department Chair. In the event that the Department Chair should disagree with the rankings of the Search Committee, the Department Chair shall consult with the committee prior to making a recommendation to the Dean. The Department Chair shall share the rankings of the committee as well as his/her independent evaluations with the Dean.
  - b. Other Committees
    - i. Other committees may be appointed by the Chair as needed to deal with important departmental business.
    - ii. *Ad hoc* committees should represent all departmental constituencies who might be affected by a committee's report or recommendations.
    - iii. Recommendations made by *ad hoc* committees shall be brought to the Department for discussion and approval.

## *SECTION IV. PROGRAM ADMINISTRATION*

### A. General Procedures:

1. Upon appointment to the Department, each tenure-track faculty member shall be affiliated with one of its graduate programs: the clinical (Psy.D.) program or the general (M.A.) program. Instructors with graduate teaching responsibility will be associated with the program(s) in which they provide primary instruction. In addition, all regular faculty shall be affiliated with the undergraduate program.

2. Faculty affiliated with each program shall hold responsibility for the development and implementation of policies and procedures relating to the program, including those related to curriculum, assessment, and student success. Program faculty are further empowered to establish subcommittees as needed to address individual or on-going program-specific goals.

3. Each graduate program and undergraduate major shall have a director with authority to develop agenda and organize program-oriented faculty meetings. Program directors are responsible for representing the program's interests to the chair (and university governance and administration as requested); for coordinating recruitment, selection, and advising of students; for coordinating and reporting on program assessment; for initiating curricular modifications; for assuring currency of program information on the website; for advising the chair on scheduling of courses, and for reporting on program activities during faculty meetings.

In addition, directors of graduate programs are responsible to represent their program to the College of Graduate and Professional Studies (including attending relevant CGPS meetings led by the Dean), coordinating internal recruitment/admissions processes with those of CGPS (including attending or sending a designee to the Graduate & Professional Fair), and for assuring graduation pre-check and check-outs are completed.

Each program director is entitled to a reduced teaching load as specified by the departmental workload policy to accommodate their additional duties.

### B. Program Directors

1. Director of Clinical Training. The clinical doctoral program shall be headed by the Director of Clinical Training (DCT). The DCT is a 12-month appointee who shall be responsible for oversight of the Psy.D. program. In addition to the Program Director duties specified above, the DCT is responsible for assuring adherence to professional standards of training and requirements necessary to maintain program accreditation. The DCT is also responsible for development and maintenance of appropriate clinical training opportunities in the surrounding community. Additional expectations may be documented in Psy.D. Program Guidelines. As necessary, the DCT shall also recommend appropriate adjunct

faculty for providing essential clinical courses. The DCT is selected by the clinical faculty and serves a 3-year term (but may be reappointed subsequent to a triennial review).

2. Director of the Master's Program. The General/Experimental M.A. Program shall be headed by the Director of the Master's Program. The Director of the MA program shall be elected by the General Faculty for a 3-year term (with the possibility for re-election).

3. Director of Undergraduate Studies (DUGS). The Director of Undergraduate Studies shall be responsible for oversight of undergraduate major and minor programs. In addition to the duties specified above, she/he will represent the Department on college and university advising committees. The Director shall also oversee administration of undergraduate student honors and awards. The Director for Undergraduate Studies shall be appointed by the Chair, based on recommendations solicited from the faculty. Term: 3 years (with possibility for reappointment).

*SECTION V. OTHER DEPARTMENTAL OFFICES*

A. Clinic Director. The Director of the Psychology Clinic oversees day-to-day operations of the Psychology clinic. S/he also develops, implements, and modifies policies and procedures related to the operation of the Psychology Clinic in consultation with the clinical faculty. S/he works closely with the DCT and others to insure adequate supervised training opportunities for clinical students, implementation of the faculty practice plan, compliance with legal and professional ethical standards, monitoring of budget, etc. The Clinic Director is also directly involved with oversight (including hiring and review) of clinic staff. As a full-time, 12-month faculty member, the Psychology Clinic Director also supports the clinical supervision needs of the PsyD program year-round as well as teaches 2 didactic courses per academic year. The Clinic Director is selected by the clinical faculty; he/she serves as a 3-year Instructor contract and undergoes regular reviews in accordance with the handbook.

B. Faculty Council Representative. In accordance with the Constitution of the College of Arts & Sciences, the Department shall elect one member to represent departmental interests on Arts & Sciences Faculty Council. On occasions when the elected representative is unable to attend a Faculty Council meeting, the representative may select an alternate to attend in his/her place. The Council Representative will be expected to report on Council activities at each faculty meeting. Term: two-year; eligible for re-election.

C. Library Representative. The Department shall elect one member to serve as liaison to the library, for recommending books, videos, and development of other library resources related to psychology. Term: one-year; eligible for re-election.

D. Human Subjects Reviewer. The Chair shall appoint one member of the faculty to serve as preliminary reviewer of all IRB applications originating in the Department. Following the Departmental Human Subjects Policy, this person shall work with faculty and students to facilitate their clarity and conformity to the highest ethical standards and shall advise the chair regarding concerns with any protocol. Term: On-going.

E. SONA-systems Coordinator. The Department shall elect one member to serve as the coordinator of the department's participant recruitment and scheduling software. The SONA-systems Coordinator shall be responsible for managing site access, providing materials or training to faculty and students needing to recruit human subjects or credit human subjects for participation. The Coordinator shall work with the Chair and the Human Subjects Reviewer to insure that on-line registration is the primary access point for recruitment of undergraduates for research participation. Term: On-going.

*SECTION VI. DEPARTMENT-AFFILIATED ENTITIES*

The Psychology Department promotes an active and engaged student population through interactions with graduate and undergraduate student organizations. Each of the following entities has its own organizational structure as specified in its by-laws (set in accord university policies pertaining to student organizations).

1. Psychology Graduate Student Organization (PGSO). PGSO provides a formal mechanism for graduate students to interact with Departmental Governance structures. Although students are encouraged to contact trusted faculty, program heads, and the Department Chair with individual-level concerns, PGSO provides a means for the graduate student body to collectively share information or raise questions or concerns about departmental or program policies and procedures. PGSO may request to have additional items added to the online student instructional evaluations.

2. Psi Chi & Psych Society. Psi Chi, the national honor society for psychology, and Psych Society, an undergraduate social organization, both provide opportunities for psychology majors and others to promote the study of psychology at ISU. Each organization may elect a faculty member to serve as advisor and representative to the Department.

3. National Alliance for Mental Illness (NAMI). NAMI on Campus is an ISU student group affiliated with the National Alliance for Mental Illness. The group is focused on providing education and advocacy around issues of mental illness. The student group is open to all majors, with a faculty advisor in psychology.

*SECTION VII. APPROVAL OF AMENDMENTS OF THE BY-LAWS:*

A. Proposed amendments to these by-laws will be distributed and discussed at one faculty meeting with a vote taken at a meeting no sooner than two weeks subsequent to the initial discussion.

B. A two-thirds majority vote of regular, full-time department faculty members is required to adopt an amendment to these by-laws.

**Approved 4-29-2016 (9-0-0)**

**Changes in Grad Director Duties Approved: 12-2-16 (11-0-0)**

**Corrected typos: 9-14-18**

**Additional Changes (Adding Colloquium Committee) Approved: 11-7-19 (10-0-1)**