

**BY-LAWS FOR THE
DEPARTMENT OF PSYCHOLOGY
University of South Florida**

November 21, 2008

Mission Statement.

The Department of Psychology is a Community of Scholars dedicated to the creation and dissemination of knowledge. The department is committed to furthering our understanding of the mind and behavior by the methods of science, as well as to the development of applications of the science of psychology to better the human condition and that of individual persons. In keeping with the mission of the University of South Florida, the department is committed to helping its students to acquire knowledge of psychological theories, research findings and the methods used by both basic and applied psychologists. The department sees as its mission serving the general student body, its majors and its graduate students by providing these students with an understanding of the importance of the scientific approach in addressing issues of human behavior. The department also sees as its mission the training of graduate students as independent scholars who will dedicate themselves to the pursuit of knowledge, even as they are using their training as scientist-practitioners or as clinical scientists to contribute substantially to the solution of pressing human problems. We see it as an important part of our mission to assure that our students internalize the canons of ethics of the discipline and profession, of Psychology. The Department of Psychology values and promotes diversity of its members and students.

ARTICLE I. Structure of the Department

A. Membership

1. The Department of Psychology can confer one of the following classes of appointments on colleagues who wish to participate in the Department's activities. All the following appointments require approval by the majority of the faculty.
 - a. **Tenure Track Faculty** – These are persons with faculty appointments as Assistant, Associate and Full Professors who are either tenured or are on the tenure track in the Department of Psychology. They include individuals who hold tenure track appointments on any campus at USF who are assigned to the Psychology Department. Such faculty may hold fractional joint-appointments in the Department of Psychology. Tenured and tenure track faculty with at least 0.49 FTE have voting privileges in departmental voting. No other faculty has voting privileges in the department.
 - b. **Non-Tenure Track Faculty** -- In exceptional conditions, faculty status will be accorded to individuals who hold a doctoral degree and who are assigned instructional and other academic duties in the department. Such individuals will not be granted tenure.
 - c. **Courtesy (Guest) Faculty** – Individuals who are tenure track members of the faculty at another university and who temporarily reside on the USF

campus can be granted annually, at the discretion of the Chair, a Courtesy (Guest) appointment for the duration of their visit. Guest faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional program. Such visitors may receive remuneration from extra-mural funds controlled by a collaborator who is a member of the faculty.

d. Visiting (Research Track) Professors – Visiting Research appointments at the level of Assistant, Associate and Full Professor as appropriate given the appointee's scholarly record and years since Ph.D. may be granted to scholars who wish to conduct research on the USF campus. A Visiting Research Professor can solicit extra-mural funds as a USF faculty member and can be paid a personal salary from such grants. The position is not tenurable and there is no long term commitment of access to departmental space. Visiting Research Professors will be appointed for the period of one year upon the approval of the majority of the faculty. The appointment can be renewed annually, at the discretion of the Chair, with the advice and consent of the Executive Committee.

e. Courtesy (Affiliate) Appointment – Such appointments, which do not carry Professorial rank, are granted to scholars who have an active scholarly relationship with the Department of Psychology. Individuals holding Courtesy Appointments are welcome to participate in the department's intellectual life. A Courtesy appointment can be made for a period of up to 3 years. Continuation of the appointment will be made by the Chair.

f. Joint Appointments (Zero Time)—Faculty who hold appointments in any department on any campus of USF can be granted a zero time joint appointment in the Department of Psychology.

2. Faculty recruitment will be conducted by search committees nominated by the Executive Committee and approved by faculty vote. All search committees will conduct searches consistent with College and University guidelines and recommend candidates to be invited to an interview. The roster of nominations will be reviewed by the Executive Committee and presented to the Faculty who will make the final decision as to who to interview, subject to such administrative reviews as are required. A recommendation to the Dean that an offer of a tenure-track appointment be made requires approval by at least 2/3 of the faculty voting, the vote tendered in a secret ballot. Votes can be tendered either in person, during the faculty meeting called to discuss the offer, or by absentee ballot tendered to the chair prior to the faculty meeting.

B. Chair

1. The Chair is the Executive Officer of the department and has the normal powers and

responsibilities as delegated by the President, Provost and Dean. He or she is the official liaison between the department and the administration. Duties of the chair include, but are not limited to the following:

- a. The Chair will convey information about the Department to the Administration, and from the Administration to the Department.
 - b. The Chair supervises all Departmental staff positions.
 - c. The Chair administers the Departmental budget.
 - d. The Chair sets the assigned duties of the faculty, including teaching assignments.
 - e. The Chair provides annual faculty evaluations, and promotion and tenure recommendations; such evaluations do not preclude separate evaluations by a faculty evaluation committee.
2. The Chair is appointed by the College Dean. The Chair will normally be appointed for a renewable three to five-year term, but serves at the pleasure of the Dean.
 3. When the chair position becomes open, the full faculty will discuss their preferences for this position. Those preferences will be reported to the Dean.
 4. In the semester prior to the reappointment of the Chair, the Department will conduct an anonymous survey of the faculty, reported to the Dean, for or against reappointment of the Chair.
 5. The Chair may appoint an Associate Chair and such other Departmental administrators as may be required after consultation with the faculty.

C. The Areas

1. For a variety of administrative functions, the department faculty can organize themselves into "Areas." Any group comprising at least 4 FTEs may seek to create a new Area. The creation of a new Area is contingent on the approval by the Graduate Program Committee (GPC) of a detailed program of study that defines the curriculum, and the degree requirements, that will constitute the graduate training program offered by the new Area. Following approval of the proposed graduate training program by the majority of the GPC the Chair will create the new Area, after consultation with the Executive Committee. The Executive Committee may recommend that the new Area be reviewed by the faculty prior to its creation. Creation of a new Area by the faculty

requires approval of at least 35% of the faculty attending the meeting called to discuss this area.

2. The members of each Area will constitute a self governing body charged with the responsibility for the graduate program offered to students affiliated with the Area and for sustaining the undergraduate instructional program assigned to the Area. Each Area will have one representative on the Executive Committee, and each Area will elect an Area Director, whose appointment will be subject to the Chair's approval.
3. While recognizing that many decisions by Area faculty concerning matters within the Area's domain (e.g., size of program, required courses within the area, comprehensive examinations, practicum facilities) are subject to review by the full faculty, the usual custom is that strictly "intra-Area questions" be decided by the faculty within the Area and honored by the larger group. It is understood, however, that some types of intra-Area decisions (e.g., departmental requirements, marked change in size, goals, new activities, establishment of new programs, and elimination of programs) are to be viewed as recommendations from the Area faculty to the full faculty.
4. All faculty members will be members of at least one area. Members of the faculty carry an FTE proportional to their appointment in the Department of Psychology. Thus, a full time appointment is equal to one FTE that can be apportioned equally between two Areas. At present (Spring 2003) the areas are designated as: Clinical, Cognitive & Neural Sciences, and Industrial/Organizational. Faculty can formally affiliate with at most two Areas, contributing half an FTE to each Area's count, and informally with any number of Areas. The number of formally affiliated members of an Area determines the Area's collective teaching obligation. Multiple affiliations are encouraged when the interests and activities of the faculty member make this appropriate.
5. Any faculty member can join any Area, except for Areas whose training program must satisfy requirements imposed by external accrediting bodies. In those Areas the majority of the Area's members must approve a new member joining the Area. The Area affiliations for the following academic year will be formally ascertained by the Chair in a survey of the faculty to be conducted no later than December 1 of each year.

By affiliating with an Area, a faculty member asserts a commitment to participate in the graduate program approved for the Area and to teach the graduate and undergraduate courses that are normally covered by members of the Area. A faculty member's affiliation with an Area is permanent for as long as that faculty member wishes to be affiliated with the Area.

ARTICLE II. Faculty Meetings

1. A quorum is defined as the presence, either in person or by proxy, of 2/3 of the faculty with voting privileges who are in residence for the semester during which the meeting is called. Faculty on sabbatical or on leave of absence, or who have been assigned more than 50% time to other units, are not considered to be in residence. Faculty who are not in residence for a semester may choose to attend a meeting in person. In such a case, and for

the particular meeting, they are considered to be in residence, if they have informed the chair of their intention to attend at least 1 hour prior to the meeting. Absentee ballots are allowed for hiring decisions. The absentee ballot allows the faculty member to vote 'yes' or 'no' on the question of acceptability, that is, whether to hire each candidate. The absentee ballot also allows the faculty to rank order the candidates in terms of order of offer should each candidate be found acceptable. The results of the acceptability vote by the faculty during the actual meeting will have no effect on the order of preference for absentee ballots; if some candidates are found unacceptable, the absentee ballot will be interpreted to mean that the rank order of the remaining candidates is consistent with the initial ranking. Proxy votes are not allowed unless the faculty giving the proxy attends a least part of the faculty meeting. Such faculty may offer their written proxies during the meeting to the keeper of the meeting's minutes. The proxy identifies the member of the faculty who is entitled to vote in the name of the absent member. Proxies are only good for the item under discussion at the time the faculty member leaves. Proxies will not extend to subsequent votes.

2. The Chair will convene the faculty at least once each semester. Other meetings may be called by the Chair as needed. Meetings may also be called by a petition signed by 20percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All meetings will be announced via email at least 24 hours prior to the meeting. Members of the faculty without email access must arrange with the Chair's office a substitute to email announcements.
3. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the Chair shall announce the meeting. An agenda shall be sent by email least 24 hours before the meeting. Any faculty member may request that an item(s) be place on the agenda.
4. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie. Maximum informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in these By Laws.
5. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
6. Minutes of all meetings will be distributed to the faculty and kept as a permanent record in the department. The actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.

ARTICLE III. The Executive Committee

1. The Executive Committee will consist of the Chair, the Area Directors, the Associate Chair (if any) as ex-officio members, one at-large representative elected by a majority of the faculty, and a graduate student representative elected by a majority of graduate students. The Undergraduate Coordinator, the chair of the Undergraduate Studies Committee, and the Coordinator of Administrative Services will also serve as ex-officio members of the committee. Staff support will be provided by the Coordinator of Academic Services, who also records and prepares the minutes.
2. The Executive Committee will advise the Chair concerning department policies and procedures and the allocation and commitment of department resources. The committee will also assist in the development of departmental plans and budgets. The tenured members of the Executive Committee will serve as the Annual Merit Evaluation Committee as specified in the department's Merit Evaluation Policies, included in the Department's Policies and Procedures manual.
3. The Executive Committee will review, when necessary, grievances by students who report that they were graded in a capricious manner.
4. The Executive Committee will establish committees as deemed necessary to assist in the operation of the department. Written charges for each committee will be distributed to all faculty when the committee memberships are determined by appointment or election each spring.
5. Minutes of the meetings of the Executive Committee will be circulated to all faculty in a timely fashion and kept on file in the department.

ARTICLE IV. Graduate Student Representatives

1. Graduate students from each Area will elect a representative who will attend Area meetings and faculty meetings.
2. Graduate student representatives are not permitted to vote but are encouraged to participate in all discussions except those concerning personnel matters. Student representatives may be asked to leave meetings when such matters are discussed, if that is deemed appropriate by the Chair of the meeting.

ARTICLE V. Amendments

Any faculty member or departmental committee may propose amendments to these By Laws. A proposed amendment must be submitted in writing to the Chair who will place it on the agenda of the Executive Committee. The Executive Committee may refer the amendment for review by other departmental committees. This review process must be concluded within 6 weeks of the original submission of the amendment, excluding weeks falling during the Winter break or the Summer session. Upon the conclusion of the review, the amendment accompanied by the comments of the committees, will be placed on the agenda of the next

faculty meeting. A vote will be taken at the next department meeting at least one week later with opportunity for further discussion prior to the vote. The vote must be by secret ballot. A 2/3 vote of all faculty members in residence is necessary to pass such amendments. Amendments may also be passed by mail ballot if 2/3 of faculty members agree that a discussion is not needed. Faculty not in residence may participate via mail ballot and will count toward the 2/3.

Article VI: Policies and Procedures Manual

The Chair will maintain a Policy and Procedures manual that will be posted on the department's web site. The Policies and Procedures manual will incorporate documents adopted by the faculty, or promulgated by the chair on matters within the chair's authority. The Manual will include at a minimum the following documents:

1. Assigned Duties Policy
2. Faculty Evaluation Policies
3. Departmental Committee Structure
4. Appointment Procedures for Doctoral Committees
5. The Graduate Student Handbook
6. Tenure and Promotion Criteria
7. Summer Teaching Assignment Policy
8. Student Grievance Procedures, including Capricious Grading

The Chair will be responsible for updating the Policies and Procedures Manual annually.

ARTICLE VII: Effect

Upon approval by 2/3 of the resident faculty on February 8, 2005, these By Laws became effective and replaced the Constitution of the Department last adopted May 5, 2003.