

BYLAWS  
DEPARTMENT OF PSYCHOLOGY  
ARIZONA STATE UNIVERSITY

Adopted on 11/4/2011

This document contains the Bylaws of the Department of Psychology in the Natural Science Division of the College of Liberal Arts and Sciences at Arizona State University. If any aspect of the Bylaws becomes in conflict with Arizona Board of Regents, College or University rules and policies, then it will be superseded by those rules or policies, although the rest of the document will remain in force.

This document provides Department rules for some procedures that are more fully described in the Bylaws of the College of Liberal Arts and Sciences and especially in the Academic Affairs Policies and Procedures (ACD) Manual. This document refers primarily to areas left to the discretion of the Department and should therefore be consulted in conjunction with the College Bylaws and ACD Manual.

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# I. DEPARTMENT FACULTY

## A. DEFINITIONS AND CLARIFICATIONS

1. The Faculty: In the Psychology Department, faculty members include those individuals who hold active academic appointments in one of the tenure-track and tenured ranks (professor, associate professor, or assistant professor) or in one of the following non-tenure track ranks: principal lecturer, senior lecturer, or lecturer. Active appointments are those at 50% or more of full-time effort.
2. In the remainder of this document, individuals holding the ranks of senior lecturer, lecturer, or instructor are designated “non-tenure track faculty” (NTTF), whereas individuals who hold tenure-track and tenured academic appointments as professor, associate professor, or assistant professor are designated “tenure-track and tenured faculty” (TTTF).
3. Rights and Responsibilities:
  - a. All TTTF members as defined in 2 above are entitled to full voting participation in all Department affairs. All NTTF members are entitled to voting participation in all Department affairs with the exception of TTTF personnel issues.
  - b. All faculty members are expected to share in the responsibilities of the Department.
4. Faculty Action: This term shall mean actions, usually involving voting, taken by the faculty who are present at a duly convened meeting of the faculty or who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied. All faculty actions must be consistent with the rules of the College of Liberal Arts and Sciences, Arizona State University, the Arizona Board of Regents documents dealing with faculty governance, and the State of Arizona.
5. Quorum: A quorum required for formal actions by the full faculty shall be one more than one-half of the number of the TTTF who are not (a) on leave or (b) primarily engaged in administrative positions outside of the Department. An analogous quorum requirement shall apply in formal actions by defined subgroups of the faculty.
6. Voting Rules:
  - a. Unless otherwise specified, voting may be by unanimous consent, voice vote, or written ballot.
  - b. There shall be no voting by proxy.
  - c. Except as provided otherwise in this or other official Department documents, Department business shall be conducted in accordance with the current edition of Robert’s Rules of Order.

## B. DUTIES OF THE TENURE-TRACK & TENURED FACULTY (TTTF) AS A COLLECTIVE BODY

*This section deals with the role of the TTTF in setting Department policy. It does not address questions of implementation in individual instances.*

1. Matters requiring faculty consideration and action, whether voting is explicit or by unanimous consent:
  - a. Recommendations to the College Dean for appointment, reappointment, or removal of the Department Chair.
  - b. Recommendations to the chair for appointment of faculty members.
  - c. Recommendations to the chair regarding proposals for significant changes in Department objectives or organization, such as establishment of new degree programs, creation or dissolution of recognized positions or units within the Department, and establishment of formal relations to other agencies.

- d. Recommendations to the chair regarding general and specific guidelines for TTTF recruiting efforts.
- e. Recommendations to the chair regarding policies and procedures related to evaluation of TTTF.
- f. Recommendations to the chair regarding Department policies and procedures governing admission, evaluation, and retention of graduate students.
- g. Recommendations to the chair regarding Department policies and procedures related to the ethics and propriety of research, teaching, and service activities.
- h. Recommendations to the chair regarding general policies and procedures related to seeking and managing external funding such as grant applications and contract proposals, including teaching buyouts and space allocation.

### **C. FACULTY MEETINGS**

1. The Department faculty shall meet on a regular basis, on the call of the Chair or Acting Chair. That person, or the person's designee, shall chair the meeting.
2. The faculty typically shall meet at least on a monthly basis during the academic year. Notice of the meeting (including day, time, place, and agenda) shall be circulated electronically to individual faculty members at least 48 hours prior to the meeting time.
3. Any 20% of the TTTF shall be able to call a faculty meeting by a signed, written announcement on 72 hours' notice. The agenda for such meetings must be included in the call for the meeting and no other items can be considered at this meeting.
4. Any 20% of the TTTF, as defined in 1A above, shall be able to place an item on the agenda for the next faculty meeting.
5. All faculty meetings, except those in which personnel decisions are to be made, are open as specified by Arizona Law.
6. Minutes shall be circulated electronically to all faculty members within one week of the meeting, and a permanent copy shall be kept in the Department office. Suggested corrections shall be brought to the next faculty meeting and voted on by the faculty.

### **D. SUBSTANTIVE AREAS**

1. The Department TTTF shall be grouped according to their primary substantive specialty area for the purpose of offering graduate degree programs. Each TTTF shall be affiliated with one or more of these substantive areas.
2. Each area shall have a coordinator, appointed by the Department Chair, with the majority approval of the TTTF identified as members of that area. Such appointments will be made on an annual basis but are renewable.
3. Each area TTTF shall be responsible for the form and content of their graduate training program, including required coursework and other requirements, except as those are specified by the regulations of the Graduate College or by the Department faculty on the recommendations of the Committee on Graduate Study (see V below).
4. Each area TTTF is responsible for the selection of their own graduate students and for the overall evaluation of progress and performance of those students, including the decision to terminate, impose requirements, admit to comprehensive examination, and advance to PhD candidacy, except as specified in D.3. above.

5. The area coordinator shall call and chair regular meetings of the training area faculty and shall be generally responsible to the Department Chair for ensuring that the area faculty carries out their various duties in a timely and effective manner.
6. The area faculties shall meet at least twice each semester.

## **E. COMMITTEES**

1. Faculty members shall be available to serve on Department committees as constituted in these By-Laws.
2. In constituting all Department committees, every consideration shall be given to ensuring representation according to rank, substantive interests, and diversity in membership.
3. Committee members shall ordinarily be appointed for a two-year term, and the committee Chair typically shall be a second-year member.

## **F. NON-TENURE TRACK FACULTY (NTTF)**

1. At least 1 NTTF shall serve on the Undergraduate Studies Committee and NTTF are eligible to serve on all other Committee except for PAC and Committees pertaining exclusively to decisions regarding TTTR.
2. At least 1 NTTF shall serve as a member of the 4-person Teaching Faculty Evaluation Committee, which shall be chaired by the Director of Undergraduate Studies. This committee will evaluate the NTTF on a biennial basis (see VII. G).

# **II. DEPARTMENT CHAIR**

## **A. SELECTION AND TERM**

1. The Department Chair shall be appointed by the Dean of the College of Liberal Arts and Sciences after the dean has considered the recommendation(s) of the faculty.

## **B. DUTIES**

1. The Chair has general executive responsibility for all aspects of the Department and is accountable to the Dean of the College and to the faculty.
2. The activities of primary importance and concern for the Chair are the following:
  - a. Conducting a continuing critical review of Department objectives, programs, and priorities; analysis of the extent to which objectives are being achieved; initiation or review of proposals for changes in objectives, programs, and priorities.
  - b. Allocating existing financial resources, and developing short-term and long-range budget proposals.
  - c. Developing faculty personnel plans for submission to the faculty; constituting faculty search committees; monitoring the conduct of particular recruiting efforts; making recommendations to the Dean of the College regarding faculty appointments, and all other personnel actions.
  - d. Assigning or approving the teaching, research, and service duties of faculty members.
  - e. Monitoring the conduct of procedures for evaluating the performance of faculty members; conducting an annual review of each faculty member following receipt of a recommendation from the personnel committee, providing feedback on the results of such evaluations;

recommending to the Dean reappointment, termination, promotion actions, as required by the Dean.

- f. Developing and carrying out plans to maintain the vitality of faculty, to stimulate their scholarly activity and development, and to maximize their contribution to the Department, to the University, to the profession and to society generally.
- g. Coordinating the mentoring of junior faculty members.
- h. Coordinating with appropriate committees, allocating existing space and facilities, and developing proposals regarding their modification; re-assignment or expansion of space and facilities; formulating space and facilities requests to the University administration.
- i. Implementing policies related to research and/or training grants, contract proposals, and other external funding with due regard for compatibility with Department objectives and impact on Department resources; reviewing and acting on particular grant applications, contract proposals, and other external funding.
- j. Developing or reviewing proposals for changes in the organization and operating procedures of the Department.
- k. Formulating proposals regarding the relationship of the Department to other units within the University, and to relevant agencies outside the University.
- l. Making nominations or assignments of faculty members to particular committees and other Department duties.
- m. Formulating policies regarding appointments of adjunct faculty, post-doctoral students, visiting scholars, research associates, visiting professors, etc.
- n. Maintaining a continuing review of Department needs for staff personnel; supervising the selection, assignment, and evaluation of staff members.
- o. Responding to, or making appropriate disposition of, proposals or requests that arise from individuals or groups within the Department or from outside agencies
- p. Establishing the agenda for faculty meetings, and chairing these meetings.
- q. Supervising the maintenance of Department records and files.
- r. Distributing, or supervising the distribution of reports, minutes, memoranda, etc. to provide adequate communication with the faculty without inundating them.
- s. Supervising the safety and security of personnel, facilities, and equipment.

## **C. METHOD OF OPERATION**

1. Faculty expressions (or inaction) on matters listed in II.B.2. shall not be regarded as binding on the Chair, but the sense of the meeting and the points in discussion will provide guidance for subsequent action, negotiation, or revision.
2. Informational matters in II.B.2. ordinarily are the results of action taken by the Chair on the basis of judgment in accordance with established policies and prior input from several faculty sources. They usually reflect specific personnel and budget decisions which have been taken, which need to be known, but cannot be revised in the specific case.
3. In accordance with ACD 111-03, the Dean will solicit input from the faculty at least every other year for evaluating the performance of the Chair.

### III. ASSOCIATE CHAIR

#### A. SELECTION AND TERM

1. The Associate Chair assists the Department Chair with the administration of the Department.
2. The Associate Chair is selected by the Department Chair.
3. The Associate Chair is appointed for an annual, renewable term.

#### B. DUTIES

1. Responsibilities of the Associate Chair include:
  - a. Coordinating public lectures and colloquia by department faculty and prominent visitors.
  - b. Publishing the Department newsletter.
  - c. Assisting in the preparation and delivery of special programs for alumni (e.g., Homecoming) and undergraduates (e.g., freshman orientation and fall welcome).
  - d. Coordinating special projects that involve the interface between the University and the Department such as the Decennial Review visit and accreditation.
  - e. Resolving issues that arise within the Department such as revising the guidelines for PGS 101 student participation in Research, revising the Faculty Evaluation Guidelines, and chairing ad hoc committees as the chair so designates.
  - f. Calling meetings, as necessary, to discuss the performance of the chair.
  - g. Serving as a member of the PAC.
  - h. Performing those activities as identified by the chair necessary to assist in the everyday administration of the Department, including representing the Department when the chair is unavailable.

### IV. PLANNING AND ADVISORY COMMITTEE

#### A. MEMBERSHIP AND TERMS

1. The **Planning and Advisory** committee shall be chaired by the Department Chair and shall include the Associate Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies. The composition of the Planning and Advisory Committee (PAC) includes four additional TTTF. Of the additional four, two members are voted upon by the TTTF; the third will be an early career (i.e., pre-tenure, assistant professor) faculty member voted upon, or selected, by the early career faculty; and the fourth faculty member will be of the Chair's choosing.
2. The Chair, the Associate Chair, and the Directors of Graduate and Undergraduate Studies serve continuously. The other members of the Committee serve 2 year terms.

#### B. DUTIES

1. The primary responsibility of the PAC is to advise the Chair on all matters of importance to the Department, including strategic planning, faculty hiring, policy development and evaluation, graduate and undergraduate program consultation, and/or other tasks critical to Department growth and function.

## **C. MEETINGS**

1. The PAC shall meet on a regular basis on the call of the Chair. Such meetings shall ordinarily occur twice a month during the academic year.
2. The actions of the PAC shall be reported to the faculty via email, or at faculty meetings.

## **V. DIRECTOR OF GRADUATE STUDIES & COMMITTEE ON GRADUATE STUDIES**

### **A. DIRECTOR OF GRADUATE STUDIES**

1. The Director of Graduate Studies, with the advice and assistance of the Committee on Graduate Studies, shall coordinate Department-wide policies on matters related to graduate study.
2. The Director of Graduate Studies shall be appointed by the Department Chair. The Director of Graduate Studies is appointed for an annual, renewable term.
3. Responsibilities of the Director of Graduate Studies include:
  - a. Chairing the Committee on Graduate Studies.
  - b. Serving as liaison to the Graduate College.
  - c. Generating resources for graduate education by writing internal proposals for block grant funding, recruitment airfare awards. Also includes prioritizing and submitting proposals for internal funding for graduate fellowships, and graduate conference travel.
  - d. Responsible for ongoing monitoring of outcomes including data on admissions/recruitment outcomes, student progress, and student placement outcomes.
  - e. Responsible for evaluations of graduate training including septennial review, and ASU accreditation reviews.
  - f. Coordinating Department-wide nominations for awards related to graduate study.
  - g. Participating as a member of the PAC.
  - h. Serving as a source of information, support, and mediation for graduate student issues.
  - i. Act as a liaison to the Graduate College. Monitor and implement new ASU policies regarding graduate education.
  - j. Maintain and update a list of faculty members endorsed to chair and co-chair dissertations.
  - k. Conduct orientation for new graduate students (every fall).
  - l. Work with Administrative associate to assign and allocate TA-ships. Conduct a TA orientation every fall and monitor TA performance through semester reviews. Consult with faculty and TAs to resolve any concerns about TA performance.
  - m. Work with Graduate Studies Committee to allocate financial resources (block grant funding, provost funding) and monitor accounts.
  - n. With the Graduate Studies Committee and the Director of Undergraduate Studies, review the planned curriculum each year to ensure adequate and coordinated course offerings at both the undergraduate and graduate levels.

### **B. MEMBERSHIP AND TERMS**

1. The Committee on Graduate Studies consists of the six area heads (Clinical; Cognition, Action, and Perception; Behavioral Neuroscience; Developmental; Quantitative Methods; and Social), one graduate student representative from each of those areas, and a Graduate Support Staff member. The Committee on Graduate Studies is chaired by the Director of Graduate Studies. Length of terms of service can vary across areas.

## **C. COMMITTEE DUTIES**

1. The overall function of the Committee on Graduate Studies is to ensure highest possible quality of our graduate training as well as to continuously improve our success in graduate student recruitment, retention, and placements. The Graduate Studies committee makes policy recommendations about graduate training, addresses specific issues that arise as we implement our training programs, manages graduate student recruitment, manages financial resources allocated to graduate training (e.g., TA assignments), seeks mechanisms for increased graduate student financial support, works with the ASU Graduate College and responds to Graduate College initiatives, and conducts evaluations of the success of our training programs. The Graduate Studies Committee also monitors graduate course offerings and coordinates with the Undergraduate Studies Committee to ensure a balance between Graduate and Undergraduate offerings. Graduate curricula, course offerings, and degree requirements, coordinated as necessary with the Director of Undergraduate Studies.
2. Form and content of brochures, Catalog copy, Orientation Manual, and other materials describing graduate programs and degree requirements; drafting these materials, coordinating as necessary with the Director of Undergraduate Studies.
3. Policies and procedures related to the admission of graduate students; supervising and coordinating the actual admissions, follow-up and orientation process, in accordance with established guidelines.
4. Policies and procedures pertaining to the quality and evaluation of graduate student performance, the monitoring of student progress, and the format of graduate student records; supervising the maintenance of graduate student records.
5. Guidelines for faculty and students regarding the participation of graduate students in the teaching, research, and service functions of the Department; drafting such guidelines, assuring adequate student input to proposed guidelines.
6. Policies regarding level and patterns of graduate student support.
7. Graduate student roster and the policies for the assignment of individual students to various types and sources of financial support, if any.
8. Guidelines concerning graduate student academic loads, student participation in interdisciplinary, inter-institutional, off-campus, or other special programs.
9. Policies and procedures related to the placement of graduate students, including handling of the job file, development of follow-up information on graduates, and departure interviews.
10. Appeals and petitions from graduate students for waiver of Department or University requirements.
11. Procedures for selection of graduate students as Department nominees for special awards or honors.

## **D. COMMITTEE PROCEDURAL GUIDELINES**

1. Meeting
  - a. The Committee on Graduate Studies shall hold regular meetings at least once each semester and shall hold additional meetings at the call of the Director of Graduate Studies.
2. Appropriate minutes of each committee meeting shall be filed.
3. Committee Coordination
  - a. The Director of Graduate Studies shall consult with the Director of Undergraduate Studies before submitting to the Chair recommendations on matters of overlapping concern.

- b. The Director of Graduate Studies shall be responsible for proposing procedures to assure timely and effective communication with graduate students, and for supervising the implementation of such procedures following their consideration by the Chair and the faculty.

## **VI. DIRECTOR OF UNDERGRADUATE STUDIES & COMMITTEE ON UNDERGRADUATE STUDIES**

### **A. DIRECTOR OF UNDERGRADUATE STUDIES**

1. The Director of Undergraduate Studies, with the advice and assistance of the Committee on Undergraduate Studies, will coordinate Department-wide policies on matters related to undergraduate study.
2. The Director of Undergraduate Studies is appointed for a one-year term (renewable) and serves at the discretion of the chair.
3. Responsibilities of the Director of Undergraduate Studies include:
  - a. Chairs the Committee on Undergraduate Studies
  - b. Represents the Psychology Department on issues relating to the undergraduate programs, at the college and university levels, as well as represents ASU in resolving articulation issues pertaining to the curriculum that involve other state universities and community colleges in the state of Arizona.
  - c. Oversees course planning and scheduling for the Department.
  - d. Collects and monitors data on undergraduate student achievements and writing reports on such data when required.
  - e. Participates as a member of the PAC.
  - f. Serves as the Chair's designate to handle issues and disputes between students and faculty (e.g., grade disputes, issues of academic integrity).
  - g. Supervises the Office of Undergraduate Advising
  - h. Monitors the development of the Fall, Spring, and Summer schedules including teaching assignments and scheduling of class times and room requests. Faculty teaching assignments are to be submitted to the Director of Undergraduate Studies by the Area Coordinators.
  - i. Oversees the work of the undergraduate advisor(s), which includes contacts with prospective undergraduates; responding to inquiries; managing the Department's participation in summer pre-registration for transfers and first-year students; student orientation activities, etc.
  - j. Assembles and interprets actuarial data about undergraduate students, programs and functions; e.g., course enrollments, student backgrounds, numbers of degrees awarded, drop rates, grade distribution, etc.
  - k. Collects and disseminates job placement and graduate school admission information for graduating majors.
  - l. Works with the Director of Graduate Studies to review the planned curriculum each year and to ensure adequate and coordinated course offerings at both the undergraduate and graduate levels.

## **B. COMMITTEE MEMBERSHIP AND TERMS**

The Committee on Undergraduate Studies shall include, in addition to the Director, and the Assistant Director of Undergraduate Advising, three faculty members other than current Area Coordinators, including at least one NTTF. The three members will be appointed by the Director of Undergraduate Studies in consultation with the Department Chair.

## **C. COMMITTEE DUTIES**

The Committee on Undergraduate Studies operates on behalf of the Faculty to set policies and procedures, and to make recommendations to the faculty about the content and implementation of our undergraduate majors including curricula, course offerings, degree requirements, and coordinating recommendations as necessary with the Director of Undergraduate Studies.

1. Provides input regarding the form and content of brochures, Catalog copy and other materials describing undergraduate programs and degree requirements.
2. Establishes policies and procedures related to Department responsibilities for undergraduate advising.
3. Monitors the conduct of advisory activities.
4. Develops methods for improving the Department's undergraduate programs; for example, modification of facilities, acquisition of new equipment, more extensive application of computer technology, and the establishment of alternative teaching approaches.
5. Helps Director of Undergraduate Studies with Oversight of special Department undergraduate programs and liaison with special College and University undergraduate programs and activities, such as extended education and the Honors College.
6. Develops methods for enhancing communication with our undergraduates.

## **D. COMMITTEE PROCEDURAL GUIDELINES**

1. The Committee on Undergraduate Studies shall hold regular meetings each semester and shall hold additional meetings at the call of the Director of Undergraduate Studies.
2. Appropriate minutes of each committee meeting shall be filed by the Director of Undergraduate Studies.

# **VII. PERSONNEL COMMITTEES**

## **A. THIRD-YEAR REVIEW, TENURE, AND PROMOTION**

### **1. MEMBERSHIP**

A **Personnel** Committee consists of all eligible (as defined below) tenured Department of Psychology faculty members who attend a meeting where any of the following activities take place: (a) a third-year review for assistant professors, (b) an assessment of candidates for tenure and promotion to associate professor, and (c) an assessment of candidates for promotion to professor. Each candidate is assigned (by the elected chair of the full Committee) a three-person subcommittee of review that usually consists

of a senior faculty member in the candidate's area (e.g., Social Psychology), another member of that area, and a third person who is typically familiar with the candidate's research. The subcommittee is selected in consultation with the Department Chair, area head, and the candidate. All tenured faculty members in the Department of Psychology, excluding the Chair, are eligible to serve on the Personnel Committee for 3rd year reviews and for tenure and promotion to associate professor. All faculty members holding the rank of professor in the Department of Psychology, excluding the Chair, are eligible to serve on the Personnel Committee for candidates for promotion to professor. Candidates for promotion to associate professor with tenure and for promotion to professor should consult the documents titled, Department Procedures for Personnel Action and Promotional Evaluation Considerations and Criteria, which are available on the Psychology Track Faculty Blackboard site under archived faculty documents.

## 2. DUTIES

The subcommittee performs a thorough review of the candidate's materials, and a summary of that review is presented to the full Personnel Committee. After discussion by the full committee, the chair of the subcommittee writes a formal report that is signed by all members of the Personnel Committee who attended the deliberations regarding the candidate. That formal report is then submitted to the Chair of the Department who writes an independent report. Both of those reports are then submitted to College and University committees. Note that the Department has created documents that delineate procedures for personnel actions and promotion evaluation considerations and criteria.

## 3. TERM OF THE ELECTED CHAIR OF THE PERSONNEL COMMITTEE

The chair of the Personnel Committee is elected in January and serves a 3-year term.

## 4. COMMITTEE PROCEDURAL GUIDELINES

- a. Processes for promotion, tenure, and probationary review are promulgated by the Provost's office. In any case where the procedures here directly conflict with those promulgated by the Provost's office, the latter processes are controlling.
- b. The chair of the subcommittee assembles and presents data on the suitability of the faculty member for the action being considered. The chair of the subcommittee contacts the person being reviewed to assure the availability of the relevant information. For promotion to associate and full professors, outside evaluations are solicited following Department, College, and University procedures. The Department Chair shall initiate the meeting but not contribute to it.
- c. Copies of the curriculum vitae, copies of all publications, data on teaching effectiveness, and any other pertinent information, such as external evaluations of the person under review, shall be available in the Department main office not less than one week before the scheduled meeting of the committee. It is the responsibility of each member of the faculty to review these materials before the meeting of the Committee.
- d. All members of the Committee present at the meeting shall be able to vote at the meeting by secret ballot and no proxy or voting in absentia is permissible. If the chair of the Personnel Committee determines that the outcome of the ballot is not consistent with the discussion, then the chair may re-open the discussion and call for another ballot.
- e. It is the responsibility of the chair of the subcommittee, in collaboration with other subcommittee members, to prepare a letter to the Chair, signed by all who participated in the meeting, reporting the deliberation of the Committee.

- f. The recommendation of the Committee shall be transmitted to the Dean of the College by the Department Chair in accordance with the regulations of the College.
- g. It is the responsibility of the Department Chair to report the outcome of the meeting orally to the person under review after the written materials have left the Department.

## **B. TENURE-TRACK AND TENURED FACULTY EVALUATION COMMITTEE**

### **1. MEMBERSHIP AND TERMS OF SERVICE**

The TTTF Evaluation Committee (TTTFEC) is a 6-person committee that is elected by the Department at large. Members serve a 2-year term, with three members rotating off each year. Only tenured faculty can serve on the committee. At the end of each year, the three returning members of the committee decide who will serve as the Chair for the next year.

### **2. DUTIES**

The primary responsibility of the TTTFEC is to advise the Chair on annual review ratings of all tenured and tenure-track faculty except for the Department Chair. This review is conducted early in the spring semester following faculty members' submission of materials describing their achievements in research, teaching, and service. The committee submits summary judgments (high merit, merit, satisfactory, unsatisfactory) based on Department guidelines to the Department Chair along with brief comments on the quality of the performance of the faculty members. The guidelines for faculty evaluation are summarized in a document titled General Guidelines for Faculty Evaluation. This document is available on the Psychology Track Faculty Blackboard site under archived faculty documents.

An additional duty of the TTTFEC is to advise the Chair on procedures appropriate to the review of the TTTF, and to determine documentation necessary to address that task. With the guidance of the Chair, they are responsible for developing policies and procedures, which are then submitted to the whole TTTF for review.

The TTTFEC is also responsible for advising the Chair regarding sabbatical leave proposals in the fall semester. The Committee renders a summary judgment on the merit of the sabbatical leave proposal and submits these judgments to the Department Chair along with brief comments on the quality of the proposal.

### **3. COMMITTEE PROCEDURAL GUIDELINES**

- a. The continuing and new members of the Committee shall meet in the spring semester prior to the date that materials are submitted so that they can discuss the Faculty Evaluation Guidelines, issues that may arise, and schedule meetings to complete their work in a timely manner.
- b. The chair of the Committee ensures that each faculty member is assigned two reviewers (1 primary and 1 secondary), with an effort made to assign reviewers with some knowledge of the faculty member's expertise.
- c. Copies of pertinent materials shall be available in the Department main office prior to the scheduled meeting of the committee. It is the responsibility of the primary and secondary reviewers to review these materials before the meeting of the Committee.
- d. All members of the Committee present at the meeting shall contribute to the discussion of the faculty member under review and an effort should be made to reach consensus on ratings.
- e. It is the responsibility of the chair of the TTTFEC to keep track of the ratings and comments and to submit these to the Department Chair.

## C. APPOINTMENTS

The **Appointments** Committee reviews requests for extraordinary (that is, unfunded) faculty appointments in the Department of Psychology. Examples of such appointments are Adjunct Faculty, Affiliated Faculty, and Visiting Faculty.

### 1. MEMBERSHIP AND TERMS OF SERVICE

- a. This standing Committee shall be composed of at least three TTTF from different program areas in the Department.
- b. The Committee members shall be appointed by the Department Chair with the advice and consent of the PAC. The Department Chair shall designate one member to serve as Chair of this Committee.

### 2. DUTIES

Appointment requests are evaluated on the bases of the faculty member's qualifications and the benefits of this appointment to the Department. The Appointments Committee makes recommendations to the Chair of the Psychology Department, who is responsible for making the final decisions regarding faculty appointments.

## D. RECRUITMENT OF NEW TTTF

### 1. MEMBERSHIP

- a. While the decision to recommend the appointment of a new TTTF is the responsibility of the entire Department faculty, the recruitment of TTTF shall be facilitated by the appointment of an ad hoc Search Committee. Each Search Committee shall ordinarily consist of four to six persons plus the Department Chair ex officio.
- b. The Department Chair, in consultation with the PAC, shall appoint four persons to the Search Committee, designating one as Chair. The Committee shall consist, where possible, of three members from the program area in which the person is to be recruited, plus representation from at least one other area. One faculty member of the Search Committee must be affirmative action-trained.

### 2. DUTIES

- a. The Search Committee shall be responsible for identifying, contacting, and providing preliminary evaluations of candidates for the position(s) to be filled.
- b. All Search Committees will be bound by the University, College, and Department Affirmative Action Guidelines.
- c. The Search Committees shall make regular reports to the Department faculty. When the Search Committees and hiring official have approved the list of finalists, the names of application materials of the finalists can be made available to all faculty. The Search Committee files shall be open to all faculty members except for confidential letters of reference in keeping with University guidelines.
- d. The Search Committee is responsible for:
  1. inviting prospective candidates to the campus;
  2. providing a consistent structure for all interested faculty to meet and evaluate the candidates;
  3. providing a mechanism for systematic feedback from faculty members to the committee;

4. conducting a systematic and thorough evaluation of each candidate's strengths and weaknesses;
5. bringing recommendations to the Department faculty about the candidates.

3. **TEMPORARY HIRING FOR EMERGENCY PURPOSES**

In the event of illness or incapacity of a regular faculty member to continue to adequately perform his or her duties, the Department Chair shall be empowered to recruit a temporary replacement not to exceed a term of one year.

**E. POST-TENURE REVIEW**

Post tenure review, as outlined in ACD 506-11, is a routine part of faculty evaluation for tenured faculty. The Chair is responsible for rating each faculty member's research, teaching, and service as either above satisfactory, satisfactory, or unsatisfactory with respect to post tenure performance. Typically, these ratings reflect a rolling average across the previous three years, so that data from a single year never determines a post tenure rating. However, unsatisfactory ratings in annual or post tenure review categories will result in interventions, including performance improvement plans developed within the department or in conjunction with the Dean, as provided for by ACD 506-11, that must be satisfied for faculty to maintain their appointments.

**F. APPEALS BY TTTF**

In accord with ACD 506-10, TTTF may appeal a performance evaluation by appealing to the next highest administrative level (see <http://www.asu.edu/aad/manuals/acd/acd506-10.html>).

**G. NON-TENURE TRACK EVALUATION COMMITTEE**

1. **MEMBERSHIP AND TERMS OF SERVICE:** The Teaching Faculty Evaluation Committee (TFEC) is a 4-person committee that includes the Director of Undergraduate Studies, who chairs the Committee, and at least 1 NTTF. The remainder of the Committee shall consist of teaching faculty and/or tenure-track and tenured faculty members. Members serve on this Committee for 2 years and rotate off (except for the Director of Undergraduate Studies) after they complete the evaluation of the NTTF.
2. **DUTIES:** The primary responsibility of the TFEC is to advise the chair by submitting reviews of all NTTF to the Department chair on at least an annual basis. These reviews are conducted early in the spring semester of each even-numbered year following submission of materials describing achievements in teaching, instructional/curriculum development, service, and scholarship. The committee renders assessments (high merit, merit, satisfactory, unsatisfactory) based on Department guidelines and forwards those recommendations to the Department Chair along with brief comments on the quality of the performance of the NTTF.
3. **COMMITTEE PROCEDURAL GUIDELINES**
  - a. The Committee shall meet in the spring semester prior to the date that materials are submitted so that they can discuss the Teaching Faculty Evaluation Guidelines, issues that may arise, and schedule meetings to complete their work in a timely manner.
  - b. The Director of Undergraduate Studies ensures that each NTTF is assigned two reviewers (1 primary and 1 secondary), with an effort made to assign reviewers with some knowledge of the faculty member's expertise.

- c. Copies of pertinent materials shall be available in the Department main office prior to the scheduled meeting of the committee. It is the responsibility of the primary and secondary reviewers to review these materials before the meeting of the Committee.
- d. All members of the Committee present at the meeting shall contribute to the discussion of the faculty member under review and an effort should be made to reach consensus on ratings.
- e. It is the responsibility of the chair of the TFEC to keep track of the ratings and comments and to submit these to the Department Chair.

## **H. APPEALS BY NTTF**

In accord with ACD 506-10, NTTF may appeal a performance evaluation by appealing to the next highest administrative level (see <http://www.asu.edu/aad/manuals/acd/acd506-10.html>).

## **VIII. SPACE COMMITTEE**

### **A. MEMBERSHIP AND TERMS**

1. The Space Committee shall be composed of at least three full-time members of the faculty from different program areas in the Department, plus at least one graduate student.
2. The Committee members shall be appointed by the Department Chair with the advice and consent of the PAC. The Department Chair shall designate one member to serve as Chair of this Committee.

### **B. DUTIES**

1. The Space Committee is responsible for recommending to the Department Chair the allocations of office, laboratory, and other space of the Psychology Department, changes in the utilization and structural modifications of space; and for otherwise assuring the most effective utilization of Department space as a research and teaching facility.
2. In determining the utilization of laboratory space, need shall be the primary criterion.
3. Decisions concerning space allocation may be appealed to the Department Chair.

## **IX. TECHNOLOGY COMMITTEE**

### **A. MEMBERSHIP AND TERMS**

1. The Technology Committee shall be composed of at least three full-time members of the faculty from different program areas in the Department, a faculty support staff person and a graduate student.
2. The Committee members shall be appointed by the Department Chair with the advice and consent of the PAC. The Department Chair shall designate one member to serve as Chair of this Committee.

### **B. DUTIES**

1. The primary responsibility of the Technology Committee is website development and maintenance.

2. The secondary responsibility of the Technology Committee is managing technical support.
3. The Technology Committee also serves as a liaison between the Department, the College, and the University.

## **X. CHILD STUDY LAB COMMITTEE**

### **A. MEMBERSHIP AND TERMS**

1. The **Child Study Lab** Committee shall be composed of at least three full-time faculty members of the Department plus the Director of the Child Study Laboratory.
2. The Committee members shall be appointed by the Department Chair with the advice and consent of the PAC. The Department Chair shall designate one member to serve as Chair of this Committee.

### **B. DUTIES**

1. The Child Study Laboratory (CSL) Committee is responsible for developing and recommending policies for the CSL to the faculty and/or the PAC.
2. The Committee shall meet at least twice a semester to review the progress of the CSL in promoting the educational and research objectives of the Department for the CSL and at least annually to assess the budgetary models and ongoing feasibility of the CSL. An assessment is forwarded to the Chair.

## **XI. OTHER DEPARTMENT POSITIONS**

### **A. COORDINATOR OF RESEARCH WITH HUMAN PARTICIPANTS**

1. The Coordinator is responsible for the allocation and management of credit hours to researchers and for ensuring that students are able to complete the PGS 101 requirement via research if they choose to do so.
2. The Coordinator is responsible for maintaining communication and liaison with the University IRB, and for informing members of the Department of any policy or procedural changes in the University review process for research involving human participants.

### **B. SENATORS**

1. The number of senators for the Department of Psychology is determined by the size of the academic unit. Degree-granting units with between 40 and 99 Academic Assembly members shall elect two senators (see <http://usenate.asu.edu/universitysenate>). The Department Senators shall be elected by secret ballot to staggered two-year terms. Senators may be reelected. Replacements for senators going on leaves of absence, sabbatical leaves, or resigning from the Senate prior to the expiration of their terms, shall be elected by secret ballot of the Department faculty. The PAC shall nominate candidates for vacant seats prior to the faculty meeting at which the election will occur. Nominations will also be accepted from the floor immediately prior to the election.

### **C. HONORS COORDINATOR**

1. The Department Chair shall appoint with the advice and consent of the PAC, one full-time member of the Department faculty as Honors Coordinator. The term of this office shall be for one year and is renewable.
2. The Honors Coordinator oversees the Department Honors Program and is assisted by the Honors Program Committee. This Committee includes the Honors Coordinator and two additional faculty members. The Honors Program Committee is responsible for offering the Honors Thesis seminar.
3. The Honors Coordinator advises students in the Liberal Arts College Honors Program, and serves as the Department liaison to the Honors College.
4. The Honors Coordinator shall be a member of the Undergraduate Studies Committee.

### **D. PSI CHI ADVISOR**

1. The Department Chair shall appoint with the advice and consent of the PAC, one or more members of tenured faculty, and teaching faculty as advisor(s) to PSI CHI. The term of this office shall be for one year and is renewable.
2. The PSI CHI Advisor(s) is (are) responsible for advising the officers of the Department PSI CHI chapter, attending meetings of the Officers, and promoting the activities of the organization.
3. The PSI CHI Advisor(s) is (are) responsible for attending important functions hosted by PSI CHI such as the Induction Ceremony.

## **XII. THE BYLAWS**

### **A. ADOPTION**

1. The Bylaws shall be adopted for administrative review and approval by a two-thirds vote of the Department faculty members present at a special meeting called for their consideration, providing that a quorum is present.
2. The Bylaws shall be distributed to all full-time members of the Department and the teaching faculty at least five days before this special meeting.
3. Upon adoption for administrative review and approval, the Bylaws shall be forwarded to the Dean of the College of Liberal Arts and Sciences for additional review and, if recommended for approval, forwarded to the Provost for administrative review and final approval. The Bylaws become operative following the Provost's approval.

### **B. AMENDMENTS**

1. After their initial adoption and approval, the Bylaws may be amended by a two-thirds vote of those faculty members present at a Department meeting during the regular academic calendar where the proposed amendment(s) have been announced at a prior faculty meeting, and circulated to the faculty at least one week prior to the voting meeting. Voting shall be by show of hands.
2. Each amendment to these Bylaws adopted by the faculty will be forwarded to the Dean of the College of Liberal Arts and Sciences for further administrative review. If the Dean recommends approval of the amendment, the amendment will be forwarded to the Provost for administrative review and final approval. The amendment becomes operative following Provost approval.

3. It is the responsibility of the Department Chair to make certain that new members of the faculty receive the most current amended version of the Bylaws.

## **C. DISTRIBUTION**

1. All members of the faculty shall receive copies of the Bylaws including new faculty members.
2. If the Bylaws are amended, it is the responsibility of the Department Chair to make certain that all faculty receive the amended version of the Bylaws.
3. Relevant pages of these Bylaws shall be distributed to committee Chairs at the beginning of each academic year.