

BYLAWS OF THE DEPARTMENT OF PSYCHOLOGY TEMPLE UNIVERSITY

I. Prevailing Authority of University Policies

The term “University Policies” shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his/her authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President. The term “College Policies” shall refer to those policies described in the College of Liberal Arts Bylaws.

In the event of any conflict or contradiction between these bylaws, on the one hand, or any action taken by the Department under the authority of these bylaws, on the one hand, and any University or College Policy now in effect or adopted in the future, on the other hand, then the pertinent provision of these by laws or action taken pursuant thereto shall be superceded by the pertinent University or College Policy.

II. Faculty

Academic ranks within the Department are defined in accordance with those outlined University policy and in the relevant pages in the most recent *Faculty Handbook*.

A. Membership. Voting members of the department are all full-time tenured, tenure-track, and Special Appointment Faculty professors having their appointment in the Department.

B. Responsibilities. The Department shall determine its goals and direction, and shall meet to vote on all matters placed before it.

C. Procedures. The Department shall meet at least four times each semester, with the Chair setting the meeting dates, times, and agendas. The latest revision of *Roberts’ Rules of Order* shall govern the proceedings of the meetings.

III. Departmental Organization

The Department is organized into two Clusters with Specializations and/or Areas of Specialization within each Cluster. Cluster I is Brain, Behavior, and Cognition. Cluster II is Developmental, Social, and Clinical. Specializations and Areas of Specialization may be created or eliminated with a majority vote of the faculty of the department.

IV. Departmental Administration

A. Department Chair – In accordance with the regulations outlined by University and College policy, the Chair of the department shall be recommended to the Dean of the College in the following manner:

Selection and Reappointment:

An election for a new Chair shall occur at the beginning of the Spring semester in the final year of the current Chair's term. A term is three years. The election is by secret ballot, with a majority vote needed. Election procedures, as detailed in *Roberts' Rules of Order*, apply. If there are more than two candidates running, and no one candidate reaches a majority, than the one getting the lowest vote is eliminated, and a new vote is taken until a majority is reached. The majority candidate is then recommended by the department to the Dean. A Chair may be re-elected, but cannot serve for more than two consecutive three year terms.

Responsibilities:

The Chair shall be the chief administrative officer and representative of the Department, and shall preside at departmental meetings, being responsible for calling such meetings and publishing the agenda. The Chair shall be an *ex officio* member of all standing committees and sub-committees. The Chair coordinates the Department's tenure and promotion cases. Each year, the Chair appoints the Director of the Undergraduate Studies and the Director of Graduate Studies, assigns members to standing committees (e.g., Advisory Committee, Graduate Committee, Undergraduate Committee) and ad hoc committees (e.g., Search Committee, Space Committee).

The Chair may appoint an Associate Chair, and supervise the hiring of all staff personnel.

A Chair may appoint an Acting Chair for the summer months. A Chair may recommend to the Dean for appointment with the department's majority approval, an Acting Chair for a semester or one-year replacement, due to sabbatical or medical leave. If the leave extends beyond a year, a new election shall take place in accordance with the procedures outlined above.

Removal of a Chairperson:

A vote for removal of a Chair can be called for by a written petition of 60% of the members of the Department. Following the petition to remove, the Chair will be recommended for removal to the Dean, if a majority of the members of the Department vote for removal. If the Dean accepts the recommendation, the Department shall then elect a new Chair according to the procedures described above.

B. Director of Undergraduate Studies – shall be appointed by the Chair, and shall serve a two-year term, subject to reappointment.

Responsibilities: The Director chairs the Undergraduate Committee, coordinates the course scheduling, the University Bulletin, handles general course matters with the registrar and Dean's office, and reports to the Chair on such matters and all decisions involving the Department and the Dean's Office. The Director makes regular reports to the faculty members on enrollment figures and

projections, and curricular matters of concern.

C. Director of Graduate Studies – shall be appointed by the Chair, and shall serve a two year term, subject to reappointment.

Responsibilities: The Director chairs the Graduate Committee, coordinates the recruitment, screening, and interviews of prospective graduate students, oversees the examination and progress of graduate students, and makes regular reports to the faculty on students' progress. The Director coordinates with the Graduate School officers, in consultation with the Chair.

D. Area and Cluster Directors. Each Graduate Area of Specialization or Cluster may have a Director, appointed by the Chair in consultation with the Area or Cluster faculty, to serve a three year term, subject to reappointment.

Responsibilities: Directors supervise the operation of the various Areas of Specialization or Clusters.

V. Committees

A. The Advisory Committee is appointed by the Chair. The numbers may vary from year to year. Members serve for a year and may be reappointed.

Responsibilities: Any and all matters related to the general organization and functioning of the Department, and planning future directions and goals of the Department. The committee consults with and makes recommendations to the Chair.

B. The Undergraduate Committee, is composed of four full time faculty, appointed by the Chair, with the Director of Undergraduate Studies chairing the Committee. Members serve for a year, and may be reappointed.

Responsibilities: Any and all curricular matters relating to the undergraduate program, including but not limited to the approval of new courses, changes in distribution requirements, consideration of an honors program, changes in core requirements, pedagogical considerations that necessitate limitations of course sizes, all fall under the purview of this Committee. The Committee makes recommendations to the Chair, who may then bring these recommendations to the Department that votes on proposed changes.

C. The Graduate Committee, is composed of 7 full time presidential faculty, appointed by the Chair, and one non-voting graduate student, appointed by the Chair upon the recommendation of the graduate students of the Department. The faculty will normally be Area and/or Cluster Directors. The Director of Graduate Studies chairs this Committee. Members serve for two years, and may be reappointed.

Responsibilities: Any and all curricular matters relating to the graduate program, including but not limited to changes in the courses, requirements, areas of specialization, recruitment of future graduate students operational procedures, selecting new students, changes in evaluative procedures, all fall under the purview of this Committee. The Committee makes recommendations to the Chair, who may then bring these recommendations to the Department that votes on any proposed change that significantly modifies the existing nature of the graduate program.

D. The Personnel Committee, is composed of 9 Full Professors, and is elected by the Psychology Department as a whole. Each Professor is elected for a 3 year term, and the terms are staggered across the Committee. The Committee is composed of a minimum of three Professors drawn from each of the Departmental Clusters. Professors are assigned to the committee on the basis of number of votes received – from highest to lowest – unless this method fails to produce the minimum for each Cluster. In the latter case, after assigning the six Professors who receive the highest votes in one Cluster, three who receive the highest number of votes in the other Cluster will be assigned to the Committee.

Responsibilities: Reviews and votes on applications for promotion and tenure. It follows procedures and applies criteria specified in the University's and the College's promotion and tenure policies and guidelines. The Personnel Committee reviews, and recommends action to the Departmental Chair, all applications for adjunct faculty status, Special Appointment Faculty status, and Visiting Professor status. The Personnel Committee reviews, and recommends action to the Departmental Chair on any proposed increase in course load above 2-2 courses per semester.

E. The Merit Review Committee is composed of 4 members, usually Area or Cluster Directors, appointed by the Chair.

Responsibilities: This Committee consults with the Chair on merit recommendations the Chair makes to the Dean.

F. The Student Grievance Committee is composed of 5 members. Four members are chosen by the Chair from the full time faculty. The fifth member is a student chosen by the Chair in consultation with the Department's Student/Advisor Ombudsman.

Responsibilities: This committee adjudicates student complaints that have not been successfully resolved at the level of the Student/Advisor Ombudsman. This committee will meet within two weeks of receipt by the Chair from the Student/Advisor Ombudsman of written material detailing the complaint; will hear all parties to the grievance, and give them the opportunity to provide supporting material; will involve other students whenever appropriate; will prepare written records of all proceedings, these records to be held – along with any written material provided by the student and faculty member – by both the Student Advisor and Chair; and will provide the Chair with a written recommendation for the disposition of the complaint. Upon receiving the recommendation from the committee the Chair will promptly provide written notification of the Chair's decision (with rationale) to the student, the faculty member, and the Student/Advisor Ombudsman.

G. Ad hoc Committees: Other committees, such as Search Committees, a Space Committee, are formed and created as needed, with the Chair appointing members. These committees are advisory to the Department Chair.

VI. Representation in Governing Bodies

In accordance with the rules set out in University policies, all full time Presidential faculty have the right to participate in the governance of the University.

VII. Faculty Meetings

A. Scheduled Meetings – The Department shall hold a scheduled meeting at least four times every academic semester. The schedule of meetings shall be distributed to all by the Chair no later than the date of the first scheduled meeting of each semester. A quorum shall be comprised by a majority of the faculty in the Department not on leave that semester. *Roberts' Rules of Order* govern parliamentary procedure, except in cases countermanded by these bylaws. The Chair will set the agenda for all regular meetings in consultation with faculty, and faculty are free to suggest items for the agenda. Minutes of the meeting shall be distributed to faculty members no later than three weeks after the meeting, with faculty members having one week to read and make corrections to the minutes; at the next faculty meeting, minutes will be brought up for departmental approval.

VIII. Hiring

The Chair will recommend to the Dean each Presidential hire, based on a positive recommendation of a search committee, and a favorable vote by at least 2/3 of the faculty present at a meeting called to evaluate the candidate.

IX. Tenure and Promotion

The Department shall be governed by the rules and policies regarding tenure and promotion as described by University and College policies.

X. Ratification and Amendment

These bylaws will be ratified by a 2/3-majority vote of all Presidential faculty members (tenure-track and tenured) not on leave. Final approval of the Department bylaws rests with the College Dean. The bylaws may be amended by a 2/3 majority vote of all Presidential faculty members (tenure-track and tenured) not on leave. An amendment may be proposed in writing by a member at a regular or called meeting and must be voted on at a subsequent meeting to be held no earlier than one month following the meeting at which the amendment was proposed.

These bylaws were approved by the Department on April 18, by a vote of 21 yes, 0 no, 1 abstain from a total of 32 Presidential faculty.

Approved by Acting Dean Morris Vogel April 21, 2003.