

Department of Psychology Policies and Procedures

Revised by Faculty Vote February 8, 2012

This document describes the policies and procedures by which the Department of Psychology (subsequently referred to as *the Department*) of the University of Delaware operates to achieve its mission. Department policies, procedures, and operations are subject to and consistent with those of the University and of the College of Arts and Science.

1 Membership in the Department

The membership of the Department consists of the Department Chair and the faculty, a subset of whom comprise the voting faculty. The faculty consist of all persons who hold 1) regular full-time tenure-track and continuing non-tenure track positions, 2) full-time temporary research or teaching appointments, 3) joint and secondary appointments in Psychology who hold a faculty title, 4) adjunct faculty appointments in Psychology, and 5) all faculty with emeritus status. The voting faculty consist of 1) all faculty whose primary full-time tenure-track or continuing non-tenure track appointment is in Psychology and 2) other faculty who have expressly been given voting privileges by a two-thirds majority vote of the Psychology voting faculty.

2 Responsibilities and Privileges of the Faculty

The mission of the Department is to produce high-quality research, provide high-quality teaching, and pursue other scholarly activities related to psychological and brain science. This mission includes graduate research and education, undergraduate education, and also relevant areas of service to the department, university, community, and profession. The department faculty are responsible for developing a vision that informs the future growth and development of the Department, for periodically reassessing the Department's vision, and for determining how the Department achieves its vision through a variety of specific missions which include the maintenance of high-quality undergraduate, graduate and postdoctoral training programs within the Department. All new degree programs and changes in existing programs require the approval of the voting faculty in the Department. Some of the other rights and responsibilities of the faculty are outlined in the following sections.

3 Department Organization and Operation

3.1 Leadership of the Department

The *Chair* is the Department's chief administrator. Responsibilities of the Chair include providing leadership to the Department in achieving its mission, administering the policies and procedures of the University and the Department, and acting as the primary representative of the Department within the institution and the profession.

The Department Chair or the Chair's representative shall preside over faculty meetings.

The *Associate Chair* is appointed annually by the Department Chair and serves at the pleasure of the Chair. The Associate Chair assumes the Chair's duties in the absence of the Chair. The Associate Chair assists the Chair in matters pertaining to faculty mentoring and development,

staff supervision and development, budgets, and space allocation. The Associate Chair assists with the coordination of periodic review of Department Bylaws, workload policies, and merit raise criteria. Other duties of the Associate Chair are negotiated with the Department Chair and are communicated to the Department.

The *Director of Graduate Education* is appointed annually by the Department Chair and serves at the pleasure of the Chair. The Director of Graduate Education chairs the Graduate Committee of the department, and assists with graduate program curriculum issues, the scheduling of graduate course offerings in coordination with the Director of Undergraduate Education, and TA assignments. Duties other than those mentioned herein are undertaken by mutual agreement with the Department Chair and are communicated to the Department.

The *Director of Undergraduate Education* is appointed annually by the Department Chair and serves at the pleasure of the Chair. The Director of Undergraduate Education chairs the Undergraduate Committee, assists with the general education plan, undergraduate curriculum review, the development of an honors curriculum, course scheduling in coordination with the Director of Graduate Education, and undergraduate-course TA assignments. The Director of Undergraduate Education works with the *Director of Undergraduate Advising* to coordinate Department advising functions. Duties other than those mentioned herein are undertaken by mutual agreement with the Department Chair and are communicated to the Department.

In addition, each of the department's graduate training programs (i.e., area groups) selects an *Area Director* with advice and consent from the Chair. The Clinical Area Director, who also serves as Director of Clinical Training, is normally appointed for 5 years. Directors of the other Areas are appointed for 1 year. These appointments are renewable with no limitation on the number of renewals. The Directors are responsible for the conduct of area business/policy meetings, the coordination of area brown bag meetings, the conduct and delivery of timely student evaluations, and other duties specific to the needs of the area. In addition, Area Directors assist the Directors of Graduate and Undergraduate Education in the scheduling of undergraduate and graduate course offerings and consult on matters of graduate student recruitment, orientation, and funding arrangements. Area Directors may appoint designees to perform some of these duties by mutual agreement with the Department leadership (e.g., Chair, Directors of Graduate or Undergraduate Education, etc.).

3.2 Department Committees

3.2.1 Advisory Committee

The *Advisory Committee* acts on behalf of the faculty in the administration of the Department. The Advisory Committee consists of the Associate Chair, the Director of Graduate Education, the Director of Undergraduate Education, and the director of each departmental area group. Meetings of the Advisory Committee are normally called by the Department Chair, who chairs the meeting. The primary responsibility of this committee is to advise the Department Chair concerning the general administration of the Department. Such advisory functions shall include the development and implementation of initiatives affecting research and educational activities of the Department and the strategic planning for recruitment and use of existing and new sources of funds. Other responsibilities include space allocation and administration and the periodic review of departmental organization and bylaws. Duties other than those mentioned herein are

undertaken by mutual agreement with the Department Chair and are communicated to the Department.

3.2.2 Graduate Committee

The *Graduate Committee* consists of the Director of Graduate Education and the director of each of the Department graduate training programs. The Graduate Committee is responsible for current graduate students and the operation of the graduate program. Responsibilities of the Graduate Committee include periodic review of the graduate program, formulation of requirements for the graduate program subject to approval of the voting faculty, administration of the graduate program, enforcement of graduate degree requirements, updating and maintaining a graduate student handbook, and the development of programs (including awards) for fostering morale within the graduate student body. In addition, the Graduate Committee provides advice to the Director of Graduate Education who makes recommendations to the Department Chair regarding the allocation and distribution of fellowship and teaching assistantship awards for current graduate students. Changes in the distribution of graduate TA support slots are subject to the approval of the voting faculty. Other responsibilities include coordinating and monitoring the recruitment efforts of each graduate training program, monitoring the progress of all graduate students, encouraging fellowship applications to external federal and private organizations and ensuring the high quality of the graduate student body. Duties other than those mentioned herein are undertaken by mutual agreement with the Director of Graduate Education and are communicated to the Department.

3.2.3 Undergraduate Committee

The *Undergraduate Committee* consists of the Director of Undergraduate Education and a minimum of four full-time faculty appointed by the Department Chair. One member of the Undergraduate Committee is the Director of Undergraduate Advising. The Undergraduate Committee advises the Director of Undergraduate Education on issues related to the undergraduate program through its recruitment of qualified undergraduate majors, formulation of requirements for the major and minor degree programs subject to approval by the voting faculty, and admission decisions for students proposing to change their major or add psychology as a major or minor or neuroscience as a major. The Undergraduate Committee also oversees the Honors program, undergraduate advisement, and the tutoring program. The Undergraduate Committee is responsible for undergraduate awards and maintains liaison with Psi Chi and with undergraduate programs in other departments.

3.2.4 Department Institutional Review Board

The *Department Institutional Review Board* consists of a Chair and at least one other full-time faculty engaged in human subjects research appointed by the Department Chair. The Chair of the committee shall serve as the Department's representative to the University's Institutional Review Board, and a second member of the committee shall be designated the alternate. The *Department Institutional Review Board* reviews all Department research protocols that involve research with human subjects to insure that they comply with all relevant university, state, and federal guidelines and standards for such research.

3.2.5 Faculty Evaluation Committee

The *Faculty Evaluation Committee*, chaired by the Associate Chair, consists of all members of the Advisory Committee, or their designees, and shall work with all candidates for promotion as

they prepare their dossiers for submission to the Department Promotion and Tenure Committee. One member of the committee is designated as the primary liaison between the candidate and the Department P&T Committee. The Faculty Evaluation Committee also maintains the peer review schedule for all full-time faculty and insures that evaluations occur in a timely manner consistent with University policy. The committee solicits written information from the faculty member documenting his or her contributions in areas consistent with the faculty member's workload agreement. One member of the committee serves as liaison between the candidate and the Department P&T Committee that will formally conduct the peer review. If a member of the Evaluation Committee is at or below the rank of a faculty member scheduled for evaluation, a temporary replacement for evaluation purposes will be appointed by the Department Chair.

3.2.6 Promotion and Tenure (P&T) Committee

The *P&T Committee* consists of all voting members of the Department faculty at or above the rank for which the candidate is being considered, except the Department Chair, and is chaired by the Associate Chair of the Department. If the Associate Chair is below the rank for the candidate being considered, the Chair of the Department will appoint an alternate chair of appropriate rank. The committee considers the preliminary report of the Faculty Evaluation Committee and then presents their recommendations to the Department Chair. The Department Chair sends the dossier, the Department P&T report, and his/her own evaluation to the College and University Promotion and Tenure Committees.

The P&T Committee will, in like manner, conduct peer reviews of all tenured, tenure-track, and continuing nontenure-track faculty.

3.2.7 Safety Committee

The *Safety Committee* consists of a Chair, appointed by the Department Chair, the Administrative Assistant to the Department Chair, and one faculty representative from each graduate training program. The committee carries out safety inspections of all teaching and research laboratories once each year. The committee recommends changes in Department policy and practice in order to promote and enhance laboratory safety.

3.2.8 Other Committees

Other standing or ad hoc committees may be formed as deemed necessary by the Chair. Members of the committees will be appointed by the Chair, with one member designated as committee Chair.

3.2.9 Coordinators and Advisors

The Chair appoints from among the faculty and staff one coordinator/liaison for each of the following departmental functions: Library, Computing, Subject Pool, Minority Student Affairs, Colloquia, and United Way.

3.2.10 Graduate Student Representation

Each of the Department graduate program areas selects a representative who may be present at faculty meetings, and the graduate students may select a representative to serve on all standing and ad hoc committees with the exception of the Advisory Committee, the Faculty Evaluation

Committee, and the Department Promotion and Tenure Committee.

3.3 Department Meetings

The faculty meets as needed but at least twice each semester. Special meetings may be called either by the Department Chair or at the request of 25% of the voting faculty. Whenever possible, faculty meetings must be scheduled at least one week in advance and at a time that does not conflict with the teaching schedule of any voting faculty. Each faculty meeting will have an agenda, usually prepared by the Department Chair. Normally, agenda items will be solicited from the voting faculty at least one week in advance, and the agenda will normally be distributed to the faculty at least two days in advance of the meeting. Although other business may be discussed at the faculty meeting, official action may be taken only on items on the agenda. Voting faculty, including those on sabbatical, may attend and participate in all faculty meetings; non-voting faculty and graduate student representatives will be invited to attend and participate in portions of faculty meetings as appropriate. A quorum shall consist of a majority of the voting faculty who are not on sabbatical or leave of absence; faculty on sabbatical or leave of absence do not count in determining a quorum. A quorum must be present at a faculty meeting for action to be taken. Voting faculty may vote on all department matters, and those unable to attend a meeting may submit proxy votes to the Chair or the Chair's representative. Faculty on sabbatical retain their voting rights; a faculty member on leave retains his or her voting rights unless decided otherwise by the voting faculty. Except where otherwise specified, binding decisions require a simple majority of the voting faculty, whether in person, by-email, proxy, or paper ballot.

Secret balloting must be taken on all personnel matters involving full-time faculty or on other matters if requested by any member of the voting faculty.

Procedures followed during departmental meetings will be guided by Robert's Rules of Order.

4 Appointments

4.1 Tenure-Track Appointments

Ad hoc Search Committees, appointed by the Department Chair, are responsible for administering the recruitment of new tenure-track faculty. The Search Committees actively solicit the views of the voting faculty regarding the desired qualifications of candidates for open positions and formulate an advertisement, in consultation with the Department Chair, to attract such candidates. The Search Committees review applications for the relevant position and identify a set of finalists who are invited to campus for interviews. After each candidate's visit, the Search Committees solicit evaluations from the voting faculty, appropriate non-voting faculty, and students and use these evaluations to formulate a recommendation that is presented to the voting faculty at a faculty meeting. The voting faculty are responsible for determining any candidates to whom an offer will be made. A two-thirds majority of the voting faculty is required to make an offer to the selected candidate. Determination of rank for such offers will be separate and will be decided by a two-thirds majority of the voting faculty at the appropriate rank and tenure status.

4.2 Continuing Non-Tenure Track Appointments

Procedures for the identification and hiring of continuing non-tenure track faculty will be identical to those used for tenure-track faculty including the determination of rank voting.

4.3 Joint, Secondary, Adjunct, and Temporary Faculty Appointments

Joint appointments are given to faculty members who have a primary appointment in another UD academic department but make significant contributions to the Psychology Department.

Secondary appointments are made to professionals in the same or other departments who do not have a faculty appointment. Adjunct faculty are individuals, primarily from outside the university, who are actively involved in the teaching or research mission of the Department in some capacity without financial remuneration. All joint, secondary, and adjunct faculty appointments will be of limited duration not to exceed three years and will be reviewed at the end of the appointment period for evidence of continued involvement with the department mission. Visiting faculty are individuals who come from another institution for a specified period of time, often as part of a sabbatical arrangement.

Joint and secondary faculty appointments require the approval of the voting faculty by a majority of those voting. Appointment of adjunct, visiting, and other temporary or part-time faculty is done by the Chair in consultation with the sponsoring Department area group(s) and the Department Advisory Committee.

5 Promotion, Tenure, and Reviews

5.1 Promotion and Tenure

The composition of the Department's promotion and tenure committee is specified above (**Section 3.2.6**). Department procedures for promotion and tenure are consistent with University guidelines and are specified in a separate attached Promotion and Tenure document.

5.2 Peer Reviews

Peer reviews are conducted in accordance with University policy. Formal peer reviews will be conducted by the Department P&T Committee (**Section 3.2.6**) when scheduled by the Faculty Evaluation Committee. The Evaluation Committee solicits written information from the faculty member being reviewed documenting his or her contributions in each of the areas of research, teaching, and service. The P&T Committee then evaluates the faculty member and submits a written report to the Department Chair. A letter of evaluation is also written by the Department Chair, and a copy of each letter is given to the faculty member.

6 Amendment

These Policies and Procedures may be amended at a duly constituted department meeting by a two-thirds majority vote of those present.