

**Department of Psychology By-Laws:
Administrative Positions, Governance Structure,
and Miscellaneous Policies
Approved 12/13/05; updated 11/3/06**

A. Overview

The Department of Psychology has a tripartite mission. Through its faculty, it provides undergraduate and graduate education. Its faculty and students engage in research to advance knowledge in the discipline and applications for the general good. Its Psychological Services Center (PSC) supports clinical training and research and provides services to the local community. More information can be found in the Department's Strategic Plan.

The Department is administered by the Chairperson and Coordinators with the support of academic/professional and civil-service staff. Departmental governance is by the faculty/professional staff as a whole and in area coordinating committees, the Coordinators Council, the Department Faculty Status Committee (DFSC), and standing and ad hoc committees. The Department abides by university policies and procedures, college by-laws, university and college Appointment, Salary, Promotion, and Tenure (ASPT) policies and procedures, and collective bargaining agreements.

The Department is committed to shared governance and an organizational style that values diversity, civility, communication, consultation, and consensus building. These values are expressed in governance and administration that is informal and flexible and relies on interpersonal and group processes rather than formal parliamentary procedures. Policies and procedures are posted publicly on the departmental website, and ongoing communication occurs through the Chair's updates, meeting minutes, and other postings to the faculty and staff departmental listserv.

B. Administrative Positions

- 1. Chairperson** is responsible for leadership of departmental governance and for overseeing all aspects of departmental administration. These include budgeting, financial management, personnel (especially hiring, supervision, and evaluation of staff), course scheduling, facilities and resources (development, purchasing, distribution, and maintenance), relations with university administration, and relations with alumni and other departmental supporters. In accord with university policies and procedures, the Chair is selected and evaluated with the involvement of faculty and staff and is appointed by university administration to a five-year renewable term.

- 2. Coordinators** are responsible for leadership of programmatic areas. One is undergraduate, two are graduate plus related responsibilities (Clinical-Counseling and Career Programs, Quantitative and Technology), four are graduate (Cognitive and Behavioral Sciences, Developmental-Educational, Industrial/Organizational-Social, and School Psychology), and one is responsibilities supportive of graduate programs (PRC and GAs). Coordinators also are responsible for overseeing

administrative activities specific to their areas, including those pertaining to students (recruiting, admissions, orientation, and advising) and the program (development and review). Coordinators are selected by the relevant faculties and professional staff and appointed by the Chair to an annually renewable term (if faculty) or to a continuing assignment (if A/P). Coordinators on faculty contracts receive one or two course releases per year as negotiated with the Chair and a summer stipend subject to funding. Other faculty members have coordinating responsibilities for PSC services and the Honors program.

3. **PSC Director**, previously the School Psychology Coordinator, became a half-time A/P position in July 2005. The Director is responsible for leadership of the PSC's faculty and professional staff and for overseeing all aspects of administration at the PSC. These include budgeting, financial management, personnel (especially hiring, supervision, and evaluation of support staff), facilities and resources (development, purchasing, allocation, and maintenance), and relations with the public and professional communities. The Director is appointed by the Chair to a continuing position; selection and annual evaluation involves the relevant faculty and staff.

C. Governance/Administrative Structures (current year's is appended)

1. **Coordinating Groups** are responsible for policies and procedures in their domains, for coordinating administrative matters, and for judging particular cases.
 - a. **Faculty/Professional Staff Meetings** are open to all faculty members (TT and NTT) and professional staff. The Chair, Coordinators, and PSC Director report on ongoing activities and Committee Chairs present matters for discussion or decisions made. Formal votes are limited to those holding at least a half-time appointment. Minutes are taken by the office manager and circulated for approval. Meetings are typically held monthly but no less than twice per semester.
 - b. **Area Coordinating Committees** are comprised of faculty members whose primary assignment is to the area or who have petitioned and received a secondary appointment in the area. All faculty members (TT and NTT) with at least a half-time appointment belong to one. ACCs are responsible for overseeing graduate programs and undergraduate curricular review in their area. ACCs typically meet once or twice per month but no less than three times per semester.
 - c. **Coordinators Council** is comprised of the Chair and the eight Coordinators of programmatic areas. It has overall responsibility for coordinating across graduate programs and undergraduate areas. It typically meets biweekly but no less than three times per semester.
 - d. **PSC Administrative Team** is comprised of the Director and coordinators of services at the PSC. It is responsible for coordinating across services at the PSC. It typically meets biweekly but no less than three times per semester.
 - e. **Undergraduate Administrative Team** is comprised of the Chair, the Undergraduate Coordinator, the Coordinator of Clinical-Counseling and Career Programs, and the Academic Advisor. It is responsible for coordinating

diversity webpage, and initiates discussions on relevant topics. It includes about six faculty members, an academic advisor, and a student. It typically meets monthly or at least once per semester.

- d. **Curriculum and Teaching Committee** carries out the official duties of a Departmental Curriculum Committee (addition, revision, and deletion of courses and programs), serves as a liaison to the Center for Teaching, Learning, and Technology, and oversees course evaluation procedures. It provides minutes of its meetings to the University Curriculum Committee. It includes about five faculty members (including the Undergraduate Coordinator *ex officio*), and the Coordinator of Clinical-Counseling and Career Programs. It typically meets biweekly or at least three times per semester.
 - e. **Research Committee** oversees the department's use of human participants in research, reviews research proposals, serves as liaison to the Institutional Review Board, maintains the research webpage, serves as liaison to Milner Library, and supports departmental grant-writing activities. It includes about six faculty members. It typically meets monthly or at least once per semester.
 - f. **Resources Committee** oversees policies for the Psychology Resource Center and for Graduate Assistants and establishes priorities for equipment purchases and remodeling of departmental space. It includes about five faculty members, including the PRC and GA coordinators. It typically meets monthly or at least once per semester.
 - g. **Special Events Committee** arranges and implements the departmental social program and contributes to Alumni Day. It includes about three faculty members and the Office Manager. Members typically host these events and the committee meets once per semester or at least once per year.
 - h. **Student Groups'** faculty advisors support the Student Psychology Association, Psi Chi Honor Society, the departmental Honors program, and the Graduate Association of School Psychology.
 - i. **URG Committee** reviews research proposals for internal funding submitted by faculty members. It includes about four faculty members and does its work in the fall semester.
 - j. **Web Committee** provides oversight of the departmental website, formulates and revises web policies, establishes priorities for future web development, and promotes faculty training and use of technology. It includes about seven members, all *ex officio*, who are area or committee webmasters and the Web Staff Secretary. It typically meets monthly or at least once per semester.
4. **Ad Hoc Committees**
- a. **Recruiting Committees** are appointed by the DFSC to fill faculty positions or by the Chair to fill staff positions. They are responsible for defining the position and qualifications, recruiting, interviewing, and recommending choices to hire.
 - b. **Others** are formed by the Chair, Coordinators, or the DFSC for time-delimited tasks, such as developing or refining components of programs.

D. Miscellaneous Policies: As noted above, the Department adheres to university and college policies. The following are various policies required of departments or of sufficient importance to merit being committed to writing.

1. Workload Credit

- a. Double Teaching Credit** during the academic year is given for classes with 80 students or more. These may be at the 100, 200, or 300 level. An exception is PSY 331, a small (15 student) laboratory class; it will receive double teaching credit for 30 students.
- b. Supervision** receives a one-course teaching credit as follows. PSY 498.9 involves visiting interns at their sites; the maximum students are eight. PSY 436.04, 436.05, and 590 involve seminar meetings and individual weekly supervision; the maximum students are five.
- 2. Office Hours** are required proportionate to teaching load, one per course. A full load (credit for three courses) may be met with three scheduled office hours or a minimum of two scheduled hours and one other hour by student appointments with individuals or groups. A half-time load would require two office hours, and a quarter-time load would require one office hour.
- 3. Research Policies** can be found at <http://www.psychology.ilstu.edu/research/index.htm>.
- 4. PRC Policies** can be found at <http://www.psychology.ilstu.edu/PRC/index.html>.
- 5. Web Policies** can be found at http://www.psychology.ilstu.edu/assorted_documents/web_policies.html.
- 6. Summer School Policy**, recently reformulated for the new expanded summer school, is attached.
- 7. Review and modification of by-laws** will be done annually by the DFSC and presented to the faculty and professional staff as a consent item.

8.

Department of Psychology
Guidelines for Instruction during Summer School
for Summer 2006

1. The goals of forming a summer school schedule, in order of priority, are:
 - a. meeting programmatic needs,
 - b. providing courses of comparable quality and rigor as those taught during the academic year (i.e., comparable syllabi and faculty members who teach the course during the academic year),
 - c. generating as many credit hours as possible by responding to students' preferences for courses,
 - d. funding faculty members' teaching activities in the summer, and
 - e. covering expenses, which is the department's primary responsibility, from tuition generated.
2. Programmatic needs include coordinator stipends, required graduate courses, and dissertation and thesis supervision.
3. Payment for summer school courses *that are held* will be 80% of monthly salary per course. There will be a stipend for dissertation, thesis, and undergraduate capstone research supervision for each student *enrolled and supervised during the summer*, payable to the supervisor (chair or split between co-chairs). This stipend will be targeted to be \$1,000, but a lower amount may be paid, depending on funding available from departmental summer tuition and university support. (It was \$750 in summer 2006.)
4. For quality assurance, summer school syllabi and courses will be evaluated by students with the same procedures as during the academic year. The DFSC will review these evaluations and course syllabi, but this process will be separate from annual evaluations.
5. A faculty member will be ineligible for one summer's teaching or supervision if:
 - a. His or her teaching/supervision was evaluated by DFSC as inadequate in the last annual evaluation or during the previous summer.
 - b. He or she failed to meet all classes as scheduled (other than approved professional meetings and sickness) or to be available for supervision during the previous summer.
 - c. He or she declined to teach a course the previous summer in a time slot that he/she had indicated.
6. Eligible faculty members will have the opportunity to submit preferences for courses and times for summer school and availability for dissertation and thesis supervision. The chair will form a schedule according to the above

priorities, including as many nonconflicting courses as possible in times that faculty members are willing to teach.

7. Each faculty member will be scheduled to teach at most one course during the summer subject to the following exceptions.
 - a. Those on the retirement cycle hired before 1982 may be scheduled to teach two courses for four of their last five summers.
 - b. If in the judgment of the chair additional sections should be offered (e.g., to meet enrollments or course demands of previous years), a second course will be offered to faculty members in order of their ISU seniority.

8. Courses failing to meet established enrollment minimums by established dates will be cancelled by the chairperson in consultation with the Dean's Office. There will be no compensation for cancelled courses or dissertation and thesis supervision without enrolled students.