1. PREAMBLE

Objectives. The objectives of the psychology faculty, as a constituent of the College of Liberal Arts and Sciences, will be (1) to provide a liberal and professional education in psychology, (2) to engage in scholarship in psychology, and (3) to serve the College of Liberal Arts and Sciences, the university, and the community at large.

2. DEPARTMENT MEMBERS AND VOTING RIGHTS

Department Members. The Psychology Department is made up of a department chair, tenure-track faculty, a student representative and staff. All members of the department fulfill critical roles necessary to carrying out the mission of the department, college, and university. The faculty of the department are in agreement that all members of the department, regardless of classification, are to be treated with respect, dignity, and professionalism.

Voting Rights. Voting rights will be extended to all full-time, tenure-track faculty members at the rank of Assistant Professor, Associate Professor and Professor and to the department student representative for all non-personnel matters. Adjunct faculty, emeritus faculty, graduate assistants and support staff may attend and participate in faculty discussions and are invited to attend all official department functions and open meetings. However, they are non-voting members of the department.

Department Personnel Committee Members. The Psychology Department Personnel Committee shall be made up of all full-time, tenure-track faculty members of the department at the rank of Assistant Professor, Associate Professor and Professor. According to UIS Faculty Personnel Policies, “Non-tenured faculty members who resign, are not reappointed or are denied tenure shall not serve on personnel committees or participate in personnel processes. In order to vote on a candidate’s case, a committee member must have read the candidate’s personnel file and must have participated in the substantive discussion of the case.”

3. MEETINGS AND VOTING PROCEDURES

Minimum Number of Meetings and Notice. Meetings will be held no less than once each month at times agreed upon at the beginning of the semester by the department faculty. The meeting schedule for the semester shall be distributed via email by the department chair. Meeting agendas shall be distributed by the department chair via email at least 24 hours in advance of a meeting.
Special Meetings. Special meetings of the department may be called by the department chair, the Dean, or by petition of at least two faculty members. The chair of the department (or his/her designate) shall function as the presiding officer at special departmental meetings. A minimum of five calendar days advanced notice must be given for special meetings. A written call to the meeting shall include a statement of the purpose of the meeting. Only business stipulated in the call to the meeting may be transacted at a special meeting.

Summer Emergency Meetings. Emergency decisions may be made by the faculty during the summer term on the condition that one fourth of the voting faculty are available to meet. The chair of the department (or his/her designate) shall function as the presiding officer at summer emergency meetings. Decisions made during the summer will be terminated at the end of the summer and will be introduced for reconsideration by the full voting faculty at the first faculty meeting of the subsequent fall semester. Efforts will be made to inform all faculty of emergency issues and any temporary decisions.

Minutes. The department chair shall publish minutes of all meetings that shall become the official record, upon being submitted to and approved by the faculty at the next department meeting. Minutes will be distributed to all members of the department.

Use of Electronic Technology. Unless otherwise prohibited, it is permissible for a voting member of the department to participate in a regular or special meeting by telephone or video conference so long as a quorum otherwise exists, the member participating by telephonic or video conference can hear all comments of the department members, and can be heard by all members, and the department reasonably has facilities and equipment to accommodate such participation. Assuming a quorum otherwise exists, a member participating in a regular or special meeting by telephone or video conference may vote on action items and his or her vote shall count.

Voting. Voting will be open response unless a faculty member requests that the voting on a particular issue should be by secret ballots. Proxy votes from faculty not present at the meeting will be allowed, as long as there is a quorum present at the meeting. According to the UIS Faculty Personnel Policies, voting on all personnel matters shall be taken by secret ballot.

Quorum. The quorum for meetings and actions of the department shall consist of a majority of the voting membership. According to the UIS Faculty Personnel Policies, a quorum for all personnel decisions is a majority of members present and eligible to vote.

4. THE DEPARTMENT CHAIR
This section is taken directly from Article VI of the CLAS Bylaws.

The Chair. The department chair is elected for a term of three years by the department faculty and must be approved by the Dean and VCAA in order to serve. The chair is responsible to both the faculty and the Dean and will serve as the department’s representative on the College Executive Committee.
Eligibility and Selection

Internal Selection

1. Only department tenure track faculty are eligible to be nominated and serve as department chair. In the case of exceptional circumstances, the department faculty may, by majority vote, petition the College Executive Committee for an exception to this policy.

2. No later than three (3) weeks after spring semester begins, the Dean shall ask for nominations of eligible faculty to stand for election by official secret ballot. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with absentee ballot.

3. The name of the person receiving a simple majority of the secret ballots cast will be sent forward to the Dean, subject to approval by the Dean and the VCAA. In the case of a tie which cannot be resolved by the voters, the Dean shall select the department chair from those faculty members who received tie votes.

4. If no nominee receives a simple majority of the votes, a run-off vote for the top two nominees shall be held immediately under the same procedures outlined above.

5. If the Dean fails to approve the person selected by the faculty, the faculty will submit another nominee or may hold another vote under the same procedures outlined above.

6. Departments will be notified of the chair’s selection by the week after spring break.

External Selection

In some cases, it may be desirable to go outside the existing department faculty for a chair. If the faculty and the Dean agree on the need for an outside search, the Dean will meet with the Provost to discuss options. If an external chair search is authorized, a search committee which follows university policies and procedures for searches for new faculty appointments will be followed. Given the time required to conduct an external search, the incumbent chair or another tenured faculty member shall normally be selected to serve as interim chair until the new chair is in place.
Appointment by the Dean

In the event the department is unable or unwilling to select a chair, the Dean after seeking the advice of the College Executive Committee, will select a faculty member to provide direction as the chair. Should the Dean be unable to appoint a faculty member, the Dean’s office will provide administrative support to the department.

Duties of the Chair

The responsibilities and powers of the chair shall include those listed by the Statutes. In particular,

In each department organized with a chair, the chair shall be responsible for the formulation and execution of departmental policies and the execution of university and college policies insofar as they affect the department.

The chair shall have power to act independently in such matters as are delegated to the chair by the department faculty through its executive committee.

The chair shall (1) report on the teaching and research of the department; (2) have general oversight of the work of students in the department; (3) collaborate with the executive committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the executive committee; and (4) call and preside at meetings of the executive committee and at meetings of the department faculty of which there shall be not fewer than one in each academic year for consideration of questions of departmental governance and educational policy.

The chair together with the department faculty through its executive committee is responsible for the organization of the work of the department and for the quality and efficient progress of that work. Statutes, Article IV, Section 2 e.

Additional duties of the chair include those specified in Appendix 1, which shall be revised from time to time as needed by the College Executive Committee.

Any additional powers delegated to the chair by the department will be approved by the Department Executive Committee in writing and forwarded to the Dean.

Annual Evaluation

Both the department faculty and the Dean shall annually evaluate the performance of the chair in providing department direction. The College Executive Committee and the Dean
shall develop evaluation procedures and timelines.

Removal

Either the department or the Dean may initiate discussions to remove a chair; removal normally requires concurrence of both the department and the Dean. Voting will be by secret ballot forwarded to the Dean’s office. In the event the department votes to remove and the Dean wants to retain the chair, the Dean may ask the department for a second vote. If a simple majority of the department votes to remove, the process to appoint a new chair will begin. The department chair may not vote on the question of removal.

Vacancies

If a department chair position becomes vacant, or if a chair is unable due to illness or other circumstances to fulfill the duties of the position, the department faculty and the Dean will select an acting chair using the procedures specified in this Article until the chair is able to resume duties or until the normal selection process for the chair can take place.

5. STANDING COMMITTEES

Department Executive Committee. The Department Executive Committee shall consist of the entire department faculty.

Standing & Ad Hoc Committees. Standing committees may be created or abolished by a majority vote of the voting faculty at any regular or special meeting. The rules governing such committees shall be determined by the voting faculty at the time the committee is formed. Ad hoc committees may be created by a majority vote of the voting faculty. Such committees shall exist only to perform such functions as specified in the charge to the committee. Dissolution of the committee shall be automatic after acceptance of the final committee report by the voting faculty.

Research Review Committee: The department shall maintain a standing committee to review research protocols from experimenters who propose to access our undergraduate research participant pool. The Research Review Committee (RRC) will be comprised of three tenured or tenure-track faculty members. The RRC will be selected either on a volunteer basis (if only three faculty wish to serve) or via a secret ballot vote of eligible faculty (if four or more wish to serve) at the beginning of each academic year or when openings arise. Once the RRC is staffed, the three members shall elect a chair. All members will be charged with reviewing experimental protocols for compliance with university and ethical standards and to ensure educational value for participants. The chair’s duties include:

- developing procedures for utilizing the participant pool and educating faculty about them
- receiving research protocols, distributing them for evaluation by other committee members, and reviewing those evaluations
writing responses to applicants informing them of the RRC’s decision
creating and maintaining a database to track research credits earned by students
informing instructors of research credits earned by their students

Admissions Committee: The department shall maintain a standing committee to monitor conditional admission to the major. The Admissions Committee (AC) will be comprised of two tenured or tenure-track faculty members, one of whom will be the department chair. The other AC member will be selected either on a volunteer basis (if only one faculty member wishes to serve) or via a secret ballot vote of eligible faculty (if two or more wish to serve) at the beginning of each academic year or when openings arise. Once the AC is staffed, the members shall elect a chair. Members will be charged with developing a system for tracking conditionally admitted students, evaluating their progress under the terms of the conditional admission, making final decisions regarding admission to the major, and informing the student and admissions office of the final decision. The AC chair’s duties include:
- Leading the development or modification of the conditionally admitted student tracking system
- Providing the written documentation of admissions decisions to affected parties

Student Learning Assessment Committee: The department shall maintain a standing committee to conduct assessments of student learning outcomes. The Student Learning Assessment Committee (SLAC) will be comprised of three tenured or tenure-track faculty members, one of whom will be the department chair. The other SLAC members will be selected either on a volunteer basis (if only two faculty wish to serve) or via a secret ballot vote of eligible faculty (if three or more wish to serve) at the beginning of each academic year or when openings arise. Once the SLAC is staffed, the three members shall elect a chair. All members will be charged with developing assessment methodology, compiling assessment data, and distributing the results to the department faculty and department chair. The department chair will be responsible for writing the department’s Assessment Report. The SLAC chair’s duties include:
- Leading the development of assessment methods
- Creating and maintaining a database of assessment results
- Deliver assessment data to the department chair

The department shall maintain a standing committee to implement and monitor policies, procedures, and requirements of the department’s Honors Program. The primary functions of the Honors Program Committee (HPC) will be to: advertise and implement application and selection procedures, ensure proper advising of students in the Honors Program, ensure requirements and procedures are clearly stated and uniformly enforced, and document the aforementioned tasks. The Psychology department will develop and establish application and selection procedures and requirements. The HPC will be comprised of three tenured or tenure-track faculty members, one of whom will be the department chair. The other HPC members will be selected either on a volunteer basis (if only two faculty wish to serve) or via a secret ballot vote of eligible faculty (if three or more wish to serve) at the beginning of each academic year or when openings arise. Terms shall be 2 years with staggered initial terms (i.e., one member for a one year term, the second for a 2 year term). Once the HPC is staffed, the three members shall elect a chair. All members will be charged with the committee’s
duties (including selecting students for admission into the program). The HPC chair’s duties include:

- Maintaining documentation of the HPC’s procedures,
- Maintaining a list of current Honors Program students,
- Maintaining the UIS catalog as it relates to the Honors Program,
- Submit names of students selected for the Honors Program to the Office of Undergraduate Education, and
- Bring proposed changes to the Honors Program policies, procedures, and requirements to the Psychology department for discussion.

6. AMENDMENTS TO THE BYLAWS

These bylaws can be amended by a 2/3 majority of ballots cast, in a secret ballot, provided that all department members have been notified of the vote at least three days in advance.