

**Texas A&M University  
Department of Psychology  
Bylaws**



Approved by Department Faculty 3/22/17

Approved by the College of Liberal Arts

Approved by the Dean of Faculties

## Table of Contents

- I. Membership
- II. Departmental Meetings
- III. Organization of the Department
- IV. Administrative Positions in the Department
  - A. Head
  - B. Associate Head
  - C. Area Coordinators
  - D. Associate Head for Graduate Studies
  - E. Associate Head for Undergraduate Studies
  - F. Director of Psychology Clinic
- V. Committee Structure and Procedures
  - A. General Procedures
  - B. Specific Guidelines
- VI. Advisory Committee
  - A. Membership and Operation
  - B. Functions
  - C. Duties
- VII. Promotion and Tenure
  - A. Membership and Operation
  - B. Duties
- VIII. Committees
  - A. Evaluation Committee
  - B. Diversity Committee
  - C. Graduate Studies Committee
  - D. Undergraduate Studies Committee
- IX. Other Committees
  - A. Membership and Operation
  - B. Search Committees
- X. Other Appointed Positions/Committees
  - A. Appointment and Operation
  - B. Faculty Development and Awards
  - C. Psychology Human Participant Pool (IRB)

- D. Website
- E. Alumni Development and Relations
- XI. Recruitment of Faculty
- XII. Procedures for the Ratification and Amendment of the Bylaws
  - A. Ratification
  - B. Amendments
- XIII. Conflict between the Psychology Department Bylaws and other Regulations
- XIV. Nepotism
- XV. Ethical Behavior

**Department of Psychology**  
**Texas A&M University**

**I. Membership**

- A. The faculty of the Psychology Department will include those individuals meeting the Dean of Faculties definition of “faculty” in the “Guideline to Faculty Titles document ([http://dof.tamu.edu/sites/default/files/hiring/Guideline\\_Faculty\\_Titles.pdf](http://dof.tamu.edu/sites/default/files/hiring/Guideline_Faculty_Titles.pdf)) and who have a primary or joint appointment in Psychology.
- B. Psychology Faculty who are Members of the Graduate Faculty (see OGAPS document on Graduate Faculty Membership; <http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Graduate-Committee-Faculty-Membership-Guidelines.pdf>) and whose primary appointment (at least 50%) is within the Psychology Department, have the right to vote on department issues, excluding decisions for promotion and tenure for tenure track faculty, which is described in section VII.A.
- C. Non-tenure-track faculty who wish to become Graduate Faculty must be approved by a two-thirds majority of the voting faculty and the College of Liberal Arts, and the appropriate paperwork must be submitted by the Department Head according to OGAPS procedures ([http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Graduate\\_Faculty\\_Membership.pdf](http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Graduate_Faculty_Membership.pdf)).

**II. Departmental Meetings**

- A. The parliamentary authority for all meetings in the Department of Psychology will be Robert’s Rule of Order, Newly Revised.
- B. After consulting with the Advisory Committee, the Department Head will identify regularly scheduled times for AC meetings, faculty meetings, and a regular colloquium series. Special faculty meetings may be called by the Head or upon petition to the Head of 20 percent of the voting faculty in residence.
- C. The departmental faculty will meet at least twice per semester to receive committee reports, to discuss departmental affairs, and to advise the Department Head in areas of faculty and departmental concerns.
- D. Faculty meetings will be open to all faculty and duly elected representatives of the graduate students. The Head, or a designated substitute, will chair the meetings. A quorum for departmental meetings is defined as the presence of at least two-thirds of the voting faculty in residence for the semester during which a meeting is called. Unless defined differently in specific sections of these Bylaws, options or decisions that require a vote must be approved by at least two-thirds of the voting eligible faculty in attendance at the faculty meeting.
- E. Unless otherwise noted in the bylaws, all votes for non P&T-related issues will be held during faculty meeting. Faculty members who are absent from a meeting in which a vote is held must request an absentee ballot from the Department Head

prior to the scheduled meeting, and return the completed ballot within 24 hours of the faculty meeting for the vote to be counted. Votes in Faculty meetings can take place via paper/electronic ballot votes. Should one or more faculty request a delay in the vote, the vote will be delayed by 24 hours and completed ballots will be returned to the Department Head by that time.

- F. The Head shall announce the meeting in a timely fashion, with a written request for any items to be put on the agenda. The written agenda will be distributed electronically to faculty members 24 hours before the meeting.
- G. Summary minutes of all faculty meetings will be distributed to the faculty and will be kept as a permanent record in the department office. Actions on specific students, faculty, or other personnel matters will be confidential and will not be included in the summary minutes.

### **III. Organization of the Department**

The Department of Psychology will be organized into Areas. Each area will represent a coherent specialization within psychology, including a defined graduate training program in that area of specialization leading to the Ph.D. degree in Psychology. Faculty members may join the areas of their choice, pending acceptance by the majority of faculty in each area and approval by the Head. A faculty member with a zero-time appointment (e.g., adjunct faculty), joint appointment faculty whose primary appointment is in another department, or faculty with less than half-time appointments may be an affiliate of one or more areas, but will have no vote within the area.

The Psychology Department areas in existence at the time of approval of these Bylaws are as follows:

- Behavioral and Cellular Neuroscience
- Clinical Psychology
- Cognition and Cognitive Neuroscience
  
- Industrial-Organizational Psychology
- Social and Personality Psychology

Any change to the names of these areas would have to be put forward as a motion to change the bylaws and would need to be approved by a 2/3 majority of voting faculty.

Because of the American Psychological Association's criteria for accreditation of doctoral programs in clinical psychology, a Clinical Training Faculty shall be established within the Clinical Psychology Area. This Clinical Training Faculty shall consist of those members of the area whose training is in clinical psychology or related behavioral health field and/or whose primary professional interests are involved in teaching core clinical courses and conducting supervision in the Psychology Department Clinic. This subgroup of the Area shall have principal administrative responsibilities for the doctoral program in clinical psychology, including matters of student admission, continuance, and evaluation; curriculum; and practicum assignment, subject to qualifications that may be expressed elsewhere in these Bylaws.

Each area subsumes a field of research and teaching specialization within psychology.

Each area represents:

- A. an educational unit, which is responsible for organizing and delivering graduate programs in its area of specialization. All area curricular actions are subject to review and require approval by the Department working through various departmental committees:
- B. an administrative unit, in which faculty of each area are responsible for planning and conducting a variety of administrative functions – graduate admission recommendations to the Graduate Studies Committee, graduate student education, graduate student advising, graduate student placement, program training grants, specialized facilities (e.g., the Psychology Clinic, animal care facilities); and
- C. representative unit, in which each area elects a representative to standing departmental committees.

The faculty of each area does the following:

1. Elects a representative to certain departmental committees, as described below.
2. Elects an Area Coordinator (duties defined in Section IV.C)
3. Develops and conducts graduate education programs and collectively manages student evaluations and placements under the authority of the Graduate Studies Committee and Psychology faculty.
4. Develops and conducts undergraduate courses appropriate to its area of specialization under the authority of the Undergraduate Studies Committee and the Psychology faculty.
5. Develops and conducts research programs appropriate to its area of specialization.
6. Manages specialized programs and facilities within its area of specialization. Each area is free to set its own operating procedures for elections.

If a group of faculty wishes to institute a new area, they must present a petition to the full faculty, signed by the requisite three members of the proposed area. This petition should include a statement of the purpose of the area, a full description of its proposed Ph.D. program of specialty, and the employment prospects for graduates of such a program. The establishment of a new area requires a two-thirds majority vote of the full voting faculty, contingent upon final approval by the Department Head.

Three voting members are necessary for an area to be considered active, and warranting formal representation on various Departmental Committees. Areas with fewer than three voting members will lose formal representation on Departmental Committees until the area returns to a membership of three. Should an area have a faculty size below three voting members for three consecutive years, the Department Head must call a faculty vote on the continuation of the area. A vote must be held every three years until the faculty size for that area increases to at least three. A two-thirds majority vote is required to discontinue the area, contingent upon final approval by the Department Head.

#### IV. Administrative Positions in the Department

##### A. Head.

The Head is the administrative and executive officer of the department and its spokesperson to the University administration and communities outside the University.

1. *Term of Office.* The term of office of the Head shall normally be four years. The term is renewable, but is normally limited to 2 terms.
2. *Procedures for Selection and Review of the Head.* When the Head needs to be replaced (either at the end of a normal term or for any other reason), and for midterm review of the Head, the Department will follow the guidelines outlined in the University Rules statement entitled “Faculty Participation in the Selection, Evaluation, and Retention of Department Heads” (University Rule # 12.99.99.M6; <http://rules.tamu.edu/PDFs/12.99.99.M5.pdf>).
3. *Duties of the Head.* The Head, through direct action or delegation and in consultation with appropriate departmental committees:
  - a. formulates and implements policies of the department;
  - b. consults at least once per semester with all departmental committee chairs and area coordinators;
  - c. presides at departmental faculty meetings;
  - d. formulates and manages the departmental budget;
  - e. manages office operations;
  - f. hires and evaluates office staff;
  - g. evaluates faculty (in accordance with procedures specified in the sections dealing with the Promotion and Tenure Committee and the Evaluation Committee; see below)
  - h. encourages faculty development;
  - i. assigns teaching loads and schedules;
  - j. carries on departmental correspondence;
  - k. resolves student complaints and other potential conflicts;
  - l. receives advice from individual faculty members, from committees, and from the faculty as a whole;
  - m. identifies individual faculty members to oversee the following operations/tasks: the Psychology Human Participant Pool, the Department colloquium series, faculty and staff awards, and the Department website.

4. *Authority of the Head.*

- a. The Head makes appointments to fill terms on committees and to assist in the daily operation of the department.
- b. It is expected that the Head will usually support the decisions of committees and the faculty. If the Head is unable to support a recommendation made through usual procedures, he or she should, within a month, provide an explanation to the faculty or to the appropriate committee. In cases of disagreement, the Head should include relevant votes of committees or the Department as a whole when reporting to the College and the University.
- c. The Head, serving as principal financial officer of the Department, shall:
  - i. supervise receipt and expenditure of all monies;
  - ii. in conjunction with the Associate Head, prepare an annual operating budget and previous year-end financial report. These documents shall be presented to the faculty as early in the academic year as circumstances permit;
  - iii. in conjunction and close collaboration with the Chair of the AC, provide an annual state of the Department report to the faculty, during the last faculty meeting of the spring semester. This report should include a summary of: the budget, activities performed by the committees and positions appointed by the Head, negotiations with the upper administration, and progress towards long-term goals. To allow ample time for discussion, this meeting should be scheduled for an extended time slot (e.g., an afternoon) during a day (e.g., a designated reading day) that minimizes conflicts with other scheduled events.
  - iv. The Head, in conjunction with the Dean, appropriate departmental committees and the Advisory Committee, shall supervise and coordinate the recruiting of new faculty members (see Section VI).
  - v. The Head, in consultation with the Evaluation Committee, shall make recommendations for faculty salary increases to the Dean of the College of Liberal Arts.
  - vi. The Head shall be responsible for initiating meetings of the Promotion and Tenure Committee in order to ensure timely recommendations for promotion and tenure decisions in the Department and at the College level.

5. *Timetables for Appointments:*

- a. *Evaluation Committee:* In years when a member of the Evaluation Committee must be replaced, the Head should seek nominations and circulate a ballot in April (prior to the end of the spring semester).

- b. Area Representatives for Standing Committees.* During the first week of the fall semester, each Area should provide the Head with a list of their representatives for each of the departmental committees that require area representation.
- c. Administrative Leadership.* The Associate Head, Associate Head for Graduate Studies, Associate Head for Undergraduate Studies, Director of the Psychology Clinic, and Area Coordinators should be in place at the start of each academic year. Additional administrative appointments can be developed by the Head based on department need, in consultation with the Advisory Committee.
- d. Appointing Leadership for New Head.* For a newly appointed Head, the process of nominating and confirming an Associate Head should be completed within the first month of the Head's appointment. The Director of the Psychology Clinic, the Associate Head for Graduate Studies, and Associate Head for Undergraduate Studies should normally continue to serve until the end of their terms/contracts, whereupon the new Head should review their appointments.

**B. Associate Head**

1. The Associate Head is nominated by the Department Head in consultation with the Advisory Committee and confirmed by the faculty.
2. The term of office of the Associate Head shall be two years, renewable through re-nomination by the Head and with faculty confirmation. The Associate Head is always coterminous with the resignation or departure of the Head. A new Head may request that the current Associate Head remain in that position through the first year for transition purposes. The faculty must confirm this one-year appointment.
3. The duties of the Associate Head include:
  - a. Serving in the capacity of the Department Head whenever the Head is unavailable.
  - b. Serving as a non-voting member of the Advisory Committee.
  - c. Maintaining records of faculty meetings and committee activities.
  - d. Coordinating (with the staff) the electronic distribution of information about Department issues.
  - e. Assist Head in completion of Campus Reports
  - f. Assist Head in Faculty management (e.g., hiring of instructors, monitoring teaching loads)
  - g. Ensure faculty and course instructor compliance with State and University regulations on instruction
  - h. Leading efforts to ensure faculty development.

**C. Area Coordinators:**

1. Are elected by faculty within each area to 2-year terms, normally limited to 4 consecutive terms.
2. Chair the meetings of their areas, and set meeting agendas. In addition to any regular area-centric educational program meetings, the Area Coordinator will hold at least one meeting per semester with Area faculty to discuss program status/planning and issues of graduate education.
3. Must facilitate the election of at least one graduate student representative in the area to attend the meetings defined in Section C.2.
4. Serve on the Advisory Committee
5. Are responsible for the administrative and educational functions of the area.
6. Are responsible for providing course plans to the Head office for faculty in their areas.
7. Will meet annually with the Department Head to discuss Area status, accomplishments, and future plans.

**D. Associate Head for Graduate Studies**

1. Is nominated by the Head, in consultation with the Advisory Committee and confirmed by the faculty, for an initial term of 3 years. The normal term limit is 2 consecutive terms.
2. Must be a Member of the Graduate Faculty
3. Must be a tenured faculty member
4. The primary duties of the Associate Head for Graduate Studies include:
  - a. Serving as a non-voting member of the Advisory Committee.
  - b. Chairing the Graduate Studies Committee and responsibility for the administration of its functions
  - c. Overseeing graduate admissions process

**E. Associate Head for Undergraduate Studies**

1. Is nominated by the Head, in consultation with the Advisory Committee and confirmed by the faculty, for an initial term of 3 years. The normal term limit is 2 consecutive terms.
2. Chairs the Undergraduate Studies Committee and is responsible for the administration of its functions.
3. Must be a tenured faculty member
5. The primary duties of the Associate Head for Undergrad Studies include:
  - a. Serving as a non-voting member of the Advisory Committee
  - b. Chairing the Undergraduate Studies Committee and responsibility for the administration of its functions.
  - c. Supervising the Advising Office and its functions

**F. Director of the Psychology Clinic**

1. Must be a licensed or provisionally licensed Psychologist in the State of Texas.
2. Chairs the Clinic Coordination Committee.
3. Is responsible for all administrative duties in the Psychology Clinic, including implementation of policy and supervision of Clinic assistants, the Clinic secretary, and the Clinic budget.
4. The Director of the Psychology Clinic will be appointed by the Head using standard faculty hiring procedures in which the Head receives a hiring recommendation from the search committee and the faculty at large. The position is either tenure-track or a non-tenure three-year appointment. In the circumstance of a three-year appointment, the Head, in consultation with the clinical faculty and the Advisory Committee, will renew the position. The Head must give a one-year notice of intent to terminate the appointment.

**V. Committee Structure and Procedures**

**A. General Procedures**

1. Service on standing departmental committees is considered to be part of each faculty member's duties. All faculty members are welcome, indeed encouraged, to raise issues to be considered by any committee. Meetings of committees will be held only when a quorum (a two-thirds majority of the voting members on each committee) are present. Unless otherwise specified, all committee members serve in a voting capacity. Any committee may elect to hold a closed meeting by a majority (two-thirds) vote of the members present. However, all decisions made and all votes taken by any committee will be communicated through appropriate channels to the Head and to the faculty as a whole.
2. Except as otherwise noted, the agendas for all meetings will be determined by the committee chairs in consultation with committee members.
3. Except as otherwise noted, all committees will establish their own procedures, provided that the following conditions are met:
  - a. Members of the department who are concerned with a given matter should be given an opportunity to present their views;
  - b. Any faculty or staff member of the Department may make proposals to the committee in writing. Such proposals will normally be given consideration within 45 days;
  - c. Each committee will establish procedures for receiving and considering proposals from undergraduate and graduate students, as appropriate;
  - d. Each committee will maintain a record of its significant policy actions in the form of minutes. When committee actions may be of

- general faculty/student interest, the committee is encouraged to prepare a summary of those actions for distribution to the faculty;
- e. Some committees include student representation. During discussions involving the evaluation of particular students or faculty members, the student representatives will be excused.
4. Depending on the type of committee, committee chairs will be either appointed by the Head or elected at the first annual meeting of the committee (or when a new chair needs to be elected). Chairs will normally serve a 1-year term and usually no more than 2 consecutive terms. If a committee believes that its Chair has become ineffective, the committee can vote or recommend to replace the Chair. During the appointment or election of new committee chairs, the past-chair will serve as the committee chair and will take responsibility for communicating with the Head and initiating the first committee meeting.
  5. Every committee should meet at least once per year.

**B. Specific Guidelines**

1. To assure that no individual has disproportionate influence, and to help assure that department duties are equitably distributed, no individual can concurrently chair more than one of the following committees: Advisory, Promotion and Tenure, Graduate Studies, Evaluation, or Diversity. In cases where a conflict arises, the individual must either decline the new appointment or resign from the conflicting appointment. Neither the Head nor the Associate Head can chair any of these committees.
2. It is expected that the Head will normally follow committee and faculty recommendations. In cases where the Head departs from recommendations, the faculty and the relevant committee shall be orally informed of the reasons for the decision within a month.
3. During the first week of the fall term, the Head will request the names of area representatives for each area-elected committee. If an Area declines to have a representative on a committee or does not submit a name for a committee within 3 weeks, the area will have a representative appointed by the Department Head. Area Coordinators are responsible for requesting nominations and confirmations of representatives for each area.
4. Area Coordinators must be elected (or reelected) by the area through ballot. Area Coordinators will continue to serve until a new Coordinator is elected. If an Area Coordinator reaches the end of his/her 2-year term and an election or reelection is not held by the end of the first week of the fall semester, the Department Head shall appoint an interim Area Coordinator until the area votes on a permanent coordinator.
5. The Head will conduct an election for the Evaluation Committee in April (prior to the end of the spring semester). A list of potential nominees will be distributed to the faculty, who will indicate their top 3 choices for each position. The 3 nominees who receive the most votes for each position will

be placed on a ballot for that position. Each elected member will serve for 3 years, with the first term beginning at the start of the following fall semester. The results of votes conducted by ballot shall be counted by the Head and 2 members of the AC, and made available to the entire faculty.

## **VI. Advisory Committee**

### **A. Membership and Operation**

The AC shall be composed of the area coordinators, the Associate Head for Graduate Studies, the Associate Head for Undergraduate Studies, the Chair of the Diversity Committee, the Associate Head, and the Department Head. Only those faculty serving as area coordinators will have a vote on the AC. The chair of the AC shall be a voting member of the AC who is elected by the Advisory Committee for a term of 2 years, which shall be reconfirmed by the AC in the second year and normally limited to 2 consecutive terms. If, at any point, the AC believes that the chair has become ineffective, it can vote to replace the chair. A two-thirds majority vote is required for removal.

The AC will establish a regular time for meetings. The agenda for these meetings will be set by the Head (in consultation with the AC Chair and other members of the AC), and will be posted in a timely fashion. It is expected that AC meetings usually will occur at least once per month. Additional meetings may be requested by the Head or any member of the AC. For voting purposes, 4 or more members constitute a quorum for the AC.

### **B. Functions**

The purpose of the AC is to advise the head and serve as his or her resource for long-range planning and policy issues. The AC will represent the department as a whole, keeping the Head aware of both current problems confronting the faculty as well as articulating directions for future department development. Although the AC's decisions are not binding, the Head will consult with the AC when appropriate, and any decision taken by the Head against the advice of a majority of the AC will be reported to the committee within a month of the decision. The Head is expected to provide an oral explanation of the reasons for the decision.

The AC offers advice regarding:

1. Budget items;
2. Policies on allocations/funding of graduate student slots;
3. Justification of new faculty positions;
4. Creation of new areas;
5. Improving instruction;
6. Encouraging research;
7. All committee actions that have major policy implications;
8. New acquisitions, including space and equipment;
9. Allocations of departmental space;

10. Maintenance of departmental property;
11. Purchases of new computer equipment and software;
12. Information, plans, or initiatives relevant to the Department/College/University's long-term strategic goals/objectives.

**C. Duties**

The Head shall normally seek the advice of the AC before enacting any major changes in the budget, organization, or policy within the department, and prior to the open discussion of these matters at faculty meetings. After appropriate discussion, a motion for a vote can be requested by the Head, the Chair of the AC, or any 2 members of the AC. It is expected that most votes will be conducted publicly. If a ballot is requested, the motion must be approved by a majority (two-thirds) of the voting members of the AC. For votes conducted by ballot, the votes shall be counted by 2 elected members of the AC. The results of all votes shall be made available to the members of the AC.

**VII. Promotion and Tenure Committee**

All actions of the Promotion and Tenure Committee shall be governed by the University Rules statement entitled "University Statement on Academic Freedom, Responsibility, Tenure, and Promotion" (University Rule # 12.01.99.M2) and the most recent Promotion and Tenure guidelines from the Office of the Dean of Faculties ([http://dof.tamu.edu/dof/media/PITO-DOF/Documents/Guidelines/promotion\\_and\\_tenure/tamu\\_pt\\_guidelines\\_1.pdf](http://dof.tamu.edu/dof/media/PITO-DOF/Documents/Guidelines/promotion_and_tenure/tamu_pt_guidelines_1.pdf)) and for the College of Liberal Arts. Cases of promotion for non-tenure track faculty will be guided by the Office of the Dean of Faculties ([http://dof.tamu.edu/dof/media/PITO-DOF/Documents/Guidelines/promotion\\_and\\_tenure/tamu\\_pt\\_guidelines\\_1.pdf](http://dof.tamu.edu/dof/media/PITO-DOF/Documents/Guidelines/promotion_and_tenure/tamu_pt_guidelines_1.pdf)) and the College of Liberal Arts guidelines (<https://liberalarts.tamu.edu/wp-content/uploads/2016/03/FacultyAcademicProfessionalTrackGuidelines.pdf>)

**A. Membership and Operation.**

The policies specified in University Rule #12.01.99.M2 and in the most recent Promotion and Tenure guidelines of the College of Liberal Arts will be implemented in the Department as described below. Both of these policies state specific procedures for the evaluation of joint appointments, which will be implemented in the Department. For consideration of promotion to the rank of Associate Professor with tenure, the Promotion and Tenure Committee shall be composed of all tenured faculty holding the rank of either Associate Professor or Professor. For consideration of promotion to the rank of Professor (within the tenure track), the committee shall be composed of tenured faculty holding the rank of Professor. For promotion of faculty with Instructional, Research, or Clinical appointments, the P&T Committee shall be composed of all faculty listed in VII.A as eligible to vote for promotion and tenure, plus all Instructional, Research, or Clinical appointments with Associate or Full titles (in the cases of promotion to Associate) or Full titles (in the cases of promotion to Full).

For promotion of faculty with a lecturer appointment, the P&T Committee shall be composed of all faculty listed in VII.A. as eligible to vote for promotion and tenure, plus all Instructional, Research, or Clinical appointments with Associate or Full titles and all faculty with senior lecturer titles (only in cases of appointment to a senior lecturer position).

Individuals who are eligible to vote on Promotion and Tenure matters may vote absentee if they are out of town and unable to vote in person. Votes may be cast by telephone, fax, or email. Absentee votes should be provided to the Chair of the P&T Committee.

The chair of the P&T Committee shall be appointed by the Head. Typically, a person should serve as Chair of the P&T Committee no more than once every five years.

In consultation with the Chair of the P&T Committee, the Head shall appoint P&T committee members to each evaluation subcommittee. There will be one evaluation subcommittee for each candidate being considered by the committee. Different subcommittee members will evaluate each candidate's research, teaching, and service.

The Chair of the P&T Committee shall request from the Head any information contained in hiring or appointment documents that modify the expectations for a faculty member. These expectations will be conveyed by the Chair of the P&T Committee to the Committee at the time that a subcommittee is designated.

**B. Duties:**

The P&T Committee has five primary responsibilities; annual reviews of tenure-track faculty; third-year reviews of tenure-track faculty; reviews of candidates for promotion and tenure; reviews of academic professional track faculty (APTF) for promotion; periodic peer reviews of tenured faculty.

*1. Annual reviews of Tenure-Track Faculty*

- a. The candidate shall provide a vita, a description of job performance, and other information the candidate would like to have considered. For tenure-track faculty, the description will include information about the research program, information on teaching responsibilities (including teaching evaluations), and information on service.
- b. The P&T committee shall meet as a whole and prepare a summary report, including a recommendation for further action and suggestions for continued progress, which shall be forwarded to the Head. Following College rules, the committee will conduct two votes on the candidate. The first vote will indicate whether or not the candidate is making satisfactory progress toward promotion. The second vote will recommend for or against reappointment of the candidate. The department Head's annual evaluation of the candidate shall report the results of both votes and whether or not the Head concurs with each one.

- c. In his/her report, the Head shall convey the committee's report and votes as well as his/her own evaluation to the candidate in writing and shall also meet with the candidate to discuss the report and his/her own suggestions for progress.

2. *Third-year reviews*

The third-year review will assess the progress of the candidate toward receiving tenure. The committee shall provide an in-depth review of the candidate's progress toward tenure, using the same criteria as shall be applied for the awarding of tenure. The committee's report shall include recommendations for action and suggestions for progress and, if necessary, areas of required improvement.

- a. As specified in University and College guidelines, the candidate shall provide:
  - (1) a vita and copies of recent publications, articles in press or submitted for publication, a description of the research program, and grant proposals or other evidence of scholarly activity.
  - (2) a description of teaching responsibilities and accomplishments, including course load, enrollments, syllabi, exams, formal student evaluations, and other relevant material.
  - (3) a description of service to the department/university, to the community, and to the profession.
  - (4) a 3-page maximum statement of goals in research, teaching, and service addressing the impact of the candidate in all three areas.
- b. As specified in University or College guidelines, the committee shall provide:
  - (1) Peer evaluations. The committee shall obtain relevant information from the faculty regarding research, teaching, and service.
  - (2) Copies of all annual progress reports and all review letters previously sent to the Dean's Office.
- c. As specified in University or College guidelines, evaluation subcommittees will then prepare reports of research, teaching, and service. A final summary report will also be prepared that includes a recommendation for continuation or issuance of a terminal contract. That recommendation will be based on a vote of all committee members (by secret ballot) and the results of that vote will be reported in the candidate's summary report. The Head shall convey the results of the committee's report and his/her own report to the candidate in writing in a timely fashion. The Head shall also

meet with the candidate to discuss the recommendation of the committee and the Head's decision.

*3. Promotion and Tenure Reviews for Tenured and Tenure-Track Faculty*

- (1) The P&T committee is responsible for preparing four documents for each candidate: a summary report, and teaching, research, and service reports. In all cases, research quality and productivity will be the most important criterion for promotion and tenure. However, in some cases, individuals may be hired to fill special needs. In these cases, criteria specified in the hiring contract can modify the weighting of traditional criteria.
- (2) Research. The committee shall consider the following information:
  - (1) A curriculum vitae. The candidate shall provide copies of his/her curriculum vitae, including current citation impact scores of each journal, and full citations of all publications, divided by refereed vs. non-refereed journals, and identifying co-authors.
  - (2) Representative research. The candidate shall provide copies of 5 recent representative publications (which may include articles in press). In press is defined as a work that has been officially accepted for publication with no further revisions needed.
  - (3) Outside letters. The candidate shall provide a list of at least 8 people outside the University who are qualified to evaluate the candidate's research. The candidate also may provide the names of people not to be solicited. The P&T committee also shall generate a list. The committee shall obtain a minimum of 5 and preferably 7 letters of evaluation, ensuring that the letters are balanced between the candidate's and department's lists.
  - (4) Research statement. As part of the maximum 3-page statement, the candidate shall provide a personal statement summarizing past accomplishments and outlining future research directions and specific goals.
  - (5) Other information. The candidate should provide other information that he/she believes pertinent (e.g., grant applications and reviews).
  - (6) For promotion to full professor, the Evaluation Subcommittee shall provide citation figures for all publications included in Science Citation Index and Social Science Citation Index.
- (3) Teaching. The candidate shall provide the committee with information regarding course loads, enrollments, syllabi, handouts, exams, and a personal statement of teaching accomplishments and

future plans (as part of the maximum 3-page statement). The candidate also shall provide summaries of standard course evaluations, and the committee will verify the evaluation scores and department averages for equivalent courses.

- (4) Service. The committee shall consider the following information in several categories: service to the Department and University, to the community, and to the profession.
  - (1) Department and University. The candidate shall provide a listing of committees served on in the Department and University (including dates of service), as well as other relevant activities.
  - (2) Community. The candidate shall provide a description of professional community involvement (e.g., speeches to community groups, volunteer consulting to organizations).
  - (3) Profession. The candidate shall provide a description of professional activities that may include involvement in APA or other national or state professional organizations, journal reviews, or grant reviews.

*4. Promotion Reviews for Academic Professional Track Faculty (APTF)*

- a. The P&T committee is responsible for preparing documents for each candidate, consistent with University or College guidelines for promotion within the faculty title. The specific documents that will be prepared vary based on faculty title.
- b. Consistent with College guidelines, the P&T committee shall obtain letters of evaluation from outside the department or university for Instructional appointments and Clinical and Research appointments.
- c. Candidates shall provide information relevant to performance in their faculty title and appointment as specified in their hiring or appointment letters.
  - (1) In all cases, the candidate shall provide copies of his/her curriculum vitae, including information specific to the APTF title and job duties as specified in hiring or appointment letters.
  - (2) In faculty appointments where research is expected, candidates should provide, and the committee will consider, information specified in Section VII.B.3.b.
  - (3) In faculty appointments where teaching is expected, candidates should provide, and the committee will consider, information specified in Section VII.B.3.c.
  - (4) In faculty appointments where service is expected, candidates should provide, and the committee will consider, information specified in Section VII.B.3.d.

5. *Periodic Peer Review for Tenured Faculty*

- a. The P&T committee will conduct a peer-review for faculty who have not been reviewed through other means during the previous 6 years (i.e., faculty who have not undergone review as part of promotion or tenure reviews), consistent with SAP 12.06.99.M0.01 (<http://rules.tamu.edu/PDFs/12.06.99.M0.01.pdf>) .
- b. The peer-review committee shall consist of associate and full professors for peer evaluation of faculty at the associate rank; the peer-review committee shall consist of full professors for peer evaluation of faculty at professor rank.
- c. The faculty member undergoing peer review will provide an updated list of accomplishments, to include information about graduate student mentoring and placement, teaching evaluation information, journal 5-year impact factors, and citation figures for all publications. This information will be submitted no later than the start of spring semester during the 6<sup>th</sup> year since last evaluation.
- d. The peer-review committee will evaluate the submitted materials and provide a brief summary report that documents performance in research, teaching, and service. The committee will consider the entirety of an individual's record as well as recent performance (i.e., the last 6 years). For each area of research, teaching, and service the summary report will include a statement evaluating whether the faculty member's productivity is satisfactory, using the Department's Evaluation Guidelines. The report of the committee must specifically state the basis for a finding of needs improvement or unsatisfactory in any of the three categories. The Head shall convey the results of the committee's report in a timely fashion.

**VIII. Committees**

**A. Evaluation Committee**

1. *Membership and Operation.* The Evaluation Committee consists of two elected members and one member appointed by the Head, with the appointment being sensitive to diversity in the Department. Only tenured faculty members may serve on this committee. When the term of an elected member nears completion, the Department Head will request nominations and circulate a ballot. The nominees will be rank-ordered by the faculty, and the outcome of the vote will be determined by the hare system. Ballots are sorted by the number 1 ranked choice on each ballot. The nominee receiving the lowest number of votes is declared defeated. If more than one nominee remains, the ballots from the defeated candidate are transferred to the voter's next choice and the nominee receiving the lowest number of votes is declared defeated. This process is repeated until there is no next choice. Elections will normally be held in April, and the newly appointed member will take office at the start of the fall term. Members will serve for 3 years, as Chair-Elect (first year), Chair (second

year), and Past-Chair (third year). If more than one member of the Committee must be replaced within a year, the Committee shall elect the chair.

2. *Functions.* The Evaluation Committee will advise and consult with the Head on the yearly faculty evaluation process. Duties include advising the Head on: (a) how to rate/interpret yearly faculty evaluation materials, (b) how available funds should be distributed among faculty members, (c) equity cases, and (d) special merit cases. Faculty will be evaluated according to the Evaluation Guidelines developed by the Department of Psychology and any modified duties or expectations that were agreed upon in the hiring/appointment documents will be provided to the Evaluation Committee. College and university guidelines on evaluation for joint appointed faculty will be followed. These guidelines should be reviewed by the Evaluation Committee periodically. If the Committee believes they require modification, a recommendation for changes should be made to the faculty. All votes to approve or modify the Evaluation Guidelines must be conducted by ballot and require approval by 2/3 of the voting faculty.
3. *Annual Review.* The Department's Evaluation Guidelines specify how annual reviews are to be conducted and delineate the role of the Evaluation Committee and the Department Head in assessing a tenured faculty member's performance each year. Consistent with University guidelines, an evaluation of "unsatisfactory" in any one category of research, teaching, or service or an evaluation of "needs improvement" in any two categories will result in an overall "unsatisfactory" evaluation (Standard Administrative Procedure on Post-Tenure Review; SAP 12.06.99.M1). College and university guidelines on evaluation for joint appointed faculty will be followed. Unsatisfactory evaluations will be reported to the Dean with a written plan for improvement.

## **B. Diversity Committee**

1. *Membership and Operation.* The Diversity Committee is composed of members from each of the Departmental training areas, appointed by the Head, each of whom serves a three-year term. When appointing committee members, the Head should be sensitive to issues of gender, rank, and area, as well as other aspects of the Department that merit broad representation. The Head will appoint the committee chair. Diversity includes all relevant issues of gender, culture, and ethnicity at all levels.
2. *Functions.* The committee has the task of recruiting and representing students and faculty from non-traditional populations. Specifically, the committee works with representatives of relevant areas to facilitate recruitment and retention of candidates, and serves as a forum for considering special issues involving the ethnic minority or female members of the Department.

**C. Graduate Studies Committee**

1. *Membership and Operation.* The Graduate Studies Committee is composed of the Associate Head for Graduate Studies, who shall serve as the non-voting chair, plus one representative elected by each remaining graduate training area. One additional member will be elected from the ranks of the graduate students. The Associate Head for Graduate Studies shall be appointed by the Head for a term of three years. The other faculty members will serve two-year terms. The student representative will serve a one-year term. All terms are renewable. The GSC shall meet at least once each semester and more often if needed at the discretion of the Associate Head for Graduate Studies. Agendas will be determined by the Associate Head for Graduate Studies. Agenda items pertaining to evaluation of students will be considered in closed sessions, and graduate student members will be excused from attendance.
2. *Functions.* The GSC is responsible for advising the Head through the Associate Head for Graduate Studies, on the development and implementation of department-wide graduate training curricula, and for ensuring that areas conduct appropriate and timely yearly evaluations of their graduate students. It has 3 major duties:
  - a. *Curricula.* The GSC shall help the department define the core curriculum. Changes in the core curriculum will be considered by the GSC. Proposals for new courses also will be approved by the GSC.
  - b. *Evaluation.* All graduate students will be formally evaluated by their areas at least once per year. The Clinical Training Faculty shall be responsible for the evaluations of all graduate students in the Clinical Psychology Program. An Area's recommendation that the Department either reward or discipline a student can be reviewed by the GSC, if requested by the student. Evaluations of students may not be initiated by persons outside the student's area, but when the GSC is aware of concerns expressed by persons outside the student's area, it may request that the area consider these concerns and take appropriate action. Students who are discontinued in one graduate program may only remain in the Department if accepted by another graduate program. The GSC will also serve as an appeals board for disputes between students and faculty and for considering all cases of academic dishonesty involving graduate students. Decisions made by the GSC in these matters may be appealed by either party to the Head.
  - c. *Admissions.* The GSC administers the graduate admission process and screens all applicants to all program areas. The applicant pool will be delivered to the relevant area, which will then rank the applicants according to its own selections procedures. No

applicant can be admitted for graduate training without the consent of both the area and the GSC. The GSC is responsible for communication with the Office of Graduate and Professional Studies (OGAPS) and the College for selecting nominees for College and University Fellowships, and for determining when and how many offers to applicants can be made. The offers themselves, however, may come from the area. All offers of funding that involve the admissions process are subject to final approval by the Head.

**D. Undergraduate Studies Committee**

1. *Membership and Operation.* The USC consists of the Associate Head for Undergraduate Studies, and an appointed (by the Head) representative from each of the Departmental program areas. Appointed members will serve Two year terms. The USC usually shall meet at least once per semester and more often as needed at the discretion of the Chair.
2. *Functions.* The USC is charged with:
  - a. developing policies relevant to undergraduate education in the Department.
  - b. proposing and approving curriculum changes and academic requirements for undergraduate majors.
  - c. Approving new courses for Development
  - d. overseeing the implementation of undergraduate program policies.
  - e. facilitating the nomination of psychology undergraduates for departmental, college, university, and national awards.
  - f. provide advice to the Head on undergraduate advising, including new student advising.

**X. Other Committees**

**A. Membership and Operation**

All other standing committees will be appointed by the Head. Each committee should meet at least once per year and provide reports of committee actions to the Associate Head, as detailed above.

**B. Search Committees.**

Search committees will normally be composed of at least one representative from at least three of the Department's areas, at least one junior tenure-track faculty, and a member of the Department's Diversity Committee (one person may serve multiple roles). Search committees will follow the University Rules for conducting searches (University Rule # 12.99.99M1, titled "Faculty Recruitment Procedures"; see below).

**XI. Other Appointed Positions**

**A. Appointment and Operation**

Each of the positions described in sections XI B through XI F is appointed by the Head. Individuals will serve for one year and can be re-appointed for a second year. After 2 years of service, faculty should not be re-assigned to the same position for at least 2 years. Faculty can be re-assigned if the individual seeks to continue in the position and no other faculty request the appointment.

**B. Faculty Development & Awards**

The Faculty Development and Awards Committee, appointed by the Head and Chaired by the Associate Head, with representation from the various Departmental areas, will be responsible for organizing and sponsoring nominations of faculty and staff for any awards offered within the department, in the college, within the University, or at the regional or national level. The Committee will also oversee the Faculty Mentoring Program and identify strategies to promote faculty development.

**C. Psychology Human Participant Pool**

No research may be conducted in the Department without ensuring that the American Psychological Association's ethical principles for human research guidelines are followed. A faculty member will be appointed to this duty by the Department Head to oversee the operation of the Introductory Psychology Research Participant Pool.

**D. Website**

The Web Advisor will provide input to the Head and the Department on issues involving the Internet, including new hardware and software developments, new educational and research applications, the Department Website, and other matters.

**E. Alumni Relations and Development**

The Alumni Relations and Development committee is designed to help create a supportive and inviting environment for TAMU Graduate and Undergraduate students as well as to develop strategies for tracking and staying in contact with our Psychology graduates. In addition, the ARDC should work with the College development office on possible development initiatives that affect the Department. The ARDC will consist of three faculty members appointed by the head, the elected chair of Psi Chi, and a representative elected by the Graduate Students. ARDC members should elect a faculty member to chair the body. The ARDC should meet at least twice per semester.

**F. Space Committee**

The Space Committee, appointed by the Head, with representation from the various Departmental areas, will be responsible for conducting periodic review of Departmental space allocation and for planning the space needs/renovations of the Department. At the beginning of each academic year, the Space Committee will elect a chair.

## **XII. Recruitment of Faculty**

According to University rules, the Department must seek permission from the Dean to initiate a job search. Justifications and recommendations for new faculty positions and replacement of departing faculty are provided by the Advisory Committee based on current and projected needs of the various areas within the department, including undergraduate studies and minority concerns. With the advice of the Advisory Committee, the Department Head shall appoint an ad hoc Search Committee for each position. The results of these deliberations will be announced to the faculty at large and may be amended in the light of recommendations by the faculty.

After the search is authorized by the Dean, the responsibilities of the Search Committee will be to prepare the position advertisement, to solicit recommendations from the faculty concerning worthy candidates, to provide access to the candidates' vitae, and to arrange visits and agenda for the candidates. Typically, a minimum of two candidates will be interviewed for each available position. Usually the Head will offer a contract only to those candidates who have been recommended by at least a two-thirds majority vote of the voting faculty. Such votes are to be by secret ballot.

In some cases, appointments can be made on an emergency basis or under circumstances in which the normal procedures (a national search, interviews, a colloquium) are impractical or inappropriate. Under such circumstances, the Advisory Committee shall be consulted prior to considering such an appointment. With the exception of hiring ad-hoc faculty to fill standing course vacancies, both hiring and continuing appointments should be based on a two-thirds majority vote by the voting faculty.

## **XIII. Procedures for the Ratification and Amendment of the Bylaws**

### **A. Ratification.**

These bylaws will take effect when they have been ratified by a vote of two-thirds of the voting faculty and are approved by the Dean. The vote, by secret ballot, will be organized by the Head.

### **B. Amendments**

1. Amendments to these bylaws may be proposed by the Head, Advisory Committee, or by a petition signed by at least 20% of the voting faculty.
2. The faculty shall vote upon proposed amendments through a ballot conducted only during the Fall or Spring semesters. To be adopted, a proposed amendment must be approved by two-thirds of the voting faculty.

## **XIV. Conflict between the Psychology Department Bylaws and other Regulations**

Should any part of these Bylaws be in conflict with regulations of the College of Liberal Arts or Texas A&M University, those regulations take precedence over the Psychology Department Bylaws.

## **XV. Nepotism**

Faculty must take all precautions to prevent actions that would be considered or perceived to be considered acts of Nepotism according to defined University Policies

(<http://policies.tamus.edu/33-03.pdf>). Cases of potential Nepotism will be dealt with according to published University policies.

**XVI. Ethical Behavior**

Faculty will engage in ethical behavior according to defined System Policies  
(<http://policies.tamus.edu/07-01.pdf>)