

UNIVERSITY OF FLORIDA, DEPARTMENT OF PSYCHOLOGY
CONSTITUTION AND BY-LAWS

First adopted by the faculty March 30, 2009, last amended September 28, 2017
(Replaces the Department Constitution document, last amended September 2001)

The Psychology Department is the unit of the College of Liberal Arts and Sciences that provides education, conducts research, executes curricula, and grants degrees in the field of psychology.

Within the policies and priorities of the University of Florida Board of Trustees, the University Rules as set forth in the Florida Administrative Code, and the Collective Bargaining Agreement http://www.uff-uf.org/wp-content/uploads/2012/09/2013-2016_CBA_with_signatures.pdf and the Constitution of the University (<http://www.generalcounsel.ufl.edu/downloads/Constitution.pdf>), and subject to the approval of the Dean of the College of Liberal Arts and Sciences, the University Senate, and President, the faculty of the Psychology Department shall exercise control over the academic affairs of the department.

The governance of the Psychology department is the shared responsibility of the faculty under the leadership of the Department Chair (DC). With the advice and consent of the faculty, the Department Chair is ultimately responsible for the budget, personnel matters, the graduate and undergraduate programs, teaching assignments, and allocation of space and other resources. The Department Chair represents the Department's opinions and desires to the Dean, and communicates the opinions and policies of the Dean and higher administrative units to the Departmental Faculty. These responsibilities are managed through (1) regular department meetings, (2) an active committee structure, and (3) individual communications between faculty members and the Department Chair. All members of the Department should strive to maintain open communication, mutual respect, and collegiality in order to fulfill the primary mission of the Department which is the production of psychological scientific knowledge through excellence in scholarship, teaching, and service.

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1. The Faculty

1.1. The Departmental Faculty shall be defined as all tenured and tenure-accruing members in the department. The Departmental Faculty shall also include other persons who teach or do research in the Department, are paid through the Departmental budget, and are accepted by a majority vote of the tenured and tenure-accruing faculty on an annual basis.

1.2. Joint faculty status may be conferred on faculty members holding appointments in other departments. They should be proposed for joint faculty status by an Area of the Department, the proposal reviewed by the DC and the Policy and Planning Committee, and then ratified by a majority vote of the Departmental Faculty.

1.3. Adjunct, affiliate, and visiting faculty status may be conferred through appointment by the DC.

1.4. Only Departmental Faculty may vote on departmental matters, which include but are not restricted to new programs, graduate regulations, undergraduate regulations, required courses, hiring of faculty, evaluation of faculty, and recommendation of faculty for Graduate Faculty status. Voting on matters related to substantial Department resources will be limited to Department Faculty whose salary lines are more than 50% from the Departmental Budget and whose lines are tenured or tenure-accruing.

2. Area Structure

2.1. For purposes of administration the department will be divided into "Areas." An area is a group of faculty with common teaching and research interests. The number of Areas and their designation will be determined by the Departmental Faculty on recommendation of the DC and with the advice of the Policy and Planning Committee.

2.2. Each member of the Departmental Faculty must be a member of one Area of "primary association." The "primary" faculty of an Area will be considered to be members of that Area for the purposes of teaching, administrative, and other assignments. All "primary" faculty within an Area have voting rights in that Area.

2.2.1 Departmental Faculty may also be members of one or more Areas of "secondary association." Area(s) of "secondary association" may be chosen by any member of the Departmental Faculty with the concurrence of a majority vote of the Area(s) concerned. In such a case, division of teaching, administrative, and other assignments will be arranged by mutual agreement of the DC, the Areas involved, and the faculty member initiating the request. Secondary area associations will not be considered in determining area affiliation of faculty serving on graduate student supervisory committees.

2.2.2 Areas may confer or rescind voting rights within the Area to joint, adjunct, affiliate, and visiting faculty, as well as Departmental Faculty of “secondary association,” by a simple majority vote.

2.3. The authorized representative of each Area will be known as the “Area Director.” Only the “primary faculty” in the Area and those other faculty to whom the area has granted voting rights shall participate in the election of the Area Director. The election of an Area Director will occur by anonymous vote of a simple majority of the Area members. Should no faculty member attain a majority, or should a tie vote occur among those receiving the greater number of votes, a second vote shall be taken between the two faculty receiving the greater number of votes. If a tie again occurs, the DC will appoint one of the two candidates.

2.3.1 The Area Director will be the primary contact person between the Area and the DC. Area Directors will be responsible for calling regular meetings of primary Area faculty, coordinating the selection of graduate students for the Area, reviewing graduate student progress, and representing the views of the Area to the DC. The Area Director, in consultation with the DC or designee, will be responsible for developing the curricular and teaching efforts of the Area members. The DC will consult with Area Directors and the Policy and Planning Committee with regard to the hiring of any faculty to be associated with the Area, space assignments, promotion and tenure, and other matters concerning faculty and students in the Area.

2.3.2 The term of an Area Director will be three years. Area Directors are eligible for re-election.

2.4. Any Area may establish rules and requirements for graduate students in the Area. However, exceptions to the departmental requirements must be approved by Graduate Studies Committee.

2.5. Each Area is responsible for a written annual evaluation of each of its graduate students.

3. Department Officers

3.1. The Department Chair (DC)

3.1.1 The DC is appointed by the Dean after consultation with the Departmental Faculty who usually will engage in an interview and voting process. The term of the DC is determined by the Dean, and may be renewed with the formal agreement of the Dean and in consultation with the Faculty, and in accordance with College procedures.

3.1.2. According to the Constitution of the University of Florida, "The program of a teaching and research department shall be conducted by the department faculty through a chair, who shall have general responsibility for the activities of the department." The faculty acting through its regular or special meetings reserves the right to examine the actions of the DC, the Policy and Planning Committee and other standing or ad hoc committees.

3.1.3. The DC shall appoint the Associate Department Chair(s), Graduate Coordinator, Undergraduate Coordinator, and Space Coordinator. The terms of these appointments are normally two years, but may be renewed.

3.1.4. The DC is an *ex officio* member of all departmental and student supervisory committees.

3.1.5. The DC chairs Faculty and departmental meetings.

3.1.6. The DC is ultimately responsible for ensuring that required reports and requests are appropriately compiled and disseminated. Many of these tasks will be completed with advice from the Policy and Planning Committee and other relevant committees, and include:

1. Preparation of budget requests
2. Allocation of space and resources
3. Graduate Student Assistantships
4. Development of Curriculum
5. Recommendations for promotion and tenure
6. Recommendation of new faculty appointments
7. Salary recommendations and merit raises
8. Annual assignments and evaluation of faculty progress

3.1.7. When the DC is absent or ill for a brief period of time, the Associate Chair, or an acting Chair selected by the DC from the Policy and Planning Committee will serve in the interim.

3.1.8. The DC is responsible for the hiring, management, and evaluation of staff to assist in executing the daily operations of the Departmental Office, Computers, and Laboratories.

3.2. Associate Department Chair(s)

3.2.1. The Associate chair is appointed by the DC

3.2.2. The Associate chair normally assumes the role of Acting Chair in the DC's absence.

3.2.3. The Associate chair provides advice to the DC concerning departmental affairs.

3.2.4. The Associate chair is a member of the Policy and Planning Committee.

3.2.5. The Associate chair may be assigned specific administrative tasks by the DC and may serve as liaison to other department committees, as directed by the DC.

3.3. Graduate Coordinator

3.3.1. The Graduate Coordinator is appointed by the DC.

3.3.2. The Graduate Coordinator chairs the Graduate Studies Committee and is a member of the Policy and Planning Committee.

3.3.3. The Graduate Coordinator serves as the liaison between the Graduate School and the department and its graduate students. The Graduate Coordinator ensures that the Department conforms to Graduate School regulations and communicates these regulations to faculty and graduate students. The Graduate Coordinator advises the Graduate School about matters of concern to the faculty and students, suggesting any desired modifications in Graduate School procedures. The Graduate Coordinator ensures the accuracy of information about the graduate program published in the Graduate Catalog.

3.3.4. The Graduate Coordinator coordinates, with formal area participation (e.g. through a selection committee), the selection of new graduate students and recommends to the DC the offers of assistantships or fellowships in consultation with representatives from each area. The Graduate Coordinator is also responsible for the updating of web-based information relevant to graduate recruitment.

3.3.5. The Graduate Coordinator will provide an orientation to entering graduate students, including relevant Departmental and Graduate School policies, and may offer initial advice about courses.

3.3.6. The Graduate Coordinator monitors, with input from Area Directors, graduate student progress and consults with students concerning academic difficulties or violations of departmental or Graduate School policies, including academic timetables. The Graduate Coordinator will ensure that students meet the academic requirements for graduation.

3.3.7. The Graduate Coordinator shall maintain a database on graduate students, including date of enrollment, entering standardized scores, supervisory committee, financial aid received, and progress.

3.3.8. The Graduate Coordinator oversees the process for Graduate Student awards including institutional awards such as Graduate Student Teaching award as well as departmentally controlled awards.

3.3.9. The Graduate Coordinator will provide periodic reports to the Policy and Planning Committee and the faculty.

3.4. Undergraduate Coordinator

3.4.1. The Undergraduate Coordinator is appointed by the DC.

3.4.2. The Undergraduate Coordinator chairs the Undergraduate Studies Committee and is a member of the Policy and Planning Committee.

3.4.3. The Undergraduate Coordinator represents the department at College and other meetings dealing with undergraduate affairs and curriculum. The Undergraduate Coordinator ensures the accuracy of information about the undergraduate program published in the Undergraduate Catalog.

3.4.4. The Undergraduate Coordinator directs the advisement of students majoring in Psychology. The Undergraduate Coordinator will make policies and requirements accessible to students (e.g. via a website). The Undergraduate Coordinator maintains records relating to undergraduates in research positions, and assists students to find suitable research opportunities. The Undergraduate Coordinator evaluates senior student records to determine whether graduation requirements have been met.

3.4.5. The Undergraduate Coordinator oversees the process for Undergraduate awards including institutional awards such as University Scholars as well as departmentally controlled awards.

3.4.6. The Undergraduate Coordinator will provide periodic reports to the Policy and Planning Committee and the faculty.

3.5. Space Coordinator

3.5.1. The Space coordinator is appointed by the DC.

3.5.2. The Space coordinator chairs the Space Committee and is a member of the Policy and Planning Committee.

3.5.3. The Space coordinator maintains a record of departmentally controlled space and its utilization, and will make recommendations to the Policy and Planning Committee and the DC concerning changes in space allocation, as well as related issues such as maintenance.

4. Standing Department Committees

4.1. General policies

4.1.1. The standing committees include: Policy and Planning Committee; Undergraduate Studies committee; Graduate Studies Committee; Space Committee; Merit Committee; Graduate selection committee.

4.1.2. Election or selection to serve on these committees, as well as ad hoc committees (e.g. faculty search committees) shall occur at the appropriate times; elections shall be conducted by secret ballot.

4.1.3. The names of the standing committee members shall be publicly available (e.g. on the Department website).

4.1.4. Graduate students may serve on some of these committees. In order to protect privacy rights, however, graduate students may not be present when the records or activities of students, faculty, or staff are being discussed or examined, nor should privileged information be made available to students.

4.2. Policy and Planning Committee (P and P)

4.2.1. The Policy and Planning committee shall consist of each Area director, plus the Undergraduate Coordinator, the Graduate Coordinator, the Space coordinator, the Associate Chair, and the DC. The same person may serve in more than one of these capacities. In the absence of the Area Director, another representative from that area may substitute.

4.2.2. The Policy and Planning Committee provides advice to the DC on matters including, but not limited to, the number and designation of areas, faculty hiring, promotion and tenure, allocation of space and resources, budgetary issues, and other matters concerning students and faculty within the department.

4.3. Graduate Studies Committee (GSC)

4.3.1. The Graduate studies committee shall consist of the Graduate Coordinator and at least two other faculty members appointed by the DC. Whenever possible, these three individuals should come from different areas of the department.

4.3.2. The Graduate studies committee provides advice to the Graduate coordinator concerning matters including but not restricted to curriculum, travel or other award selection, and student progress.

4.4. Undergraduate Studies Committee

4.4.1. The Undergraduate Studies Committee shall consist of the Undergraduate coordinator and at least two other faculty members appointed by the DC. Whenever possible, these three individuals should come from different areas of the department.

4.4.2. The Undergraduate Studies Committee provides advice to the Undergraduate coordinator concerning matters including but not restricted to curriculum, award selection, and hearing student grievances.

4.5. Space Committee

4.5.1. The Space committee shall consist of the Space coordinator and two other faculty members appointed by the DC. Whenever possible, these three individuals should come from different areas of the department.

4.5.2. The Space Committee provides recommendations to the DC concerning utilization of space, identification of laboratory space for new faculty, and any other issues relating to space.

4.6. Merit Committee

4.6.1. The Merit committee shall consist of one tenure-accruing member from each area of the department and one lecturer from the department. If no lecturer is willing to serve, then this position will be unfilled. These members shall be elected by simple majority of the entire faculty who are eligible to vote. Half (or approximately half) of committee members are elected each year to serve two year terms. Members may not be elected to consecutive terms.

4.6.2. The Merit Committee members shall, in accordance with the departmental guidelines http://www.psych.ufl.edu/files/general/Merit_Committee_Procedures.pdf review on an annual basis the Annual Activity Reports (AARs) of the faculty in the departmental budgetary unit. They shall provide the DC with evaluative scores and summary comments to provide data that may assist the DC in preparing annual letters of

evaluation, determination of merit raises (if any), and other matters relating to professional progress.

4.6.3. The merit Committee shall, at the request of the DC, review any other matters relating to meritorious progress not included in the above paragraph.

4.7. Graduate Selection Committee

4.7.1. The graduate selection committee shall consist of one member from each area of the department, plus the Graduate coordinator. The member representing an area shall be selected via a procedure agreed upon by the primary members of each area.

4.7.2. The selection committee will be responsible for organizing and/or overseeing the prioritizing of graduate applicants with respect to admissions and financial support. The selection committee shall be responsible for assuring an appropriate distribution of awards and award types (e.g., fellowship, teaching assistantship) across the areas of the department, and in relation to target numbers to be admitted.

4.7.3. The Graduate coordinator and DC will then generate letters of offer in relation to this ranked list and funds available. The committee will meet and re-evaluate as candidates' decisions are received.

4.8. Other committees

4.8.1. In addition to the above committees, ad hoc committees shall be appointed by the DC as needed. An example of such a committee would be a Faculty Search Committee. This and other ad hoc committees are given a specific charge and time frame by the DC. This and other ad hoc committees shall be dissolved once the assigned task is completed.

5. Meetings

5.1. Faculty meetings

5.1.1. Regularly scheduled faculty meetings shall be held each semester (excluding summer) with the schedule determined by the DC.

5.1.2. Additional faculty meetings may be scheduled or called by the DC or at the request of any three faculty members with full voting rights in the department.

5.1.3. Notice of faculty meetings with a tentative agenda should, whenever possible, be conveyed to department members at least 1 week in advance.

5.1.4. The DC chairs faculty meetings; in his/her absence the Associate Chair shall preside.

5.1.5. A quorum for any faculty meeting shall consist of a simple majority of faculty members with full voting rights in the department.

5.1.6. Faculty meetings evaluating tenure and promotion from Assistant to Associate shall be open to tenured faculty. Faculty meetings evaluating promotion from Associate to Full shall be open to tenured full professors.

5.1.7. The DC or Associate chair should present matters impartially at faculty meetings. They may express their opinions as individuals at the meetings outside of their administrative role.

5.2. Voting procedures

5.2.1. Votes will be held following a motion, a second, and the conclusion of discussion on the motion. Votes may be made by show of hands or voice, but will be made by secret ballot by the request of any voting member. Secret voting may be conducted by paper ballot during a faculty meeting or electronically after the meeting. Ayes, nays and abstentions will be recorded. A motion on a non-personnel matter passes if approved by a majority of the voting faculty present, provided a quorum votes.

5.2.2. Whenever possible, any vote on a personnel decision (e.g. hiring, tenure, promotion, joint appointment) shall be announced no later than one calendar week before the balloting is conducted. Full materials on the candidate(s) will be made available one week before balloting is conducted. Faculty who have previously informed the DC that they will be absent from the faculty meeting shall be allowed to vote by absentee ballot submitted to the DC or a designated staff member.

5.2.3. The DC or representative is responsible for preparing summary minutes of faculty meetings, making them available electronically to all faculty, and archiving them.

6. Faculty Affairs

6.1. Tenure and Promotion. The department procedures for Tenure and Promotion are detailed in a separate document, http://www.psych.ufl.edu/files/general/Tenure_and_Promotion.pdf, and are subject to the rules and regulations of the College, <http://www.clas.ufl.edu/hr/tenure/index.html>, and University, <http://handbook.aa.ufl.edu>.

The Department is committed to mentoring and advising new faculty in navigating their assigned research, teaching, and service duties. Each new tenure-track faculty member

is assigned a mentoring committee whose purpose is to actively assist and evaluate the faculty member's early career progress, normally through the period from hiring to the time that one's dossier is sent forward for tenure and promotion. The department guidelines for mentoring tenure-track faculty are described in detail at <http://www.psych.ufl.edu/files/general/MentoringGuidelines.pdf>. Although not eligible for tenure, lecturers and other non-tenure track faculty are assigned mentoring committees to assist them in advancing toward promotion, as documented at <http://www.psych.ufl.edu/files/general/NonTenureTrackMentoringGuidelines.pdf>.

6.2. Faculty grievances. The Department of Psychology adheres to all grievance procedures as described by the University of Florida Faculty Handbook and in accordance with the Collective Bargaining Agreement (Article: Grievance Procedure and Arbitration). As per the Faculty Handbook: "The term 'grievance' means a dispute or complaint alleging a violation of the rules of the university concerning tenure, promotion, non-renewal and termination of employment contracts, salary, work assignments, annual evaluation, lay-off and recall, and other benefits or rights accruing to a faculty member pursuant to university rules or by law. In disciplinary grievances, the burden of proof is on the university. In all other grievances, the burden of proof is on the faculty member. The purpose of a grievance procedure is to provide a prompt and efficient collegial method for the review and resolution of grievances" (<http://handbook.aa.ufl.edu/academic-appointments.aspx>). As per this document, faculty are encouraged to seek informal resolution of complaints by meeting with the person whose action gave rise to the complaint. If the matter is not resolved, the faculty member may appeal to the person's supervisor, dean or director, appropriate vice president, or the Provost.

If informal mechanisms do not lead to resolution, Formal Grievance procedures as detailed in the Collective Bargaining Agreement should be followed.

7. Amendment Procedures

7.1. Proposed amendments to the Departmental Constitution and By-Laws shall be submitted to the Policy and Planning Committee. P and P shall consider the amendment and present its recommendations to the faculty via written proposal.

7.2. The Departmental Constitution and By-Laws may be amended by 2/3 vote of the eligible faculty. This shall be considered after a written proposal is submitted to the faculty at least 7 days prior to the vote.

7.3. Amendments to this document that only require an update of website links can be made without faculty vote.