# Department of Psychology Bylaws

As approved by Department on 5 April 2006 revised and approved on 8 Nov. 2006

Hunter College of the City University of New York

## I Preface and Authorization

Each department, subject to the approval of the Faculty Senate and subject to the provisions of the appropriate sections of the Board of Trustees (BoT) Bylaws (revised 29 June 2004; http://www1.cuny.edu/abtcuny/trustees/bylaws/index.html, accessed 2 March 2006), shall have control of the educational policies of the department through the vote of all of its enfranchised members.

## II Membership

1. *Faculty rank* individuals are full-time Assistant, Associate, or Full Professors on tenure-bearing lines.
2. *Enfranchised faculty* consist of all tenure-line full-time faculty who receive an annual salary (i.e., Assistant, Associate, and Full Professors; Lecturers), and certain other faculty including Instructors. Staff in other lines and students may be voting members of specific committees as indicated below.
3. *Voting membership* and committee membership may also be extended to adjunct faculty, undergraduate psychology majors, and matriculated psychology graduate students, as indicated below.

## III Department Meetings

### A. Number of Department Meetings

1. *Regular meetings* will be held according to the schedule provided by the Provost's Office, approximately one per month during the academic year. There should be reports from the Chair, the Senate Representatives, and each of the department committees at least once per year.
2. *Special meetings* will be called at the discretion of the Chair or upon a written request submitted to the Chair by at least five of the *enfranchised faculty*.

### B. Notice of Meetings

1. *Notice* of all meetings will be received by the faculty at least one week in advance of the meeting.

2. *The agenda* for regular meetings or a statement of the purpose of the special meetings will be circulated at least 24 hours in advance.

### C. Quorum

*One third* of members with faculty rank (cf. II.1.) shall constitute a quorum.

### D. Rules of Order

1. *The presiding officer* will be the chair of the department. In the event of the Chair's absence from any given meeting, he or she will designate a presiding officer. In the absence of the Chair or a designee, the Personnel and Budget Committee (hereafter, P&B) will designate a Chair of the Meeting.
2. *All procedures* not specifically outlined in these or other official documents (emanating from the Board of Trustees (BoT), University, or College Bylaws) will be conducted in accordance with Robert's Rules of Order, Revised.

### E. Attendance

1. *All members* of the enfranchised faculty are expected to attend departmental meetings.
2. *Students* who are members of departmental committees may be invited to attend departments meetings and participate in discussion, but may not vote.

## IV Chair

As stated in the BoT Bylaws, 9.3.a., revised 29 June 2004, "The department chairperson shall be the executive officer of his/her department and shall carry out the department's policies, as well as those of the faculty and the board which are related to it." He/she shall:

1. Be responsible for departmental records.
2. Assign courses to and arrange programs of instructional staff members of the department.
3. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments.
4. Preside at meetings of the department.
5. Be responsible for the work of the department's committee on personnel and budget which he/she chairs.
6. Prepare the tentative departmental budget, in consultation with the department's

committee on personnel and budget.

7. Transmit the tentative departmental budget to the president with his/her own recommendations.
8. Arrange for careful observation and guidance of the department's instructional staff members.
9. Hold an annual evaluation conference after observation with every non-tenured faculty member and every faculty member with rank below full professor, and prepare a memorandum thereof. Other faculty members of the department may be evaluated at the discretion of the Chair.
10. Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget when recommending an appointee for tenure on the following:
    a. Teaching qualifications and classroom work.
    b. Relationship of the appointee with his/her students and colleagues.
    c. Appointee's professional and creative work.
11. Generally supervise and administer the department.

## A. Eligibility and Election

As stated in the BoT Bylaws, 9.1 b, revised 29 June 2004, "The executive officer of the department shall be the department chairperson who shall be a professor, associate professor or assistant professor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the...department who have faculty rank. Proxy or mail voting shall not be permitted. The department chairperson must be tenured or have been approved by the board for tenure at the time of his/her election.... Such elections shall be subject to the subsequent approval of the president and the board. .... The successors of department chairpersons shall be elected during the first full week in May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at the three year intervals thereafter. Vacancies shall be filled by election for the unexpired term."

## B. Deputy Chair

Anyone who is a candidate for chair may choose to run on a slate consisting of a chair and deputy chair. The deputy chair must be a professor, associate professor or assistant professor and must be tenured. Elections shall be as above but for the slate of chair and deputy chair. The deputy chair may not be a member of P & B and shall not have a vote, but may attend meetings if invited by majority vote of the chair and P & B. As the chair directs, duties of deputy chair may include:

1. Faculty development
2. Adjunct evaluation
3. Rationalization of enrollment and registration
4. Advanced course planning
5. Space utilization

## V Committee on Personnel and Budget

There shall be a Departmental Committee on Personnel and Budget (P&B). The department chair shall be the Chair of the committee. (See BoT: 9.3.a., revised 29 June 2004.) Alternate members of the Committee will replace regular members of the P&B Committee who are on leave of absence or who otherwise become ineligible to serve on the Committee.

### A. Membership

The committee shall consist of the department chair and four other members who must have *faculty rank*, four of whom must be tenured (see BoT; 9.1, 29 June 2004) and two alternate members, also having faculty rank. At least one of the alternate members must be tenured.

Members of the P&B Committee shall not be eligible for a second successive term of office. (This limitation will not be imposed on the elected alternate members on the Committee.)

### B. Duties

The responsibilities of this committee shall be:

1. To make recommendations regarding appointments, promotions, and granting of tenure that will consider the applicant's or appointee's:
   a) Teaching qualifications and classroom work.
   b) Relationship with students and colleagues.
   c) Professional and creative work.

   All appointments, reappointments, and reappointments with tenure to a department shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department in accordance with the vote of the majority of the members of the departmental committee on personnel and budget; a minority of the P&B shall have power to submit a minority recommendation to the college committee on faculty personnel and budget.
2. To review and approve the tentative budget prepared by the chair (as specified by the BHE; 9.3-6, April 1970).
3. To publish and distribute a statement describing faculty responsibilities and criteria for appointments, promotions and tenure.
4. To present, on the occasion of a meeting of the department during the spring semester, as part of the state-of-the-department report, a report on:
   a) allocations of funds for equipment and supplies during the past year
   b) the proposed budget for the forthcoming year

### C. Election Procedure

1. As specified by the BoT bylaws, 9.1.3., revised 29 June 2004, "Four of the faculty members of the committee must be tenured, except if the department has fewer than

four tenured faculty members. The department chairperson shall be the chairperson of the committee. The four faculty members shall be elected by a majority vote of those persons in the department having faculty rank. Election shall be held at the same time that the department chairperson is elected." In addition, there shall be two alternate members.

2. The first alternate member will serve for the duration of a vacancy that occurs on the committee. If a vacancy occurs when the first alternate is already serving on the committee, then the second alternate will fill the position.
3. Nomination for members will be by secret ballot and all members of the department with faculty rank may nominate.
4. Election will be held by secret ballot.

## VI Representatives to College-Wide Groups

### A. Hunter College Senate – Election Procedure

A number of representatives as specified in the Charter for a Governance of Hunter College.

1. The regular term of office for representatives shall be 2 years or as specified in the Charter for a Governance of Hunter College.
2. No mail or proxy votes will be permitted. Election shall be by majority vote of those present at the meeting with faculty rank

### B. Faculty Delegate Assembly – Election Procedure

A number of representatives as specified by the FDA bylaws shall come from the members of the department with faculty rank. Election shall be by majority vote of those present at the meeting with faculty rank.

1. The regular term of office for representatives shall be 2 years.
2. No mail or proxy votes will be permitted.

## VII Representatives to the Divisional Committee on Curriculum

The Chair of the Departmental Curriculum Committee shall be the representative to the Divisional Committee on Curriculum (see section XB2).

## VIII Departmental Advisors

The duty of the departmental advisors is to aid the chair in the administration of the department, particularly with respect to advisement of students. Departmental Advisors shall be

appointed by the chair.

## IX MA Program

### A. Director

The Director's duties include chairing the MA committee, advising incoming and current MA students, and signing off on MA theses. The MA Director is appointed by the Department Chair.

### B. Masters (MA) Program Committee

The MA Program committee provides recommendations to the faculty on MA program policy, admissions, curriculum, and financial matters concerning MA students.

1. Its purview is to consider matters of policy for the Masters Program, including admissions standards and decisions, faculty and student recruitment, curriculum development, and allocation of special funds designated for the Masters Program. It administers the department's policies with respect to admissions and curriculum.
2. Its size shall be at least four members.
3. Eligibility is restricted to enfranchised faculty.
4. Faculty members will be elected by the enfranchised faculty in May of alternate years for a two-year term starting 1 July.

## X Departmental Policy and Standing Committees

### A. Eligibility (General ) and Procedures

1. Members of the enfranchised faculty, adjunct faculty, undergraduate psychology majors, and matriculated graduate students are eligible to serve on the Policy and all standing committees.
2. Election procedures: the nominating committee, in consultation with the faculty, will put forward a slate of candidates that will be voted on by the faculty at either the last faculty in the spring term or the first faculty meeting in the fall term. Election shall be by majority vote of those present at the meeting with faculty rank Terms of office shall be for two years. Committees shall serve until they are replaced. Student members for each committee shall be recruited by the faculty.
3. Committee size: at least three fulltime faculty members and an equal number of students shall serve on each standing committee. Two alternates will be elected to each standing committee.
4. All meetings of the standing committees (other than P&B) shall be open to all Psychology Department faculty and students who are Psychology Majors. Non-members may participate but not vote.
5. All faculty and students shall be informed of the time and place of committee meetings one week in advance.

## XI Temporary Departmental Committees

As need arises for special purposes of limited duration, temporary committees may be originated by the enfranchised faculty or upon recommendation by the chair.

## XII Approval of Bylaws and Amendments

### A. Ratification

A majority of those with faculty rank shall be required for ratification of these Bylaws and for any amendments to these Bylaws.

### B. Further changes

Changes made necessary by the BoT or the Charter for a Governance of Hunter College. will automatically be incorporated into these Bylaws as mandated amendments.