

Department of Psychology Bylaws

Hunter College of the
City University of New York

March 10, 2021

Preface and Authorization

Pursuant to the requirements of the current Bylaws of the Board of Trustees (BoT) of the City University of New York, the current Charter for the Governance of Hunter College, and the guidelines provided by the Hunter College Senate, these Bylaws are intended to indicate who may participate in the governance of the Psychology Department of Hunter College, and outline the forms of participation in departmental governance may take.

ARTICLE I – ORGANIZATION

A. Voting Membership

1. Voting members include faculty of the Psychology Department with faculty rank, and faculty status with the title of Doctoral Lecturer (with or without CCE).
2. *Faculty rank* individuals are full-time Assistant, Associate, or Full Professors on tenure bearing lines.
3. *Faculty status* individuals include the titles of full-time instructor, lecturer, doctoral lecturer, distinguished lecturer or clinical professor.

B. Officers

1. Chair Person

The Chairperson of the Psychology department shall be the executive officer of the department. The Chairperson shall:

- a. Carry out the department's policies
- b. Be responsible for departmental records.
- c. Assign courses to and arrange programs of instructional staff members of the department.
- d. Together with the P & B, initiate policy and action concerning the recruitment, appointment, and promotion of faculty.
- e. Conduct departmental affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy.
- f. Oversee the implementation of decisions made by departmental committees and approved by the department.
- g. Preside at meetings of the department and at meetings of the departmental P&B.
- h. Prepare the tentative departmental budget, in consultation with the department's P&B.
 - i. Transmit the tentative departmental budget to the Dean of Arts and Sciences with his/her own recommendations.
- j. Arrange for careful observation and guidance of the department's

instructional staff members.

- k. 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.
- l. Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department P&B when recommending an appointee for tenure and/or promotion based on each Appointee's:
 - i. professional and creative work
 - ii. teaching qualifications and classroom work
 - iii. service to the College and the profession
- m. Generally, supervise and administer the department.

2. 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 tenured Professor, Associate Professor or Assistant Professor. Elections shall be as below but for the slate of Chair and Deputy Chair. The Deputy Chair may attend meetings and participate in discussions of the P & B, but may not be a member of P & B nor vote in P & B meetings. Duties of the Deputy Chair shall be assigned at the discretion of the Department Chairperson.

3. MA Programs

The two MA programs in the Psychology Department consist of the General and the Animal Behavior and Conservation (ABC). The governing structure of each of these programs will consist of a Program Director and an advisory committee.

a. Program Directors

- 1) Appointment: MA Program Directors are appointed by the Department Chair.
- 2) Eligibility: Program Directors must be full-time tenured faculty who have taught courses in the program and mentored students in the program.
- 3) Duties: The Director's duties include chairing the Program, advising incoming and current students, and signing off on MA theses.

b. Masters (MA) Program Committees (see Committees below)

C. College Governance Representatives

1. Hunter College Senate

Two full-time faculty members of the Psychology Department shall represent the interests of the department in the Hunter College Senate. Their regular term of office shall be two years. They, along with two alternates, who will attend Senate meetings if one of the primary representatives cannot attend, shall be elected at the last departmental meeting of the academic year (in May). Election shall be by majority all voting members present at the meeting. No mail or proxy votes will be permitted.

2. Faculty Delegate Assembly

Two faculty members of the Psychology Department shall represent the interests of the department in the Faculty Delegate Assembly (FDA). Their regular term of office shall be

two years. They shall be elected at the last departmental meeting of the academic year (in May). Election shall be by majority all voting members present at the meeting. No mail or proxy votes will be permitted.

3. Representatives to the Divisional Committee on Curriculum

The Chair of the Departmental Curriculum Committee shall be the representative to the Divisional Committee on Curriculum.

ARTICLE II---DEPARTMENT MEETINGS

A. Number of Department Meetings

1. *Regular meetings*: regular departmental meetings will be held according to the schedule provided by the Provost's Office, approximately once per month during the academic year. The Chair, or his/her designee, will notify the faculty of meeting times and dates. There should be reports from the Chair, the Senate Representatives, and each of the department committees at least once per year.
2. *Additional meetings*: In addition to regular departmental meetings, *special* meetings may be called at the discretion of the Chair, or upon a written request submitted to the Chair by at least five voting members.

B. Notice of Meetings

1. Email notice of all meetings should be sent to the faculty at least one week in advance of the meeting.
2. The agenda for regular meetings, or a statement of the purpose of special meetings, will be circulated via email at least 24 hours in advance of each meeting.

C. Quorum

Fifty percent rounded to the nearest whole number plus one of all of the members of the Psychology Department with voting rights shall constitute a quorum.

D. Rules of Order

1. The presiding officer at each meeting of the Psychology Department will be the Chair of the department. In the event of the Chair's absence from any given meeting, the Deputy Chair will preside at that meeting. If the Deputy Chair is not available, the Chair of the department will designate a presiding officer. In the absence of the Chair, Deputy Chair, or a designee, the 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, University, or College Bylaws) will be conducted in accordance with the most recent edition of Robert's Rules of Order.

E. Attendance

1. All voting members are expected to attend departmental meetings.
A djunct faculty and administrative personnel may also attend but may not vote.
2. Students who are members of departmental committees may be invited to attend department meetings and participate in discussion but may not vote.

F. Voting

Resolutions submitted for a vote must be approved by the majority of the voting members of the Psychology Department before they become binding on the entire department.

G. Minutes of Meetings

The Chair of the Psychology Department will designate an individual to keep a written record of the important activities of each meeting of the department. A copy of this record will be shared with all of the voting members of the department for discussion and archived.

ARTICLE III—DEPARTMENTAL COMMITTEES

A. 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.

1. Membership

The P&B shall consist of the department Chair and four other members who must have *faculty rank*, and must be tenured, and two alternate members, also having faculty rank. At least one of the alternate members must be tenured. 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. The term of membership for the P & B Committee shall be for three years. Full members of the P&B Committee shall not be eligible for a second successive term of office. Alternate members of the P& B may serve, as alternates, for additional consecutive terms. If an alternate P & B committee member replaces a full committee member for the remainder of his/her term, then that alternate member may not serve a successive term.

2. Duties

The responsibilities of this committee shall be:

- a. To make recommendations regarding appointments, promotions, and granting of tenure, or CCE, of departmental personnel after considering the applicant's or Appointee's:
 - 1) professional and creative work, if required
 - 2) teaching qualifications and classroom work
 - 3) service to the college.
- b. All appointments, reappointments, and reappointments with tenure to a department shall be recommended to the college committee on faculty personnel and budget by the Chair of the department in accordance with the vote of the majority of the members of the P&B. In the case of a mixed (i.e., nonunanimous) vote, a minority of the P&B shall have the power to submit a minority recommendation, in the form of a brief report, to the

college committee on Faculty Personnel and Budget.

- c. To review and approve the initial budget request prepared by the chair.
 - d. To publish and distribute a statement describing faculty responsibilities and criteria for appointments, promotions and tenure.
 - e. To inform the department, in collaboration with the Department Chair, regarding:
 - 1) allocations of funds for equipment and supplies during the past year
 - 2) the proposed budget for the forthcoming year
3. Voting
- The five voting members of the P& B include the Chair and the four other members. The two alternates may fill in as full voting members for one (or two) of the regular members if necessary. Alternates who vote at P & B meetings are not serving as proxies for absent regular members

B. The Policy Committee

1. The Policy Committee may initiate and shall review recommendations for changes in departmental policy. In particular, it shall:
 - a. review the adequacy of departmental governance, initiating proposals for amendments in the Bylaws as required
 - b. be responsible for the establishment, publication, and conduct of election procedures as mandated by the City University of New York and the Hunter College Charter.
2. Oversee departmental elections.

C. The Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall review and initiate curriculum proposals.

D. The Facilities, Space, and Services Committee

The Facilities, Space, and Services Committee shall review and initiate proposals regarding faculty and student support facilities, as well as space and services that are within or closely related to the department's domain and responsibilities.

E. The Undergraduate Career Advisement Committee

The Undergraduate Career Advisement Committee shall review and initiate proposals on the advisement of students regarding graduate schools, student club activities, career opportunities, and other student concerns, and will recommend and conduct career advisement counseling sessions.

F. The Evaluation of Teaching Committee

The Evaluation of Teaching Committee shall review student and peer evaluations of full and part-time faculty and teaching assistants. The committee may recommend evaluation materials beyond those mandated by college and university governance.

G. The Grade Appeals Committee

The Grade Appeals Committee shall review grade appeals in compliance with the Senate's appeal procedure. Only elected members to the committee may observe deliberations or be privy to the committee's decisions.

H. The Awards Committee

The Awards Committee shall recommend to the Chair students who will receive departmental awards. Recommendations for awards may also be made by other full-time faculty members of the Psychology Department.

I. The Assessment Committee

The Assessment Committee shall design and discuss materials that effectively assess student learning and outcomes, make suggestions and review data for department assessments tests in coordination the Department's Curriculum Committees.

J. Committee on Undergraduates in Psychological Research

This committee shall address issues concerning the undergraduate participant pool drawn from Psychology 100 that uses the SONA system. It will review and, if necessary, update the alternative assignment every three years, submit the IRB protocol and amendments for the screening survey every year, and review and suggest improvements to HRRP procedures and workflow.

K. Masters Degree Committees

There are two MA Degree committees, each representing one of the two degree areas for MA students; General and ABC.

1. General Masters Program Committee

- a. Size: it shall consist of at least four members.
- b. Eligibility: eligibility is restricted to full-time faculty who teach courses and/or mentor students in the Masters Program.
- c. Duties: provide recommendations to the faculty on General MA program policy, admissions, curriculum, and financial matters concerning MA students, faculty and student recruitment. It also administers the department's policies with respect to admissions and curriculum.
- d. Election: faculty members will be elected by the full-time faculty in May of alternate years for a two-year term starting July 1st.

2. Animal Behavior and Conservation Program Committee (ABC Program)

- a. Size: it shall consist of at least four members.
- b. Eligibility is restricted to faculty who teach courses and/or mentor students in the program.
- c. Duties: provide recommendations to the faculty on ABC program policy, admissions, curriculum, faculty and student recruitment. It administers the department's policies with respect to admissions and curriculum for the ABC Program.
- d. Election: faculty members will be elected by the faculty members who teach courses and/or mentor students in the program, in May of alternate years for a two-year term starting July 1st.

L. Temporary Departmental Committees

As need arises for special purposes of limited duration, temporary committees may be originated by the full-time faculty of the Psychology Department, or upon recommendation by the chair.

ARTICLE IV—ELECTIONS

A. Eligibility to Vote

Those eligible to vote in Departmental elections shall include all voting members.

B. Electoral Procedures

Elections for Department Chair and members of the Personnel and Budget Committee Shall be held at the same meeting, in the first week of May of the year in which the current Chair's term of office expires. Nomination and election of candidates must be by secret ballot.

Faculty must be present during the Department Meeting in order to vote. Proxy or mail voting is prohibited. Candidates must be elected by a majority of all voting members in the department (rounded up to the nearest whole number), plus one. Such elections shall be subject to the subsequent approval of the President of Hunter College and the BoT.

C. Term

The term of office for both Chair and Personnel and Budget Committee members shall be three years, commencing on July 1st of the year in which they were elected.

D. Eligibility to Serve

Candidates for Chair must be tenured or approved for tenure at the time of election, unless the college obtains a waiver from the BoT. The other four members of the Personnel and Budget committee must hold Faculty Rank and at least three must be tenured.

E. Alternates

Two alternate members of the Personnel and Budget Committee shall also be elected, at least one of whom must be tenured. An alternate serves when a regular member is on leave from the committee for a semester or longer, or when in the determination of recommendations for reappointment, promotion or tenure the disqualification of regular members would reduce the membership to three or fewer. 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.

F. Vacancy or Removal of Chair

In the event that the Chair is on leave or otherwise unable to serve for a period of at least one semester, the Department shall hold a special election to elect an Acting Chair for such period. *Note that the Deputy Chair does not automatically become the Chair in the Chair's absence.* As provided in BoT Bylaws, section IX.1.c., the current Chairperson of the Psychology Department may be removed involuntarily due to inactivity, unacceptable performance, or negligence, either by demand from the President of Hunter College, or by at least sixty percent of the voting members of the Psychology Department, at either a regular departmental meeting or at a special meeting held for the purpose of voting on the Departmental Chairperson's status. The election procedures and eligibility requirements shall be the same as for Chair. The newly elected Acting Chair shall serve for the remainder of the term that would have been served by the departing Departmental Chair.

Officers other than the Chair may be removed by a majority vote of those present and eligible to vote at a departmental meeting.

G. Oversight of Elections

Elections shall be overseen by the Departmental Policy Committee

H. Committee Elections

1. Members of the faculty, adjunct faculty, and matriculated students are eligible to serve on all standing committees, unless stated otherwise.
2. The policy committee will present a slate of candidates, who volunteer to serve on each committee, to be voted on.
3. Election to each committee shall be by majority vote of full-time faculty present at the departmental meeting in May of alternate years, for a two-year term starting on July 1st.
4. Election of the Chair of each committee shall be by the majority of committee members voting at the first meeting of the committee.
5. Terms of office shall be for two years.
6. Student members for each committee shall be recruited by the faculty.
7. At least three full-time faculty members and two students shall serve on each standing committee. Two alternates will be elected to each standing committee.
8. All meetings of the standing committees (other than P&B and Grade Appeals) shall be open to all Psychology Department faculty and all students who are Psychology majors. Non- members attending committee meetings may participate but not vote.
9. All members shall be informed of the time and place of committee meetings at least one week in advance.
10. Each committee shall provide a report to the faculty and Chair at least once per year. At least one meeting shall be held per semester.
11. All committees are advisory to the Chair and P&B, and answerable to the department.

ARTICLE V--APPROVAL OF BYLAWS AND AMENDMENTS

A. Introduction of Amendments to Departmental Bylaws

All proposed amendments, or revisions, to these bylaws shall be submitted in writing to all voting members of the faculty at least 10 working days in advance of the meeting at which they are to be considered and voted upon.

B. Approval of Amendments to Departmental Bylaws

Approval by a majority of the voting members in the Department shall be required for ratification of these bylaws and for any amendments, or revisions, to these bylaws.

C. Effectiveness of Amendments to Departmental Bylaws

Amendments or revisions to these Bylaws become effective as soon as they are approved by all relevant governance bodies including the Hunter College Senate.

D. 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.