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rec'd - Oct. 6, 1976  
2nd revision

PSYCHOLOGY DEPARTMENTAL CODE  
OF OPERATIONS

In keeping with the provisions established by the East Carolina University code, the Department of Psychology has developed the following code. This code recognizes and adheres to the democratic principle of responsible participation by members of the faculty in departmental policy making.

## Section I: General Operations

It has been the practice of the department in the past to accomplish specific and immediate objectives by the delegation of duties to committees and individuals selected from the psychology faculty members. In keeping with this precedent, the Psychology Department Code of Operations (PDCO) shall be an instrument constructed for the purpose of guiding the policies under which duties are delegated by the psychology faculty to individuals and groups within the department.

All actions taken by the psychology department shall be: (1) <sup>taken by</sup> [carried out] by the department head in the execution of duties assigned him by the chancellor and in accordance with the East Carolina University Code of Operations (ECUCO) or the North Carolina University System Code of Operations (NCUSCO) or (2) <sup>taken by</sup> [carried out] by individuals or groups of individuals <sup>given specific duties by a vote of the</sup> [as described in the PDCO. <sup>Psychology Dept. Faculty.</sup>

Unit affairs will be conducted according to the latest edition of Robert's Rules of Order unless such rules are suspended according to procedures described in that edition. Departmental meetings shall follow the procedures set up by Robert's Rules of Order, and shall be held at least once every month during the regular academic year.

## Section II:

In this and all other cases where a vote is indicated, it shall be taken to mean a simple majority of votes cast by all individuals with an academic title and not less than half a normal teaching or research program as practiced in the Psychology Department. The teaching-research requirement does not apply to the department head as defined in the (ECUCO). The only exception to this interpretation is in the case of a vote taken which will modify this PDCO in which case a simple majority of permanently tenured psychology faculty members is required. The proposed modification will then be sent to the Faculty Senate and Chancellor for their approval.)

Section III: Department Head

The duties and responsibilities of the department head as defined in the ECUCO and in the NCUSCO shall not be modified by the PDCO. In matters not governed by either of the first-mentioned two codes, the department head may accept duties and responsibilities delegated by the psychology faculty. In these cases, the department head shall be subject to the same departmental code of operations as other psychology faculty members.

Considering that the department head is the chief administrative officer within the department and that his immediate responsibility is to the Chancellor, it is conceivable that certain decisions may be required of the department head outside the guidelines of the departmental code. However, the department head shall utilize the mechanisms described in the PDCO whenever possible.

In order to further coordinate the duties owed by the department head to the ~~Chancellor~~ next highest administrative official and to the psychology faculty, the department head shall have a power of veto over any decision agreed upon by a vote of the psychology department faculty. This provision is intended to provide a mechanism whereby the department head may inform the faculty of his intention to act at variance with their collective wishes. The faculty may then elect one of its members to inform the ~~Chancellor~~ next highest administrative official of said variance.

Section IV: Delegation of Duties to Faculty Members

1. Formation of committees: Any voting faculty member may request that a committee be formed with a generally stated task or tasks and with a specific number of committee members. The delegation of duties to one and only one faculty member shall be considered a committee of one. Unless otherwise specified, the term of office for members shall end on October 30th of the year in which the committee was formed.
2. If the faculty approves the formation of the committee, at least two more than the required number of members must be nominated for the positions. Following

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the nominations, each faculty member shall cast as many votes as there are required members for the committee by a secret ballot.

3. The committee shall meet at the call of the committee member receiving the most votes and shall elect a chairman. The election shall be held prior to the faculty meeting scheduled following the meeting in which the committee was formed.
4. The committee shall agree upon a "charge code" containing a list of duties that seem to fill the requirements of the general objectives suggested for the committee at the time it was formed. Copies of the charge code shall be prepared for examination by each faculty member in the psychology department.
5. Before the committee takes any action, the faculty majority must approve the list of specific duties assigned to the newly formed committee. The name of the committee and the "charge code" shall become a permanent part of the PDCO. The chairman of the newly formed committee shall submit a copy of the charge code to the psychology department secretary in order that the specifications for the new committee may be typed and entered in the PDCO. In cases where immediate action is required of the newly formed committee, sections 3, 4, and 5 may be accomplished during the faculty meeting in which the committee was established.
- X 6. A committee may be dissolved or modified only by a majority vote of the psychology faculty.
7. Each committee chairman or his delegate shall report all actions taken by his committee or any of its members in behalf of the psychology department. Such a report shall be made at each faculty meeting.
8. Any voting psychology faculty member may at any time: (1) request a meeting of the full faculty for the purpose of defining, limiting, or expanding the charge code of a committee, or (2) request a report of actions taken by a committee since the last faculty meeting, or (3) request a confirmation vote

on any aspect of any committee.

9. If an action is taken by a committee and that action is not specified in the committee charge code, the faculty shall vote at the next meeting to include that action in the charge code or to include a specific prohibition of similar actions in the charge code.
10. The term of all committee members, except the program directors, shall expire on October 30th of each year.  
The Undergraduate Program, Graduate General, Graduate School, and Graduate Clinical directorships shall first expire on October 30 of 1975, 1976, 1977, and 1978, respectively, and subsequently, each directorship term will expire every four years.
11. All duties, tasks, responsibilities, and positions should be considered subject to the procedures described in the PDCO. Only the position of department head is described in the ECUCO or the ECUSCO. However, the nature of certain other positions may require particular attention to the wishes of the department head. In these cases, the department head should nominate one or more individuals for those positions thereby providing a method for the psychology faculty to confirm by their vote the choice made by the department head.
12. The department head will serve as an ex officio member of all committees.
13. Student committee members: Undergraduate students shall be elected according to procedures established by Psi Chi. Graduate students shall be elected at a meeting of graduate students according to procedures they shall establish.

#### Section V: Modifications of the Departmental Code

1. (~~In keeping with the ECUCO~~) only permanently tenured members of the psychology department faculty may vote to modify any part of the psychology department code of operations.

2. The PDCO shall become active following approval by vote of the permanently tenured members of the psychology department faculty, the Faculty Senate approval, and approval by the East Carolina University Administration according to procedures they have established.

#### Section VI: Committee Charge Codes

##### Budget Committee

Four program directors and two other faculty members

##### Charge:

1. Recommend to the faculty a budget for allocation of funds for supplies and equipment.
2. Recommend to Department Head priority for allocating travel funds.
3. Distribute a written report of allocations to all faculty at least once each year.

##### Committee on Committees

Five faculty members

##### Charge:

1. Prepare and submit a slate of candidates for each committee at the October faculty meeting. Further nominations will be accepted from the floor during that meeting.
2. Study and evaluate the operation of the PDCO and the functions of the committees, and make recommendations for changes in the operation and functions as deemed necessary and desirable.
3. Recommend the creation of new committees and the elimination of old committees as deemed necessary and desirable.
4. Prepare an evaluation of Psychology Department as specified by ECUCO.
5. Chairman of this committee will serve as departmental parliamentarian, making rulings on interpretation of the PDCU when needed.

Comprehensive Committee

Five faculty members

## Charge:

1. Organize and administer the comprehensive examinations
2. Monitor the availability of study guides
3. Monitor the collection of questions
4. Monitor the grading
5. Apply established criteria for determining outcome (pass, pass with specified deficiencies, fail) and report results to department head.
6. Recommend changes in procedures or policy to the faculty.

Curriculum Committee

Five faculty members, on undergraduate and one graduate student.

## Charge:

1. Suggest or review proposals for new courses and course revisions and make recommendations to the faculty.
2. Suggest or review proposals for changes in requirements for degrees and make recommendations to the faculty.

Faculty Personnel Committee

All faculty members who hold the rank of professor.

## Charge:

1. Make recommendations to the Department Head regarding those faculty members who are eligible to be considered for tenure.
2. Make recommendations to the Department Head regarding faculty members whose performance in teaching, research and publication, professional recognition and/or service to the University and the community warrant consideration for promotion.
3. Establish priorities for faculty member additions to the department as determined by curriculum and research needs. [and faculty recommendations.]

4. Establish and supervise procedures for selection among applicants for faculty positions.
5. Make recommendations as requested by the Department Head related to individual faculty member personnel decisions.
6. Personnel Committee recommendations shall be forwarded to the next highest administrative official even if opposed by the chairman.

Fifty-Fifty-One Committee

Five faculty members, one teaching fellow [and one undergraduate student.]  
Charge:

1. Make recommendations to the Psychology Department faculty concerning the goals and content (including textbooks) of Psychology 50 and 51.

Graduate Admissions Committee

Three graduate program directors and two other faculty members

Charge:

1. Select students to be admitted to the three graduate programs.
2. Select students to receive graduate fellowships.

Graduate Program Directors

One director for each Graduate Program

Charge:

1. Execute all administrative duties and decision-making functions delegated to the Director by the Department Head.
2. Advise all graduate students with respect to fulfilling all course, research, examination, and administration requirements of the program.
3. Establish and administer practicum field placements required for the students.
4. Supervise curriculum planning and coordinate faculty graduate teaching assignments within the program.

Library Committee

One faculty member and the student Psi Chi librarian.

## Charge:

1. Serve as departmental representative to the University Library
2. Order books suggested by faculty members
3. Select books on the approval plan
4. Keep a card catalogue of psychology books and journals which have been ordered and shelved in the University Library.
5. Serve as liason between University Library and departmental members, conducting surveys to determine psychology staff preferences for ordering journals and back issues.

Research Committee

Five faculty members, one undergraduate student, and one graduate student.

## Charge:

1. Plan departmental colloquia
2. Select student and faculty research papers to be submitted for the Blisphinghoff awards.
3. Select recipients of departmental research funds.

Schedule Committee

Six faculty members

## Charge:

1. Recommend to the Department Head an adequate schedule of courses to meet the regular quarterly requests for such schedules received from the Office of the Provost.
2. Prepare each schedule in such a manner as to adequately meet the course needs of Psychology Department majors (both undergraduate and graduate) and minors as well as the cognate requirements of other East Carolina University curricula.

3. Insure that faculty members have an opportunity to be assigned teaching responsibilities appropriate to their specialty areas and course load responsibilities.

Student-Faculty Advisory Committee

Three graduate faculty members, two additional faculty members, one graduate student, and one undergraduate student.

Charge:

1. Make recommendations to the faculty concerning irregularities in the manner in which students meet the requirements of the undergraduate or one of the graduate programs.
2. Present student and faculty problems and make recommendations for their solution to the faculty.
3. Meet with students when necessary to communicate faculty decisions concerning problems or changes in any program.

Undergraduate Program Director

One faculty member

Charge:

1. Make recommendations to the curriculum committee concerning changes in the undergraduate program.
2. Supervise the teaching fellows.
3. Make recommendations to the budget committee concerning the acquisition of teaching aids.
4. Communicate to students information concerning the Psychology undergraduate program, and graduate programs, and career opportunities in Psychology.

Section VII:

The PDCO shall go into effect upon acceptance by a majority of the permanently tenured faculty of the Psychology Department and upon its approval by the Faculty Senate and the Chancellor.