

Chancellor's Preamble to the  
Code of Operations of the Department of Psychology

East Carolina University

This code allows for faculty participation in unit internal affairs. The code establishes procedures which allow the faculty of the unit to participate by making recommendations to the unit head on appointments, promotions, permanent tenure, and dismissal. Recommendations to the unit head resulting from these procedures are advisory in nature, both to him and to his immediate administrative superior.

4-15-81

## CODE OF OPERATIONS OF THE DEPARTMENT OF PSYCHOLOGY

Section I. Departmental Objectives

The purposes of the Department of Psychology are closely related to the purposes and functions of psychology as a scientific discipline. Psychology is a science, a profession, and a general means of promoting human welfare. Specifically, at East Carolina University, the Psychology Department views its purposes in terms of the teaching of psychology to students at both the undergraduate and graduate levels, engagement in and presentation of research in psychology covering applied and theoretical areas, the provision of a setting which encourages and supports scholarly and professional productivity from the faculty, the guidance of research activities of students at both the undergraduate and graduate levels, the direct assistance to agencies, committees, and individuals who need consultation in matters pertaining to research and evaluation, psychotherapeutic concerns, behavioral assessment and prognoses, counseling in academic, vocational and personal matters, and community education, and the continuing education of psychologist.

Section II. Composition of the Department

The Department of Psychology shall consist of all full-time professors, associate professors, assistant professors, lecturers, and instructors with appointments in the Department.

The Graduate Faculty of the Psychology Department shall consist of those members who are associate or full members of the Graduate Faculty at East Carolina University.

Section III. Administrative Officers of the Department of Psychology

## A. Chairman of the Department

The Chairman of the Department is the chief administrative officer of the Department. The selection and tenure of office of the Chairman shall conform with the East Carolina University Code.

1. represent the Department in its relations with other units of the University;
2. administer the affairs of the Department in accordance with the policies of the Department, the College, and the University;
3. be responsible for the scheduling of classes in consultation with the Schedule Committee;
4. be responsible for the counseling and registration of students in cooperation with the student's faculty advisor;
5. be responsible for the assignment of graduate students to their duties in consultation with the Program Directors and the Director of Junior Instructors;
6. manage the operation of the departmental office and its staff, and have responsibility for proper space utilization and for all equipment and supplies belonging to the Department;
7. allocate research space and equipment in consultation with the Research Committee;
8. prepare the departmental budget and all other funds assigned to or belonging to the Department;
9. submit proposed personnel decisions such as appointment, tenure, promotion, and salary increments to the Dean of the College of Arts and Sciences giving strong consideration to the principles and criteria established by the Personnel Committee and agreed upon by the Department;
10. conduct negotiations for the hiring of new faculty members in cooperation with the Personnel Committee;
11. preside over departmental meetings and supervise the writing and distribution of departmental minutes;
12. forward faculty recommendations and resolutions to the appropriate administrative authority above the unit level;

13. supervise the preparation of training and equipment grants;
14. manage such other functions as are delegated by the departmental faculty or as directed by higher administrative authorities.

#### B. Graduate Program Directors

There will be a Graduate Program Director for each of the graduate programs. Directors will be nominated by the Committee on Committees and elected by an absolute majority of the faculty. The Graduate General, Graduate School, and Graduate Clinical directorships shall expire on October 30 of 1980, 1981, and 1982, respectively, and subsequently, each directorship term will expire every three years thereafter.

Each Program Director shall:

1. advise all graduate students with respect to fulfilling all course, research, examination, and administrative requirements of the program;
2. establish and administer practicum field placements required for the students;
3. coordinate curriculum planning with the Curriculum Committee and coordinate faculty graduate teaching assignments within the program with the Schedule Committee;
4. serve as ex officio member on the Graduate Admissions Committee;
5. supervise the preparation of training and equipment grants;
6. execute all other administrative duties and decision-making functions delegated to the Director by the Chairman of the Department.

#### C. Undergraduate Program Director

The Undergraduate Program Director shall be nominated by the Committee on Committees and elected by an absolute majority of departmental faculty. His term of appointment shall first expire on October 30, 1982, and shall expire every three years thereafter.

He shall:

1. make recommendations to the Curriculum Committee concerning changes in the undergraduate program;
2. make recommendations to the Budget Committee concerning the acquisition of teaching aids;
3. communicate to students information concerning the psychology undergraduate program, graduate program, and career opportunities in psychology;
4. process such forms as are designated by the Chairman of the Department;
5. keep abreast of all regulations regarding major, minor, and general education requirements in order to inform faculty advisors and students
6. supervise the preparation of undergraduate training and equipment grants;
7. execute all other administrative duties and decision-making functions delegated to the Director by the Chairman of the Department.

D. Director of Junior Instructors

The Director of Junior Instructors shall be nominated by the Committee on Committees and elected by <sup>an absolute majority of</sup> the departmental faculty. His term of office shall first expire on December 31, 1983, and every three years thereafter.

He shall:

1. work closely with the Junior Instructors to improve their teaching performance; instruct them in audiovisual aids, lecture methods and testing procedures; help them set up structure and content for each of their classes;
2. work with <sup>the</sup> Chairman of the Department in selecting Junior Instructors and making appropriate course assignments;

3. initiate teacher evaluation procedures for the Junior Instructors;
4. counsel Junior Instructors when they encounter teaching problems;
5. write an evaluation report for each Junior Instructor at end of the semester and place the evaluation in the Junior Instructor's file;
6. execute all other administrative duties and decision-making functions delegated to the Director by the Chairman of the Department.

#### Section IV. Standing Committees

Members of standing committees shall be nominated by the Committee on Committees and elected by a majority of the departmental faculty present and voting. The Chairman of the Department shall serve as an ex officio member of all standing committees. Except when stated otherwise, the quorum for standing committees shall be a majority of the members of the committee, including ex officio members.

Standing Committee action shall be subject to approval by the Department, or by the faculty so specified. Persons (except ex officio members) shall serve on no more than three standing committees and may chair no more than one.

The terms of office of standing committee members shall be for two years, and shall begin October 31 and run for two calendar years or until their successors have been elected. In 1981, upon the election of standing committees, procedures will be developed that will allow for a one or two year term of office, the length of term to be determined by lot.

The standing committees of the Department shall consist of the (1) Budget Committee, (2) Committee on Committees, (3) Comprehensives Committee, (4) Curriculum Committee, (5) Faculty Evaluation and Development Committee, (6) Graduate Admissions Committee, (7) Introductory Psychology Committee, (8) Library Committee, (9) Personnel Committee, (10) Research Committee, (11) Schedule Committee, and (12) Student-Faculty Advisor Committee.

##### 1. Budget Committee

The Budget Committee shall consist of the Chairman of the Department, ex officio, the Directors, ex officio, and two elected members of the faculty.

The chairman of the committee shall be elected by the members of the committee and must be an elected representative.

The Committee shall:

1. recommend to the departmental chairman a budget for allocation of departmental funds for supplies and equipment;
2. recommend to <sup>the</sup> departmental chairman priorities for allocating departmental travel funds;
3. present a report of departmental allocations to all faculty at least once each year.

## 2. Committee on Committees

The Committee on Committees shall consist of the Chairman of the Department, ex officio, and three elected faculty members. The chairman of the committee shall be elected by members of the committee and must be an elected representative.

The Committee shall:

1. prepare and submit a slate of candidates for each committee at the October faculty meeting; basis of choice of individual members shall be: first, ability to do this job; second, interest in the specific committee's work; and third, consideration of the spread of committee responsibilities throughout the faculty;
2. study and evaluate the operation of the departmental code 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.

## 3. Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of the Chairman of the Department, ex officio, <sup>the Graduate Program Directors, ex officio,</sup> and three elected faculty members, one member representing each of the graduate programs. The chairman of the committee shall be elected by the members of the committee and must be an elected representative.

The Committee shall :

1. organize and administer the comprehensive examinations;
2. monitor the availability of study guides for the comprehensive examinations;
3. supervise the collection of questions for the comprehensive examinations;
4. supervise the grading of the comprehensive examinations;
5. apply established criteria for determining outcome (pass, pass with specified deficiencies, fail) of the comprehensive examinations and report results to the Chairman of the Department and to the faculty;
6. recommend changes in procedures or policy to the faculty.

#### 4. Curriculum Committee

The Curriculum Committee shall consist of the Chairman of the Department, ex officio, five elected faculty members, <sup>and</sup> one undergraduate and one graduate student. The chairman of the committee shall be elected by the members of the committee and must be an elected faculty representative.

The Committee shall :

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

#### 5. Faculty Evaluation and Development Committee

The Faculty Evaluation and Development Committee shall consist of the Chairman of the Department, ex officio, and five elected faculty members. The chairman of the committee shall be elected by members of the committee and must be an elected representative.

The Committee shall :

1. recommend criteria for reappointment, tenure, promotions, and merit

raises. When approved by the departmental faculty these criteria will be employed by the Personnel Committee in its deliberation on matters of reappointment, tenure, promotions and merit pay;

2. develop evaluation instruments, techniques, plans, and strategies for all aspects of faculty performance and make these available for use by any faculty member;
3. act in a consulting capacity to any faculty member seeking ways of improving his performance;
4. recommend criteria for summer school teaching assignments. When approved by the departmental faculty, these criteria will be used by the Schedule Committee in completing the summer school schedule.

#### 6. Graduate Admissions Committee

The Graduate Admissions Committee shall consist of the Chairman of the Department, ex officio, the Graduate Program Directors, ex officio, and three elected faculty members, one representing each graduate program. The chairman of the committee shall be elected by the members of the committee.

The Committee shall:

1. establish policies to evaluate applications;
2. recruit and select students to be admitted to the graduate programs;
3. advise the Chairman <sup>of the Department</sup> on <sup>which</sup> students <sup>should</sup> receive graduate fellowships.

#### 7. Introductory Psychology Committee

The Introductory Psychology Committee shall consist of the Chairman of the Department, ex officio, the Director of the Undergraduate Program, ex officio, the Director of Junior Instructors, ex officio, four elected faculty members, and one teaching fellow. The chairman of the committee shall be elected by the members of the committee and must be an elected faculty member.

The Committee shall:

1. make recommendations to the Psychology Department faculty concerning

the goals and content (including textbooks) of Introductory Psychology.

#### 8. Library Committee

The Library Committee shall consist of the Chairman of the Department, ex officio, one elected faculty member, and the student Psi Chi Librarian.

The chairman of the committee shall be the elected faculty member.

The Committee shall:

1. provide the departmental representative to the University library;
2. order books suggested by faculty members;
3. serve as Maison between University library and departmental members, conduct surveys to determine psychology staff preferences for ordering journals and back issues.

#### 9. Personnel Committee

The Personnel Committee shall consist of the Chairman of the Department, ex officio, and six elected permanently tenured members four of whom shall hold the rank of professor, two of whom shall hold the rank of associate professor and/or the rank of assistant professor. The chairman of the committee shall be elected by the members of the committee and must be an elected representative. Any member of the committee under consideration for a reappointment, tenure, or promotion action shall absent himself from the proceedings, and also members of the same rank shall absent themselves from the proceedings. All votes shall be by secret ballot.

The Committee shall:

1. make recommendations to the Chairman of the Department regarding those faculty members who are eligible to be considered for tenure;
2. make recommendations to the Chairman of the Department regarding faculty members whose performance in teaching, research, public-ations, professional recognition, and service

warrants consideration for promotion;

*Evaluation Committee  
recommend criteria*

*will rank always  
for this?*

3. establish priorities for additions to the departmental faculty as determined by curriculum and research needs;
4. establish and supervise procedures for selection among applicants for faculty positions;
5. make recommendations as requested by the Chairman of the Department related to individual faculty member personnel decisions;
6. match the record of the faculty member under consideration against the appropriate criteria which have been approved by the faculty;
7. recommend faculty members for merit pay in a manner to be approved by the departmental faculty.

#### 10. Research Committee

The Research Committee shall consist of the Chairman of the Department, ex officio, five elected faculty members, one undergraduate student, and one graduate student. The chairman of the committee shall be elected by members of the committee and must be an elected faculty representative.

The Committee shall:

1. foster research among departmental faculty, including such activities as seminars, colloquia, and paper presentations;
2. select recipients of available departmental research and supply funds;
3. distribute information concerning research grants and related activities;
4. recommend allocation of research space and equipment to the Chairman of the Department.

#### 11. Schedule Committee

The Schedule Committee shall consist of the Chairman of the Department, ex officio, and six elected faculty members. The chairman of the committee shall be elected by members of the committee and must be an elected representative.

The Committee shall:

1. recommend to the Chairman of the Department an adequate schedule of courses to meet the regular requests for such schedules received from the Office of the Academic Vice Chancellor;
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 are assigned teaching responsibilities appropriate to their specialty areas, preferences, and course load obligations, consistent with the needs of the department.

#### 12. Student Appeals Committee

The Student Appeals Committee shall consist of the Chairman of the Department, ex officio, three elected members of the graduate faculty, two additional elected members of the faculty, one graduate student, and one undergraduate student. One faculty member, one graduate student, and one undergraduate student shall be elected as alternates, and the alternates will serve if an elected member is involved in a grievance. The chairman of the committee shall be elected by members of the committee and must be an elected faculty representative.

The Committee shall:

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 <sup>with</sup> the students when necessary to communicate faculty decisions concerning problems or changes in any program;
4. resolve appeals made by students as a result of decisions made by the Comprehensive Examination Committee.

Section V. Procedures for Appointments, Promotions,  
and the Granting of Permanent Tenure

When called upon by the Dean of the College for departmental recommendations for promotion, appointment, reappointment, granting of permanent tenure, and merit raises, the Chairman of the Department shall call into session the Personnel Committee to consider all those eligible for the appropriate personnel decision. Recommendations of the Personnel Committee for these decisions shall require an absolute majority of the members of the Committee.

Recommendations of the Personnel Committee on those actions shall be forwarded by the Departmental Chairman to the appropriate administrative authority above this unit level.

During the Summer Session additions to the faculty can be made for one-year appointments only under the following procedure: recommendations by two-thirds of the Personnel Committee members teaching summer school and/or available.

Section VI. Meetings

Meetings of the Department shall be in conformity with University policy. Either the Chairman of the Department or a majority of the members in residence shall have authority to call special meetings of the Department. The agenda for all departmental meetings shall be posted one working day in advance except in emergencies.

The agenda shall include all matters of departmental policy recommended by the faculty or any standing or special committee.

The Chairman of the Department (or any designated representative of the Chairman) shall preside over all meetings of the Department. At all meetings an actual quorum shall be present. A quorum shall consist of a majority of the departmental members in residence. Departmental action will be determined by those present and voting. In the absence of specific rules adopted by the Department, the proceedings shall be conducted according to the most

recent edition of Robert's Rules of Order. Minutes of departmental meetings shall be kept by a person designated by the Chairman of the Department; the minutes shall be distributed to all members of the Department. In the absence of the chairman of a standing committee, the elected member senior in rank and service shall preside. Agendas of committee meetings shall be posted in the departmental office at least 24 hours before the meetings. Minutes of standing committees shall be kept by a person designated by the committee chairman and be available to the members of the Department. Student members of committees shall have voting rights in the committee to which elected. Undergraduate students shall be elected to committees according to procedures established by Psi Chi. Graduate students shall be elected according to procedures which they shall establish at a meeting of graduate students called by the Chairman of the Department.

#### Section VII. Amendment

This code may be amended at any meeting of the Department by the vote of an absolute majority of all permanently tenured members in residence, providing that seven days' notice of the proposed action has been given to the departmental faculty, and the amendment is later accepted by the Faculty Senate and the Chancellor.

#### Section VIII. Enabling Clause

This code shall go into effect upon acceptance by an absolute majority of the permanently tenured faculty members of the Department, and the approval of this code by the Faculty Senate and The Chancellor.