Department of Psychology
Governance Document

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Department of Psychology Governance Document
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THE KSU PSYCHOLOGY CHARTER

DECLARATION OF IDENTITY

We are a dynamic faculty dedicated to excellence in undergraduate psychology education. We create an atmosphere that results in highly educated critical thinkers who make well-informed decisions based on empirical research and analytical thought processes.

FOUNDATIONAL VALUES

SCIENCE
We promote empirical approaches to studying and understanding behavior.

EXCELLENCE
We provide an exemplary educational experience for our students.

INTEGRITY
We practice and model ethical behavior.

RESPECT
We value human diversity.

COMMUNITY
We apply psychological science to benefit the academic and broader communities.

SUCCESS
We measure our effectiveness ultimately through the accomplishments of our students and faculty.

VISION
Our vision is to be the preferred undergraduate psychology program in Georgia. In all we do, we uphold the highest ethics and values that define our discipline. We continually challenge ourselves to enhance the quality of our program, emphasizing the science of psychology.

Department of Psychology
Science Informing Thought

Kennesaw State University
Department of Psychology Governance Document

I. Introduction

A. Department Charter (see p. 4)

B. Democratic Principles

1. The AAUP (American Association of University Professors) argues that "the faculty should have a meaningful role in decision-making in those areas that have a significant impact on the educational and scholarly enterprise."

   a. The ACE (American Council on Education) and the AGB (Association of Governing Boards of Universities and Colleges) have endorsed this position with regard to shared governance.

2. The policies and procedures that follow are consistent with these views in that they are intended to ensure input from faculty members on all issues that affect students and/or faculty.

II. General Voting Procedures

A. Tenured faculty, tenure-track faculty, and lecturers in the department are eligible to vote. This group is referred to as "faculty" or "faculty member(s)" from this point forward in the document.

B. The faculty present at a scheduled faculty meeting establish a quorum in and of itself.

C. Absentia votes will not be permitted unless otherwise specified.

D. A majority is defined as greater than 50%.

   1. Unless otherwise specified, the base for calculating a majority is defined as a majority of faculty present and casting a vote for a specific alternative (with abstentions not counted in the base used to determine a majority).

III. Administrative Positions

A. Department Chair

   1. Responsibilities and Appointment

      a. Broad responsibilities of the Chair include, but are not limited to:
(1) Representing and advocating for the department at other levels of administration.
(2) Coordinating vision and strategic planning for the department.
(3) Budgeting and fiscal management of department resources.
(4) Managing day-to-day administrative responsibilities.
(5) Providing for scheduling and student advisement.
(6) Hearing and mediating student grievances with faculty and staff.
(7) Providing for mentorship of new faculty.
(8) Supervising staff assigned to the department.
(9) Conducting annual performance reviews of faculty and staff.
(10) Assigning faculty and staff work loads.
(11) Providing service and support to varied constituencies.

b. The Chair holds a 12-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.

c. If the Chair completes a term of service and is not recommended by the Department for renewal, the Chair becomes a faculty member with a 9-month contract, unless offered a different administrative post.

2. Voting Body and Procedures

a. For the purposes of selecting or removing a Department Chair, the voting body shall consist of the faculty of the department.

b. Chair Search Committee: Composition and Selection. This committee will be formed consisting of 5 psychology faculty members, a non-voting, ex-officio CHSS department chair appointed by the dean, and a non-voting, ex-officio associate dean who will serve as the administrative chair of the search committee. The departmental committee members will be elected by the psychology faculty and must represent a mix of ranks and tenure status with at least one member drawn from each rank and tenure status currently represented in our faculty. Although not required, a lecturer may serve on the committee. If the elected committee does not meet the above representation requirement, the entire ballot will be recast. Voting for the psychology faculty members of the chair search committee will be determined using a limited vote procedure with each eligible voter casting 3 votes.

c. Chair Search Committee: Procedures. The search committee works on behalf of the department in that it is responsible for screening
applications for the position and implementing the various stages of the search process. However, department faculty members will be invited and encouraged to participate in search activities and deliberations where specified. The search committee shall ensure that searches are conducted in a transparent manner and that input from the department is encouraged and facilitated.

The Search Committee shall follow the University policy on search procedures published on the Academic Affairs’ website.

The committee shall select up to three candidates to invite to campus. After all final candidates have completed on-campus interviews, and the search committee has reviewed feedback from faculty, staff, and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. They will then make their recommendation to departmental faculty and staff.

The search committee chair shall present the search committee's recommendations, including rankings, to the Department in a called or regularly scheduled meeting. Department faculty members shall vote to affirm or reject the search committee’s recommendations and rank the candidates presented by the search committee in order of preference. This will be completed in a timely manner following receipt of the search committee’s recommendation. The search committee shall consider input and reconsider or affirm their ranking.

The search committee shall forward their final ranking, together with the faculty vote and ranking to the CHSS Dean, with a copy to the Chair of the DFC who, in turn, shares this letter with the faculty. The Dean shall consider all information provided by the search committee as well as her/his meetings with the candidates when making a decision on who shall be offered the position of Chair.

d. Voting will be by secret ballot. Voting in absentia is allowed by mailed ballots, sent via postal mail or inter-campus mail, in a sealed envelope; or a signed PDF ballot can be sent via fax or email. All absentia votes will be addressed to the Dean of the College of Humanities and Social Sciences.

e. After a vote for the selection or renewal of the Chair, the Department’s recommended candidate shall be communicated to the Dean for negotiation and formal appointment. For chair selections, this communication will also include voting results and may include
faculty-approved interpretations of these results (e.g., acceptability of other candidates and rankings).

3. Eligibility, Evaluation, and Tenure

a. Candidates for Chair must be tenured associate or full professors.

b. The term of office of a Chair is 5 years. The Chair may serve a maximum of two terms.

c. A Chair may step down before the end of his/her term. In this case, an interim chair will be selected.

d. Renewal. Should a Chair decide he/she desires to serve a second term, during the spring (April) of the penultimate year of the chair’s first term in office, the DFC will organize a referendum on the Chair’s second term. Preceding the referendum, the chair will be presented the opportunity to address the faculty. Following the address, the DFC will conduct a moderated discussion with the chair not present. The DFC, at their discretion, may elect to use an ombudsman to moderate the discussion. The Dean’s office will conduct the referendum vote and report the ballot count along with the Dean’s decision on renewal.

(1) Voting will be by secret ballot. Voting in absentia is allowed by mailed ballots, sent via postal mail or inter-campus mail, in a sealed envelope; or a signed PDF ballot can be sent via fax or email. All absentia votes will be addressed to the Dean of the College of Humanities and Social Sciences.

(2) After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second 5-year term or open the process for selection of a new Chair.

e. After completing his/her service, the Chair becomes a faculty member with a 9-month contract, unless offered a different administrative post.

f. In March of each year, the Chair will present to the faculty a State of Department address, including a list of accomplishments over the prior year, progress toward accomplishing the mission of the Department, his or her vision for the future, strategic plans to realize the vision, and department goals for the coming year.
g. At the end of the Chair’s second year, the DFC will conduct a Department-wide review of the Chair’s performance. The Chair, in consultation with the Dean, will undertake steps to address issues raised in the assessment.

4. Grievance Process

   a. Faculty may register their dissatisfaction with the Chair by the following procedure:

      (1) First, address the issue(s) involved directly with the Chair.

      (2) Second, if the issue(s) remains unresolved, the faculty involved may seek the intervention of the Dean.

      (3) If the issue(s) still remains unresolved, a vote of no confidence in the Chair may be called for among the voting body.

              (a) A vote of no confidence may be called for at any point during a Chair’s term.

              (b) To call for a vote of no confidence, 40% of the eligible voting faculty must approve the call for a vote or sign a petition to call the question.

                        (i) Details of procedures for debate of a no confidence vote will be developed by the eligible voting faculty.

                        (ii) A majority will be required for a vote of no confidence in a Chair.

                        (iii) Voting will be by secret ballot. Voting in absentia is allowed by mailed ballots, sent via postal mail or inter-campus mail, in a sealed envelope; or a signed PDF ballot can be sent via fax or email. All absentia votes will be addressed to the Dean of the College of Humanities and Social Sciences.

                        (iv) The recommendation of the department will be forwarded to the Dean for formal action.

B. Interim Chair

1. In the event of a vacancy in the Department Chair position, an Interim Chair will be appointed to serve by The Dean of the College of Humanities and Social Sciences in consultation with the Departmental Faculty Council and the department faculty members. A national search will be launched as soon as possible to fill the Chair position.

2. The Interim Chair serves typically for less than one year but his/her term cannot exceed two years. Candidates for Interim Chair must be tenured associate or full professors.
3. The Interim Chair is responsible for nominating an Assistant Chair and for completing the duties normally assigned to a Chair.

4. Grievance procedures will follow those specified in section III.A.4.

C. Assistant Chair

1. Responsibilities and Appointment

   a. The Assistant Chair shall have designated roles assigned by the Chair. These may include: investigating and resolving student complaints/grievances related to contingent faculty, conducting performance reviews of contingent faculty and administrative staff, making managerial decisions in the chair’s absence that do not pertain to personnel matters involving fulltime faculty positions.

      (1) The Assistant Chair responsibilities do not include supervision, evaluation, or related personnel issues pertaining to tenured faculty, tenure-track faculty, or lecturers.

      (2) Consistent with university policy, student complaints about fulltime faculty and grade appeals involving fulltime faculty are not within the purview of this position.

   b. The Assistant Chair shall hold a 9-month faculty appointment.

   c. The Assistant Chair will serve a renewable two-year term.

   d. The Assistant Chair will not be limited to a particular number of consecutive terms.

2. Procedures for Selection and Remuneration

   a. The chair will request nominations from the faculty and interview candidates. The chair will present the candidate of their choice to the faculty for a confirmation vote. A simple majority is required for confirmation.

   b. Should the Assistant Chair’s position be vacated prior to the end of a term, a new Assistant Chair will be selected following procedures in Item 2a).

   c. As in the case of the chair, the faculty will have the right to pursue a vote of “no confidence” to remove an assistant chair.

   d. Remuneration will be negotiated with the Chair and the Dean.
D. Coordinators

1. In order to conduct the business of the department, and because the needs of the department will change over time, the department may establish and fill by election various departmental coordinator positions.

2. The specific responsibilities and remuneration (if any) for all coordinators will be developed by the elected coordinator in consultation with the department chair and subsequently presented to the faculty for their input and/or as informational items. Compensation of coordinators requires approval by the Dean.

3. If the Chair or a faculty member deems that a new coordinator position is needed, then the creation of the position will be voted on by the faculty.

4. Nominations for persons to fill new coordinator positions will come from the tenured and tenure track faculty, be sent to the elections committee, and be voted on by the faculty.

5. Coordinators will be elected to serve for a term of 2 years.

6. There will be no limit on the number of terms that a coordinator may serve.

7. Before expiration of coordinators’ terms, nominations for coordinators will come from the faculty and be voted on by the entire faculty.

   a. The Careers Coordinator should be selected by the faculty who teach Careers.

8. Coordinators will submit a yearly report made available for the entire department (e.g., Department site on LMS)

9. Each group being coordinated will be responsible for determining its own voting procedure for issues or persons other than coordinator.

IV. Committee Structure and Function

A. Standing Committees

1. Descriptions (see Appendix A)

2. Membership and Election Procedures

   a. Standing Committees will consist of 3 faculty members. Exceptions are the Departmental Faculty Council and the Tenure and Promotion Committee, which consist of 5 faculty members.
b. Standing committee membership is open to all faculty. Exceptions are the Department Faculty Council, which must represent a mix of tenure status with at least one member drawn from each tenure status currently represented among the faculty, and the Tenure and Promotion Committee, which must be comprised of tenured faculty.

c. Terms for committee members will be 2 years (staggered terms).

d. Terms of committee members will not be limited to a particular number of consecutive terms.

e. Terms for committee members correspond to the beginning and ending date of the 9-month contract period.

f. The faculty may recall any member of a standing committee by a 2/3 vote.

g. Voting for committee members will take place in November for the following academic year beginning in the fall semester.

h. Faculty members can self-nominate or nominate other faculty members with their explicit permission.

i. The Elections Committee will receive nominations and will be responsible for preparing, recording, reporting, and maintaining a record of all election procedures.
   (1) All nominations will be submitted to the Elections Committee via e-mail.
   (2) Based on the nominations submitted, the Elections Committee will prepare a ballot that includes the names of all those who were nominated.
   (3) Faculty will vote via secret ballot.
   (4) The top vote getter(s) will be selected, depending on the number of positions available, as well as any constraints (e.g., DFC composition).
   (5) In the case of a tie vote, a runoff election will be conducted.

B. Ad Hoc Committees

1. Additional committees will be created depending on departmental needs in consultation with the Chair and with the majority of the faculty.

2. Once an ad hoc committee is deemed necessary, a short description of the purpose and goals of the committee will be developed including a projection of how long the committee will be maintained.

3. These committees will operate using the same Membership and Election Procedures previously described (IV.A.2.i.) with the exception of Search Committees.
a. Information pertaining to selection, operation, and/or functions of search committees may be different from information pertaining to other ad hoc committees.

(1) Search committees shall be appointed by the Chair.

C. Committee Process

1. Due to the size of the Psychology Department, all work at the committee level will be brought forward to the entire faculty for their consideration and a vote if called.

2. Deliberations on Tenure and Promotion, Awards, and Third Year Review are exempt from this process.

V. Academic Policies

A. Policy Development. Policy refers to procedures or protocols that can be applied to all faculty. Should the need for new policies or policy revision arise, those proposing a policy or revision should request to be added to the faculty meeting agenda. A rationale for the policy or revision should be developed by the individual(s) proposing the policy or revision and the rationale should be disseminated to the entire faculty before it is presented in the faculty meeting.

B. Discussion will ensue during the faculty meeting after which a vote on the policy will be called. Proposed policy will be adopted by the faculty via a democratic process.

C. Student Policies. All departmental student-related policies should be on the department webpage and at least one hard copy should be available in the department office.

D. Faculty Policies. All important departmental faculty-related policies should be available online (e.g., Department site on LMS) and at least one hard copy should be available in the department office.

VI. Amendment Procedures

A. Proposed amendments to these bylaws must be submitted in writing along with a logical reason for the proposed amendment at least one week before the faculty meeting at which the amendment will be presented and discussed.

B. To gain approval, a proposed amendment must be approved by greater than 50% of the faculty.

C. The Department Faculty Council (DFC) shall assume oversight responsibility for the governance document.
Appendix A

Descriptions of Standing Committees

**Assessment Committee.** This committee is in charge of overseeing the department's assessment plans for our majors. The committee should review outcomes on an annual basis and collaborate in an AQL (assurance of learning) report that goes to the university assessment coordinator. The committee also works with the faculty to make sure the department’s assessment goals are current and well planned, as well as devising the assessment strategies. Because of this work, the committee may need to dictate some assessment strategies in specific courses. Assessment at KSU is directed toward student learning, not faculty performance.

**Curriculum Committee.** The committee receives and/or initiates curriculum proposals for the department's courses. For example, this committee worked for 1½ - 2 years on our recent curriculum revision. Typically, the work is not that extensive. This committee needs to balance student and faculty needs and desires for course offerings.

**Departmental Awards Committee.** The committee receives applications from departmental faculty for the faculty awards sponsored by CETL and funded by the KSU Foundation. Following CETL guidelines, the committee selects a nominee for each award, reports those nominations to the entire faculty and forwards the nominee's application to the College Committee. This committee is also responsible for organizing the selection of the Outstanding Psychology Major of the Year and any other student awards or scholarships that arise.

**Elections Committee.** The committee conducts all nomination and election procedures in the department not otherwise assigned. When feasible, these procedures are conducted electronically. The committee preserves the confidential nature of these procedures and maintains a record of all election results. The committee maintains a record of the composition and terms of service for all standing committees, ad hoc committees, and coordinator positions.

**Tenure & Promotion Committee.** This committee will consist of 5 full time tenured faculty and is the first line of review for all departmental candidates’ T & P. The job consists of reviewing portfolios for applications for tenure and promotion to Associate or Full Professor, as well as for faculty undergoing third-year review. New university guidelines mandate that members of this committee be tenured. This committee also is typically responsible for revising departmental T & P guidelines when necessary or desired.

**Departmental Faculty Council.** The DFC is advisory to the Chair, who holds decision-making authority at the departmental level, and the Assistant Chair in the administration of the Department. The Department expects the DFC to represent the interests of all academic programs and faculty ranks, and DFC members should make every effort to consult constituents when dealing with Departmental matters.

The DFC is to promote collegiality and effective shared governance in the Department by enhancing communication between the Chair, faculty, and staff and by ensuring transparency in the development and implementation of departmental policies including but not limited to:
budgeting, hiring, space and resource allocation, workload distribution, and reassigned time, with an eye to equity and uniformity of application. Additionally, the DFC will serve in an advisory capacity for appointments and reports of ad hoc committees, strategic planning, overall goals, new programs, and other matters arising that may affect Department Faculty Members. The DFC shall have the right to prompt access to departmental information relating to these matters. The DFC will also collaborate with the Chair to address exceptions to the departmental policies that may arise.

The DFC will have oversight and maintain the Departmental Governance document.

Submitted for approval by vote of the Psychology faculty, October 26, 2012.

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Dr. Robert Dorff,
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