

BYLAWS

Department of Psychology

Michigan State University

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Departmental Bylaws

1) Mission of the Department

The Psychology Department is dedicated to advancing psychological science through multidisciplinary research and providing a world-class education for our undergraduate and graduate students. As part of the College of Social Science, the Department's broader mission is to conduct research or outreach that transforms lives and inspires leaders on our campus, in Michigan communities, in our sub-disciplines, and across the world. As a general principle, the faculty are expected to contribute to the entire mission of the Department.

2) The Department

a) Composition of the Faculty

- i) The regular faculty of the Department of Psychology shall consist of all tenured and tenure-stream faculty of the University who have at least a 25% time appointment in Psychology and who are engaged in the academic activities of the Department on a regular basis.
- ii) The honorary faculty shall consist of those holding appointments in the Department as visiting, temporary (including fixed-term), and emeritus faculty, research associates, specialists, and post-doctoral fellows. See CSS Bylaws of Academic Governance for distinctions.
- iii) Adjunct faculty are those who hold adjunct appointments in the Department of Psychology. With departmental approval, adjunct appointments may be offered to persons whose primary responsibility and income come from outside the Department. In the case of clinical supervisors, only approval of the clinical interest group tenure-track faculty and the department chair are required.

b) Privileges of Membership

- i) Attendance at Department meetings shall be restricted to:
 - (1) Those persons formally affiliated with the Department of Psychology who hold the academic rank of instructor or above (See CSS By-Laws 1.1.1.2) and who are not also graduate students enrolled in the Department.
 - (2) Visiting scholars who hold the academic rank of instructor or above.
 - (3) The Chief of Staff or Lead Business Manager.
 - (4) Guests invited by the Department Chair or Advisory Committee.

c) Right to Vote

- i) The right to vote shall be limited to regular faculty who have at least a 25% time appointment in Psychology and who are engaged in the academic activities of the Department on a regular basis. Active engagement is defined by a separate policy document.

d) Department Meetings

- i) The Chairperson of the Department or a deputy shall convene and attend a meeting of the Department at least once each semester during the regular academic year. Other meetings shall be called at the request of the Chairperson, the Advisory Committee, or at least one-fifth of the voting faculty.
- ii) One-half of the tenured and tenure stream faculty in residence will constitute a quorum for department meetings. Prior notice of the meeting shall be given to all voting members.
- iii) Except in an emergency, an agenda for a department meeting will be circulated in advance.
- iv) Minutes of departmental meetings will be distributed to the faculty prior to the next regularly scheduled departmental meeting, and approved at that meeting before being accepted as official.
- v) Faculty members must attend the Department meeting to cast any votes.

e) Bylaw Interpretation and Amendment Process

- i) Any debate over the interpretation of Bylaws will be decided by faculty vote after AC discussion and comment. Any interpretation is subject to restrictions imposed by the University Bylaws for Academic Governance.
- ii) An amendment to the Bylaws may be introduced and discussed at a faculty meeting or at a meeting of the Advisory Committee. If seconded at a faculty meeting, the amendment shall be voted upon at the next scheduled faculty meeting and shall appear on the agenda for that meeting. If the amendment received departmental approval, it shall become part of the Bylaws.

3) The Department Chair

a) Responsibilities

- i) The Chair is the chief executive officer of the Department whose duties, responsibilities, and powers are specified in the Bylaws for Academic Governance, Michigan State University.
- ii) The chairperson has a special obligation to build a department or school strong in scholarship, teaching capacity, and service. The Chair is responsible for the educational, research, and service programs of the Department. This responsibility includes budgetary matters, physical facilities, and personnel matters in their jurisdiction, taking into account the advisory procedures of the Department.
- iii) As an officer of the University, the Chair is responsible for each faculty member's teaching, administrative, and committee assignments.
- iv) The Chair shall have authority to appoint Associate Chairs and designate other administrative positions as necessary.
- v) The Chair of the Department has the responsibility for making faculty salary recommendations in accordance with input from the Advisory Committee and approval from the Dean of the College.
- vi) The Chair reports to the Dean of the College. The Chair has the responsibility to advocate for the Department within the College and to ensure that the Department's activities are consistent with the mission of the College.

b) Term

- i) The term of the Department Chair shall be for no more than five years from the date of appointment by the Board of Trustees.
- ii) The Department Chair is eligible for successive terms. When a Chair is being considered for reappointment, the procedures outlined by the College of Social Science with input from the AC (see the Selection section).
- iii) If it becomes necessary to have an acting Department Chair, the Department shall request appointing such a person to the Dean. An Acting Chair shall have the full authority of the Department Chair. The Department shall follow College of Social Science procedures when selecting an Acting Chair.
- iv) A Chair requesting leave for a period exceeding six consecutive months shall request such leave from the Department, and the Department shall determine by secret written ballot whether such leave is to be recommended to the Dean.
- v) The chair shall be subject to review by the Dean at intervals not to exceed five years.

c) Selection

- i) The Department shall follow College of Social Science and University procedures when selecting a Chair.
- ii) The Advisory committee or a committee delegated by the AC shall draft criteria and procedures for the selection of the Chairperson consistent with College and University processes, goals, and priorities
- iii) The criteria and process shall be approved by the Faculty and forwarded to the Dean with the understanding that the Dean shall have the final authority to approve or modify Departmental recommendations
- iv) The Department shall advise the Dean in the appointment of the Chairperson.

4) The Associate Chairs

a) Responsibilities

- i) The Associate Chairs shall assist the Chairperson in the conduct of Department business. The Chairperson can delegate duties, responsibilities and powers to the Associate Chairs.
- ii) An Associate Chair shall fulfill the duties of the Chairperson during the latter's absence. When an Acting Chair is appointed, the Associate Chairs shall assist the Acting Chair in the conduct of Department business.
- iii) The Chair shall select one of the Associate Chairs to serve as the Director of Graduate Studies, who shall be responsible for the recruitment and advising of graduate students, maintaining the graduate handbook, and other issues relevant to the graduate educational mission of the department.
- iv) The Chair shall select one of the Associate Chairs to serve as the Director of Undergraduate Studies, who shall be responsible for overseeing the undergraduate curriculum and advising office; maintaining the undergraduate handbook; addressing student concerns; managing course scheduling and teaching assignments; and other issues relevant to the undergraduate educational mission of the department.

b) Term

- i) The term is 3 years, which is renewable.

c) Selection

- i) Associate chairs shall be members of the faculty of the Department in a rank under tenure regulations.
- ii) The Chairperson of the Department shall appoint Associate Chairpersons. The faculty may remove an Associate Chair by a super majority vote of two-thirds. In the event of such a vote, the responsibility of appointing a new Associate Chair reverts to the Chair.

5) The Department Faculty Advisory Committee

a) Election and Composition

- i) The faculty will elect six (6) representatives, one tenure-stream faculty member from each of the department's PhD programs, for the Faculty Advisory Committee in the Spring meeting to begin following academic year. The Department Chair shall be ineligible to vote for members of the Advisory Committee.
- ii) Replacements on the Faculty Advisory Committee shall be nominated by the PhD program needing new representation. The faculty shall vote on approval.
- iii) The term of office of an elected faculty representative shall be three years, beginning August 16. No individual shall serve consecutive terms.

b) Meetings

- i) Any five members of the Advisory Committee (or their representatives) shall constitute a quorum. Other consultation by the Department Chair with individual Advisory Committee members is not to be considered Committee advice.
- ii) The Advisory Committee shall meet at least three times per semester and at such other times as a quorum may desire. The Chair of the Department shall serve as presiding officer at each meeting.
- iii) The Department Chair, or the Chair's designee, must be present at meetings of the Advisory Committee except in matters related to the selection of the Department Chair or other cases of clear conflict of interest.
- iv) AC Meetings are closed except to invited observers and guests.

c) Responsibilities

- i) The Faculty Advisory Committee functions for and on behalf of the faculty, students, and staff of the Department of Psychology. The responsibilities of the Advisory Committee shall be those of consulting with and advising the Department Chair and consulting with members of the Department with regard to the matters of academic and administrative policy listed below. Although the Advisory Committee represents the full Department, its meetings should not be considered a substitute for Departmental meetings nor should it preclude personal contact between the Department Chair and individual members of the Department. Specific responsibilities of the Faculty Advisory Committee include:
 - (1) Nominations
 - (a) Assist the Chairperson of the Department in preparing a slate of nominees for committees and councils.

- (2) Performance Review
 - (a) Each member of the Advisory Committee shall independently review the annual reports for each faculty member to determine salary and merit increases using the criteria listed in section XXXX. A list ordering the faculty by merit shall be presented to the Department Chair who will use this information as a factor when making recommendations to the College about salary and merit increases.
 - (b) Each member of the Advisory Committee shall independently review the annual reports for each faculty member to determine research active status using the criteria listed in section XXXX.
- (3) The Chairperson of the Department shall inform the Advisory Committee of all proposals that standing committees submit to the faculty for their approval.
- ii) The Advisory Committee may, at its discretion, meet for the purpose of clarifying with the Department Chair those problems affecting individual members that the latter do not wish to take directly to the Department Chair.
 - (1) These meetings shall not in any way preclude individual consultations, nor are they to become substitutes for the regular Advisory Committee meetings at which other functions are performed.
 - (2) The Committee may recommend to the Department Chair matters for inclusion on the agenda of department meetings.

6) Other Departmental Standing Committees

a) Appointments to Departmental Committees

- i) The Chair will appoint the membership of departmental committees (other than members that are elected) based on recommendations from the Faculty Advisory Committee and subject to Departmental approval by faculty vote.

b) Appointments to College-Level and University-Level Committees

- i) The Chair will appoint faculty members to any College-level and University-level committees as required based on recommendations from the Faculty Advisory Committee and subject to Departmental approval by faculty vote.

c) Other Departmental Standing Committees

- i) The Chair with input from the Advisory Committee shall staff committees each year to assist in the conduct of Departmental business covering Justice-Diversity, Equity, and Inclusion; Faculty Awards; Colloquia; Graduate Admissions; Grievances; Human Participation in Research; Information Technology; Review of Fixed-Term Faculty; and Undergraduate and Graduate Policies.
- ii) Each Standing committee will develop their own procedures, processes, and even bylaws when necessary

d) Process of Developing Standing Department Committees

- i) A proposal to create a standing departmental committee should be supported by at least one and ideally multiple program areas and then endorsed by the AC. At that point, the proposal will be discussed at a whole faculty meeting. The creation of a departmental-committee requires a majority of votes at the designated whole faculty meeting.

- ii) A proposal shall include the following elements:
 - (1) A statement of the mission and scope for the proposed committee
 - (2) A proposal for the composition of the committee including the number of faculty members, students, and staff (student and staff are not necessarily appropriate for all committees). Terms of office shall also be stipulated as well as a plan for nominating members. When establishing a committee, it is helpful if there is mechanism that preserves institutional knowledge/continuity from one year to the next for at least some members. Thus, it might make sense to have one or more members initially appointed for a multi-year term and others appointed for a single year term.
 - (3) Guidelines about how often the committee shall meet.
 - (4) Statements about voting rights for students and staff.
 - (5) A process for how the committee informs the faculty and department such as reporting directly to the AC.
- iii) The AC will review and suggest revisions to the proposing group(s) (if appropriate). After considering the proposal and any revisions, the AC will vote to move the proposal to a full faculty discussion.

7. Faculty Member Expectations

a. Expectations for Promotion and Tenure

1) The University's philosophy on tenure and promotion encourages regular evaluation of standards. Thus, Departmental expectations evolve. In general, the expectation for reappointment is that a faculty member has established progress toward becoming a nationally or internationally recognized expert in their field, a solid teacher, and a contributing member of their field and of the Department, College, and University. Expectations for tenure are a clear record of sustained and outstanding achievement in research, teaching, and service consistent with performance expectations at peer institutions. Expectations for promotion to full professor include continued excellence in research, teaching, and service on par with performance expectations at peer institutions as well as evidence of leadership in the unit and field. Current expectations are detailed in a separate policy document that is revisited every 5 years by the AC.

b. General Expectations Policy Document

1) Given that faculty expectations change regularly with the university's emphasis on continual quality improvement, the department has a separate policy document that details expectations. These expectations can be revised outside of the bylaw revision process. The document is revisited at least every 5 years by the AC to ensure alignment with relevant College and University policies and expectations.

8). Faculty Review Process

a) Frequency of Reviews

1). Assistant professors are reviewed annually (based on performance between January 1 and December 31). Reappointments are evaluated in year 3, and promotion to associate professor with tenure is considered in year 6. Delays may be requested according to College and University guidelines.

2) Associate professors are reviewed in years 3, 5 and 7. Associate professors may opt-in to a future faculty review after year 7 by submitting a request to the Chairperson. The decision to seek promotion to full professor is up to the faculty member and typically occurs somewhere around year 7 or after. Associate Professors who are not subject to a faculty review will be reviewed during the Annual Report Review Process (see section 9). Associate Professors are subject to the Tenured Faculty Workload Policy (see section 10).

3) Full Professors are reviewed during the Annual Review Process (see section 9). Full Professors are subject to the Tenured Faculty Workload Policy (see section 10).

b). Review Process

1) Reviews are administered by committees of three Psychology faculty members of higher rank (Tenured Associate and Full professors for Assistant Professors; Full professors for Associate Professors). The committee shall have the responsibility of reviewing in the candidate's performance and shall present these findings at the faculty meeting dealing with this personnel action.

2) Faculty review committees for a subsequent academic year are determined in the spring semester of the prior year. The Department Chairperson will determine the committee compositions in consultation with the Advisory Committee. No faculty member shall unwillingly serve on any review committee. The full slate of review committees shall be approved by Faculty vote.

3) Faculty under review provide: 1) an annotated CV so that roles on publications and grants are clear; 2) Answers to standardized review questions developed by the department that covers research, teaching, and service; and 3) a chart of progress. Additional materials are required for faculty being considered for formal reappointment and/or promotion action. For example, external letters are required for promotion decisions. The department will provide detailed information about those materials by September 15 of the academic year of the formal reappointment and/or promotion actions.

4) Review materials are initially evaluated by the review committee during the Fall semester and then by the full faculty. Materials are to be submitted to a secure section of the departmental website no later than the last day of classes of the Fall semester, unless the faculty member is being considered for reappointment, tenure, and/or promotion. In these cases, the materials must be submitted by November 15 or earlier depending on College and University Deadlines.

5) Formal presentations from the review committees are provided to all faculty eligible for voting on personnel actions at meeting designated by the Chairperson. Review committees must use a standardized presentation template approved by the Faculty. These meetings are otherwise closed to observers and discussions are considered confidential; however, the Chairperson shall convey an overall sense of the discussions and a summary to the faculty being reviewed.

6) Presentations for faculty members undergoing non-decision (i.e., developmental) reviews will typically occur during meetings in January based on a schedule developed by the department chair. Presentations for faculty undergoing reappointment and/or promotion will typically occur during meetings in December.

7) Faculty undergoing developmental reviews will receive a letter from the Chair summarizing their progress by the end of February.

8) Faculty votes on reappointment and promotion are by secret ballot that occurs during the presentation meeting. The summary votes are reported to the College and University as part of formal RPT paperwork. All votes are advisory to the next level. Summary votes are confidential.

9) Annual Reviews

a) Format and Timeline

1. Faculty members in Psychology are evaluated on a calendar year basis (1 January to 31 December) in three major areas: 1) research productivity including publications and grant proposal submission and success; 2) teaching, mentoring, and related professional activities, and (3) service, administration, and outreach. Evaluations in these domains are the basis for merit raise recommendations.

2. Each Fall, the AC reviews the Annual Report Request document for potential updates and modifications to ensure alignment with Department, College, and University priorities, policies, and procedures.

3. The Annual Report Request is distributed to faculty in late December with a deadline in late February. Faculty submit an electronic version of their current CV and completed Annual report. These documents are placed in a secure area of the departmental IT infrastructure for review and evaluation.

b) Process

1. AC members independently evaluate each Annual Report and provide summary scores tied to the domains of research, teaching, and service/outreach. AC members do not evaluate their own reports or reports from spouses/romantic partners.
2. AC ratings are summarized by the Chairperson and discrepancies are discussed during an AC meeting. The goal is to arrive at a consensus rating and ranking during AC meetings in late Spring.
3. AC and Chairperson ratings are used to make raise recommendations to the College and Provost during years when there is a raise pool.
4. A letter summarizing activity and progress will be sent to tenured faculty within 3 months of the final AC meeting evaluating Annual Reports to fulfill the University policy on written evaluations. Letters from the developmental reviews of faculty will count as the written evaluation for a given calendar year for Assistant and Associate Professors (when applicable).
5. If there is a disagreement about the content of review letter, a faculty member may provide additional documentation and comment within one month of receipt of the written review.
6. Annual review letters and including any faculty member's response shall be placed in the faculty member's unit personnel file.

10. Workload Policy – Applies to Tenured Faculty Only

a) Definitions of the Domains of Faculty Performance

- 1) Research: investigation aimed at the discovery of scientific knowledge or revision of accepted theories in light of new knowledge.
- 2) Teaching: instruction at the undergraduate or graduate levels, on-campus or off-campus, whether for credit or not for credit, and whether in regularly assigned courses or in the supervision of independent study courses and graduate and undergraduate theses and dissertations; graduate student mentoring and undergraduate academic advising.
- 3) Service: application of one's professional skills to serve the discipline, the department, college or university.
- 4) Outreach: Generating, transmitting, applying, and preserving knowledge from one's discipline for the direct benefit of external audiences; providing public access to one's subject matter expertise.

b) Definition of Research Active

1) Faculty status as research active will be based on the annual performance review judgments of the Advisory Committee, which include a thorough review of all research activity.

2) The Advisory Committee will make a yearly “yes/no” recommendation of research activity for that year for all post-tenure faculty. Research activity includes publications, seeking and obtaining funding, academic presentations, and other research-related activities. Publications in peer-reviewed journals are considered the most important indicator of research activity as these are the primary venue for transmitting scientific knowledge in the discipline. It is unlikely that faculty without any peer-reviewed publications across multiple years will be judged to be research active.

3) The Chair will track research active status over a three-year period such that individuals who were judged as inactive in two years within any three year window will be considered “inactive” for purposes of this policy. The chair will consider this information as advisory in making determinations regarding work load adjustments.

4) Faculty are advised each year regarding their yearly research activity status in their review letter.

c) Variable Work Assignment Policy for Tenured Faculty.

1) This policy recognizes that concentrated effort in one of the areas in section a may require faculty members to redistribute normal percentages of effort. Variable work assignment decisions are guided by the following principles and values:

a) All areas – research, teaching, service, and outreach – are part of the regular responsibility of tenure-system faculty. At different times or in response to different opportunities, emphases can temporarily shift.

b) Tenure carries with it both the right and the responsibility of the faculty member to determine, in concert with the Department Chair, priorities for carrying out one’s work in light of the missions of the department, college, university, and profession.

d) Workload Distribution.

1) The default teaching load is 2-2. The expectation is that faculty will be research active and will receive a teaching load of 2-1. Teaching loads are determined on an academic year basis. Note: This provision does not consider or reflect course buyouts from grants or other releases that may be individually negotiated by faculty and the department chair.

2) Faculty members who are not research active (as based on the review of 3 years of activity) may have teaching loads greater than or less than 2-2 depending on the terms of their agreements with the chair (e.g., redistribution of effort agreements due to service activities).

3) Faculty members who wish to concentrate their efforts on teaching, service, or outreach may discuss a regular teaching load greater than 2-1 with the Chair.

e) Written Notification.

1) Each case of redistribution of effort beyond one's initial offer letter must be accompanied by a written notification, prepared by the Chair.

2) The notification must be completed in a time frame that allows for fulfillment of existing obligations and commitments (e.g., course reductions or increases may not be put into effect after scheduling is set).

3) The notification should detail the length of time for which the redistribution agreement is to be in effect. Decisions to return to a reduced teaching load based on research activity are made yearly.

4) The notification should detail how the reassignment will affect the evaluation of the faculty member's work for merit pay.

11. Departmental Grievance Procedures

a) Process

- i) The University Committee on Faculty Affairs Model Academic Unit Grievance Procedure is the operative grievance procedure for the Department of Psychology.
- ii) Any Psychology Department faculty member may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the University's Faculty Grievance Officer (FGO) pursuant to the procedures set forth in the University's Faculty Grievance Procedure found on their website (currently <https://fgo.msu.edu/>)
- iii) The Office of the FGO will address all grievances according to their current procedures and policies. In many cases, the FGO will make every reasonable effort to initially resolve the grievance informally.