

**BYLAWS**  
**Department of Psychology**  
**Michigan State University**

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**1. THE FACULTY**

**1.1 Composition of the Faculty**

1.1.1 The regular faculty\* of the Department of Psychology shall consist of all regular 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.

1.1.2 The honorary faculty shall consist of those holding appointments in the Department as visiting, temporary, and emeritus faculty, research associates, specialists, and post-doctoral fellows. They shall have the privilege of speaking in departmental meetings.

1.1.3 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. Adjunct faculty may have the privilege of speaking at departmental meetings.

**1.2 Composition of the Voting Faculty**

1.2.1 Regular faculty constitute the voting faculty of the Department.

1.2.2 Given annual faculty approval, a member of the honorary or adjunct faculty may be a member of the voting faculty of the Department on internal matters.

**1.3 Departmental Meeting**

1.3.1 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 ten or more members of the regular faculty. Except in an emergency, an agenda for a department meeting will be circulated in advance. Minutes of departmental meetings will be distributed to the faculty within one week of the departmental meeting.

### 1.3.2 Quorum for a Departmental Meeting

- 1.3.2.1 A quorum for any semester during the regular academic year shall consist of half the number of full-time-equivalent regular faculty on appointment during that semester exclusive of those on leave.

\*Appointed under the rules of tenure and holding the rank of Professor, Associate Professor, Assistant Professor or Instructor, except those on a part-time basis.

### 1.3.3 Departmental Approval

- 1.3.3.1 Any proposal made at a departmental meeting shall have departmental approval when it is approved by a majority of those voting in a departmental meeting, unless within a period of one week after the meeting the Chairperson receives a petition signed by one-third or more of those eligible to vote in the departmental meeting requesting a referendum on the proposal. On receipt of such a petition, the Chairperson shall submit the proposal to a mail ballot of all persons eligible to vote in the departmental meeting, and the proposal must carry by a majority of those returning ballots to have departmental approval.

## 1.4 Graduate Programs

### 1.4.1 Purposes and Functions

- 1.4.1.1 For representation of psychological specialties, the faculty are divided into graduate programs, the number and nature of which are determined by the departmental faculty. The existing graduate programs are:

Behavioral Neuroscience  
Clinical Psychology  
Cognition and Cognitive Neuroscience  
Ecological/Community Psychology  
Organizational Psychology  
Social/Personality Psychology

- 1.4.1.2 A graduate program may forward its recommendations regarding existing courses, changes in existing courses, and new courses or

programs in its area of specialization to the appropriate agencies of the Department.

#### 1.4.2 Procedures

- 1.4.2.1 Each graduate program shall elect a chairperson from among its members by secret ballot. Each graduate program shall inform the Department's Director of Graduate Programs/Associate Chair concerning the process used to select the graduate program chairperson and the term of office of the graduate program chairperson. Graduate program chairpersons may be elected for consecutive terms, but no single term may be greater than two years. There is no limit on the number of consecutive terms for a graduate program chairperson, but there must be a formal election at least every two years.
- 1.4.2.2 Each graduate program shall establish its own method of conducting business.
- 1.4.2.3 Each graduate program shall establish the manner in which students will participate in it.

#### 1.4.3 Faculty Membership

- 1.4.3.1 All voting faculty shall have *voting* membership in at least one and at most two graduate programs.
- 1.4.3.2 Membership in graduate programs is decided jointly among the faculty member and the individual program(s). Details related to teaching, service, student advising, space, etc. must be negotiated with the relevant program faculty and the department chair.
- 1.4.3.3 Graduate program membership shall be chosen during the Fall Semester of each year.

#### 1.4.4 Formation and Dissolution of Graduate programs

- 1.4.4.1 A graduate program may be formed or dissolved given departmental approval.

## 2. THE STAFF

- 2.1 The regular staff shall consist of the Department Supervisor and other

administrative, technical and clerical employees as may be appointed by the Chairperson for regular departmental functions.

- 2.2 The temporary staff shall consist of administrative, technical and clerical employees assigned to specific research projects and responsible to a specific investigator but paid by funds administered by the Department.

### **3. GRADUATE STUDENTS**

- 3.1 Graduate students in the Department of Psychology are students who have been formally admitted to the graduate program.
- 3.2 The faculty in each graduate program shall establish how graduate students will participate in the activities of their graduate program.

### **4. UNDERGRADUATE STUDENTS**

- 4.1 Undergraduate students in the Department are students with a major in Psychology.

#### **4.2 Psychology Club**

##### **4.2.1 Membership**

- 4.2.1.1 All undergraduate students majoring in the Department of Psychology may be voting members of the Psychology Club.

##### **4.2.2 Functions**

- 4.2.2.1 The Psychology Club presents undergraduate students' views to the Department, College, University, and public. The Psychology Club regularly schedules meetings for its members. Other Psychology Club functions are determined by its members.

### **5. FACULTY OFFICERS OF THE DEPARTMENT**

#### **5.1 Chairperson of the Department**

- 5.1.1 The duties, responsibilities, and powers of the Chairperson of the Department, and the procedures to be followed in appointing, retaining, or replacing the Chairperson, are specified in the Bylaws for Academic Governance, Michigan State University.

- 5.1.2 The Chairperson of the Department has the responsibility for making faculty

salary decisions in accordance with guidelines approved by the faculty.

## **5.2 Faculty Officers**

### 5.2.1 Associate Chairperson – Director of Graduate Programs

- 5.2.1.1 The Associate Chairperson shall be a member of the faculty of the Department in a rank under tenure regulations.
- 5.2.1.2 The Chairperson of the Department shall recommend a candidate for appointment as Associate Chairperson after obtaining faculty approval of the recommendation.
- 5.2.1.3 The duties, responsibilities, and powers of the Associate Chairperson shall be those delegated by the Chairperson of the Department.

### 5.2.2 Associate Chairperson for Undergraduate Affairs

- 5.2.2.1 The Associate Chair for Undergraduate Affairs shall be a member of the faculty of the Department in a rank under tenure regulations.
- 5.2.2.2 The Chairperson of the Department shall recommend a candidate for appointment as Associate Chairperson for Undergraduate Affairs after obtaining faculty approval of the recommendation.
- 5.2.2.3 The duties, responsibilities, and powers of the Associate Chairperson for Undergraduate Affairs shall be those delegated by the Chairperson of the Department.

### 5.2.3 Director of the Psychological Clinic

- 5.2.3.1 The Director of the Psychological Clinic shall be a member of the faculty of the Department in a rank under tenure regulations or a licensed clinical psychologist recommended by the members of the Clinical Graduate program. The Director of the Psychological Clinic and the Chairperson of the Clinical Graduate program (Director of Clinical Training) shall be different individuals.
- 5.2.3.2 The Director of the Psychological Clinic shall be responsible for the administration of the clinic under policies and procedures developed in consultation with the Chairperson of the

Department and the Clinic Policy Committee.

5.2.3.3 The Chairperson of the Department shall recommend a candidate for appointment as Director of the Psychological Clinic after obtaining faculty approval of the nomination.

5.2.3.4 The Clinic Policy Committee has the responsibility for setting policy for the operation of the Psychological Clinic in consultation with the Chairperson of the Department and the Director of the Psychological Clinic. The members of the Clinic Policy Committee are the Director of Clinical Training, the Director of the Psychological Clinic, the Associate Chairperson, and one member elected by the Clinical Graduate Program.

## **6. THE ADVISORY COMMITTEE**

### **6.1 Composition of the Advisory Committee**

6.1.1. The advisory committee shall consist of the Chairperson of the Department, the Associate Chairperson, the Associate Chairperson for Undergraduate Affairs, and elected faculty representatives.

### **6.2 Number, Election and Replacement of Faculty Representatives**

6.2.1 The faculty will elect representatives for the Advisory Committee, one from each of the department's graduate programs.

6.2.2 The term of office of an elected faculty representative shall be three years, beginning August 16. No individual shall serve consecutive terms.

6.2.3 Elections to replace representatives whose terms are expiring shall take place in the Spring Semester at a departmental faculty meeting.

6.2.4 When an elected representative is unable to complete the term of office, the Chairperson of the Department will, at the next faculty meeting, call for election of a replacement.

6.2.5 When an elected representative temporarily is unable to serve, the faculty will elect a temporary replacement to serve until the elected representative is able to resume service on the committee.



### **6.3 Functions of the Advisory Committee**

- 6.3.1 The Advisory Committee functions for and on behalf of the faculty and students of the Department of Psychology.
- 6.3.2 The Advisory Committee shall advise the Chairperson of the Department on all matters of departmental policy and its execution.
- 6.3.3 Members of the Advisory Committee may bring up for consideration any matter pertaining to Department, College, or University activities.
- 6.3.4 The Advisory Committee shall advise the Chairperson of the Department of any matter the Chairperson brings before it.
- 6.3.5 The Chairperson of the Department shall inform the Advisory Committee of and may seek their reaction to all proposals that standing committees submit to the faculty for their approval.
- 6.3.6 The Advisory Committee will assist the Chairperson of the Department in preparing a slate of nominees for committees and councils.

### **6.4 Procedures of the Advisory Committee**

- 6.4.1 The Chairperson of the Department or a designated representative shall preside at meetings of the Advisory Committee.
- 6.4.2 The Advisory Committee will meet at least once per regular academic semester and more often at the request of the Chairperson of the Department or a member. Meetings will be closed except to invited observers.

## **7. THE STANDING COMMITTEES OF THE DEPARTMENT OF PSYCHOLOGY**

### **7.1 Nature and Establishment of Departmental Standing Committees**

- 7.1.1 A departmental standing committee is any committee whose function and continuity are so important that the faculty establishes it under that title.
- 7.1.2 The Standing Committees of the Department and the number of faculty members are as follows:
  - Awards Committee – 3 full professors
  - Colloquium Committee – 3 faculty
  - Graduate Admissions Committee - 1 faculty/graduate program
  - Graduate Policy Committee - graduate program chair/designate

Graduate Student Grievance Committee - 2 faculty  
Human Subjects Committee - 3 faculty  
Laboratory Animal Committee - 2 faculty  
Safety Committee - 3 faculty  
Technology and Shop Committee - 4 faculty  
Space Committee - graduate program chair/designate  
Undergraduate Policy Committee - 3 faculty  
Undergraduate Student Grievance Committee - 2 faculty  
Fixed-term Faculty Review Committee – 3 members

## **7.2 General Rules Governing Departmental Standing Committees**

7.2.1 The term of office of members of all faculty standing committees, except the Graduate Admissions, Graduate Policy, Space, Fixed-term Faculty Review, and Undergraduate Policy Committees shall be one year, beginning August 16. Faculty may serve consecutive terms. Fixed-term Faculty Review Committee Members will serve 3 year terms, with one member replaced each year.

7.2.2 Faculty members will be nominated for these standing committees by the Advisory Committee. The nominations will be submitted for faculty approval at a departmental faculty meeting in the Spring Semester. Faculty will be elected, as needed, to departmental committees each Spring Semester.

7.2.3 The standing committees shall establish or propose policies and regulations and, when appropriate, arrange programs in their areas of responsibility.

7.2.4 The Associate Chairperson will serve as the Chairperson of and the coordinator for the Graduate Admissions Committee.

7.2.5 All meetings of standing committees shall be closed, except to invited observers. A quorum for a meeting of a standing committee shall be a majority of its members.

## **7.3 Graduate Admissions Committee**

7.3.1 Each graduate program will determine the standards for admission of students applying to its program and which applicants should be recommended for admission.

7.3.2 The Graduate Admissions Committee will cooperate with the graduate programs and with other agencies in recruiting minority students into the graduate program.

7.3.3 Each graduate program will make recommendations to the Chairperson of the Department regarding financial assistance for new graduate students.

7.3.4 The Graduate Admissions Committee will include at least one member designated by each graduate program.

#### **7.4 Graduate Policy Committee**

7.4.1 The Graduate Policy Committee, made up of the Graduate program Chairpersons or their designates, will address the needs of graduate education.

#### **7.5 Undergraduate Policy Committee**

7.5.1 The Undergraduate Policy Committee will consist of five elected faculty members, with the Director of the Department's Honors Program and one of the academic advisors serving in an ex officio capacity. Faculty elected to this committee are to represent the Department, not individual graduate programs. Once the initial committee is selected, new members will be elected for three year terms such that one or two new members are selected each year.

7.5.2. The Committee will consider issues of educational importance to our mission of providing education in psychology to undergraduates. The committee should serve as the source of policy recommendations to the faculty regarding the full range of issues affecting our service to undergraduates, including but not necessarily limited to: the design of the curriculum, the setting of an order of priority for resources devoted to undergraduate education, the availability of co-curricular activities to supplement the formal curriculum, departmental support structures to enhance teaching effectiveness, identification of opportunities for coordinated efforts to obtain outside resources to support facets of undergraduate education, integration of the components of the undergraduate curriculum, and evaluation of faculty contributions to undergraduate education, including classroom teaching.

#### **7.6 Graduate Student Grievance Committee**

7.6.1 There will be two elected faculty representatives on the Graduate Student Grievance committee.

7.6.2 The Graduate Student Grievance Committee will act as the departmental agency for hearing all cases brought by and against graduate students in accordance with the "Graduate Student Rights and Responsibilities" document.

7.6.3 The procedures of the Graduate Student Grievance Committee will conform to

Article 5 Adjudication of Cases Involving Graduate Student Rights and Responsibilities.

### **7.7 Undergraduate Student Grievance Committee**

7.7.1 There will be two elected faculty representatives on the Undergraduate Student Grievance Committee.

7.7.2 The Undergraduate Student Grievance Committee will act as the departmental agency for hearing cases resulting from an allegation of a violation of student rights as defined in Article 2 "Academic Freedom Report".

7.7.3 The Undergraduate Grievance Committee will hear complaints regarding the quality of instruction, but the committee, in accordance with the "Academic Freedom Report", will not hear allegations regarding professional competency of faculty members.

7.7.3.1 "Professional competency" is defined as knowledge of subject matter and choice of topics in a course dealing with that subject matter.

7.7.4 The Undergraduate Student Grievance Committee will make a written statement of its procedures available to persons involved in its hearing.

### **7.8 Awards Committee**

7.9.1. The awards committee shall consist of 3 elected full professors from the department.

7.9.2. It will be the responsibility of this committee to consider and nominate faculty members and the department for external awards.

## **8. THE PSYCHOLOGICAL CLINIC**

### **8.1 Function**

8.1.1 The Psychological Clinic is maintained by the Department of Psychology to provide training in clinical psychological practice for graduate students in clinical psychology and to serve as a research facility for the Department.

### **8.2 Clinic Staff**

8.2.1 The staff of the Psychological Clinic consists of members of the Clinical Graduate program. Their duties include supervision of practicum students and interns in clinical psychology, direct service to clients, research, and administration.

## **9. REVIEW, APPOINTMENT, REAPPOINTMENT AND PROMOTION**

Members of the regular faculty participating in the appointment, reappointment, promotion and review of faculty members, as prescribed by procedures described below, have advisory responsibility with the Chairperson of the Department for such decisions.

### **9.1 Appointment**

9.1.1 Appointment of regular or joint faculty shall be recommended by the Chairperson of the Department only after the recommendation is approved by a majority of the faculty voting in a departmental meeting, except that in emergency cases the Chairperson may make a recommendation for appointment as Assistant Professor or Instructor after obtaining the approval of the graduate program concerned and the Advisory Committee.

9.1.2 A search committee approved by the faculty will take the leading role in the recruitment and assessment of candidates for each faculty position.

### **9.2 Review of Assistant Professors**

9.2.1 Each tenure system assistant professor without tenure shall be reviewed annually for an assessment of performance, which may include assessment for reappointment or promotion. Unless tenure or promotion is recommended for an assistant professor by the end of the Spring Semester of the individual's sixth year in the Department, employment will terminate at the end of the seventh year, at the latest.

9.2.2 A quorum for a reappointment or promotion meeting shall be a majority of the eligible on-duty regular, tenure system faculty. No proxy votes shall be allowed. All votes shall be by secret ballot.

9.2.3 The Chairperson, who shall preside, will convey the sense of the discussion and the decision about each candidate to that candidate in writing, including an evaluation of the candidate's progress. A candidate may obtain additional feedback from members of the information gathering committee. In any case, a particular faculty member's views will not be identified without that person's permission.

### **9.3 Criteria for Reappointment and Promotion**

- 9.3.1 The Department reserves the right to deny reappointment or promotion to assistant professors and promotion to associate professors if the program to which they are assigned is scheduled for curtailment or termination, and there is no other available and appropriate assignment.
- 9.3.2 All promotion and reappointment recommendations shall be assessed without regard to any criteria except those established by the Department itself, as stated in its bylaws.
- 9.3.3 Recommendations to reappoint or to promote will be based on evaluation of performance in three main areas: (1) teaching, mentoring and related professional activities, (2) research productivity, and (3) administration, service, and outreach. A candidate for retention or promotion should perform well in all three areas. Evidence of a high level of research productivity is essential.
- 9.3.4 A candidate is expected to assist in the review process by supplying the department with information about teaching effectiveness, research activity, and service to the Department, College, University or public in accordance with the guidelines provided by the Department.

### **9.4 Tenure for Associate Professors**

- 9.4.1 In all cases where tenure is not automatic with appointment as Associate Professor, recommendation for tenure will be made at a meeting of regular faculty holding the rank of Professor, at a time in accord with University regulations. The decision will be by a majority of those voting at the meeting.

### **9.5 Review and Promotion of Associate Professors**

- 9.5.1 All Associate Professors without tenure shall be reviewed annually. Those with tenure shall be reviewed for the first time during the Spring Semester of their third year as Associate Professor and biennially thereafter.
- 9.5.2 The Chairperson of the Department shall appoint an information gathering committee of three or four faculty members with the rank of Professor, including when possible one from the candidate's area of interest and one from outside that area, for each eligible candidate. A candidate may choose an additional member for this committee. The committee shall have the responsibility of reviewing in depth the candidate's qualifications for promotion, and shall present these findings at the faculty meeting dealing with this personnel action. No one shall unwillingly serve on any such committee.

9.5.3 Tenure or promotion is recommended by a majority of those voting at a meeting, late in the Fall or early in the Spring Semester, of all regular faculty holding the rank of Professor, following thorough discussion of each candidate. On written request to the Chairperson, a candidate may appear at the meeting prior to this discussion to confer with those who will make the recommendation.

9.5.4 A quorum for a meeting to promote to Professor shall be a majority of the eligible on-duty regular faculty. No proxy votes shall be allowed. All votes shall be by secret ballot.

9.5.5 The Chairperson, who shall preside, will convey the sense of the discussion and decision about each candidate to that candidate in writing, including an evaluation of the candidate's progress. A candidate may obtain additional feedback from members of the information gathering committee. In any case, a particular faculty member's views will not be identified without that person's permission.

## **9.6 Unscheduled Promotion Review**

9.6.1 A faculty member not eligible for a regular promotion review shall be reviewed in conjunction with the regular review of eligible faculty at the faculty member's own request, or on the request of a person eligible to vote on the promotion.

9.6.2 The Chairperson of the Department may obtain a promotion review of a faculty member at any time, but approval for a recommendation to promote in this instance shall be obtained in the same manner as for a regular recommendation to promote.

## **9.7 University Policy on Faculty Reviews**

9.7.1 According to University Policy to be effective Fall Semester of 1997, all units must have procedures for written evaluation of tenure-system faculty at all ranks to support the annual merit process and to provide a basis for a clear statement of performance expectations and accomplishments. Provisions and practices in units may vary, but all evaluation procedures must incorporate, at the minimum, the principles included in the University's model policy for regular faculty review.

9.7.2 The Department of Psychology will use performance in three main areas: (1) teaching, mentoring and related professional activities, (2) research productivity, and (3) administration, service, and outreach to evaluate faculty

9.7.3 The Department of Psychology will follow the University's model policy for regular faculty review. The Advisory Committee will provide advice to the Chairperson concerning the annual evaluation of each tenure-system faculty member.

## **10. AD HOC COMMITTEES**

- 10.1 The formation of ad hoc committees shall be kept to a minimum. Whenever possible, a commission should be referred to a standing committee rather than to an ad hoc committee.
- 10.2 During the academic year, the Chairperson of the Department shall obtain faculty approval for the formation of an ad hoc committee.
- 10.3 During summer session, the Chairperson of the Department shall obtain the approval of members of the Advisory Committee for the formation of an ad hoc committee.

## **11. ACADEMIC UNIT GRIEVANCE PROCEDURE**

- 11.1 The University Committee on Faculty Affairs Model Academic Unit Grievance Procedure is the operative grievance procedure for the Department of Psychology.

## **12. INTERPRETATION AND AMENDMENT PROCESS**

- 12.1 The faculty, as represented by a majority of those voting in a faculty meeting, shall be the final authority with regard to the interpretation of these Bylaws, subject to any restrictions imposed by the Bylaws for Academic Governance, Michigan State University.
- 12.2 An amendment to these Bylaws may be introduced at a faculty meeting or at a meeting of the Advisory Committee. If seconded, the amendment shall appear on the agenda circulated for the next departmental meeting. Such an amendment shall become part of these Bylaws when it has received departmental approval.