

CONSTITUTION

of the

Department of Psychology

(Adopted by the faculty, December 2, 1977)

(as amended, January, 1994 **and September, 2001**)

Prologue

The Psychology Department is the unit of the College of Liberal Arts and Sciences that provides general education, conducts research, executes curricula, and grants degrees in the field of psychology.

Within the policies of the Board of Regents, the University rules as set forth in the Florida Administrative Code and the Collective Bargaining Agreement, and the Constitution of the University of Florida, and subject to the approval of the College of Liberal Arts and Sciences, the University Senate and President, the Faculty of the Psychology Department shall exercise control over the academic affairs of the department.

1. The Faculty.
 - 1:1. The Departmental Faculty shall be defined as all tenured and tenure-accruing members in the department. The Departmental Faculty shall also include such other persons as teach or do research in the Department, are paid through the Departmental budget, and are accepted by a majority vote of the tenured and tenure-accruing faculty on an annual basis.
 - 1:2. Joint faculty status may be conferred on faculty holding appointments in other departments, who will be proposed for joint faculty status by an Area of the Department,

reviewed by the Chairperson and the Policy and Planning Committee, and ratified by the Departmental Faculty.

- 1:3. Adjunct, affiliate, and visiting faculty status may be conferred by appointment by the Chairperson with consent of the Policy and Planning Committee.
- 1:4. Only Departmental Faculty may vote on departmental matters, which include but are not restricted to new programs, graduate regulations, undergraduate regulations, required courses, hiring of faculty, evaluation of faculty, recommendation of faculty for GSF and DRF status, and the promotion and tenure of Departmental Faculty. **Voting on matters related to substantial Department resources will be limited to Department Faculty whose salaries are at least 50% paid by the Department.**

2. Areas.

- 2:1. For purposes of administration the department will be divided into “Areas.” An area is a group of faculty with common teaching and research interests. The number of Areas and their designation will be determined by the Departmental Faculty on recommendation of the Chairperson with the advice of the Policy and Planning Committee (3.1).
- 2:2. Each member of the Departmental Faculty must be a member of one Area of “primary association.” The “primary” faculty of an Area will be considered to be members of that Area for the purposes of teaching, administrative, and other assignments. All “primary” faculty within an Area have voting rights in that Area.
- 2:2.1 Departmental Faculty may be members of one or more Areas of “secondary association.” Area(s) of “secondary association” may be chosen by any member of the Departmental Faculty with the concurrence of a majority vote of the Area(s) concerned. In such a case,

division of teaching, administrative, and other assignments will be arranged by mutual agreement of the Chairperson, the Areas involved, and the faculty member initiating the request.

2:2.2 Areas may confer or rescind voting rights within the Area to joint, adjunct, affiliate, and visiting faculty, as well as Departmental Faculty of “secondary association,” by a simple majority vote.

2:3. The authorized representative of each Area will be known as the “Area Coordinator.” Only the “primary faculty” in the Area and those other faculty to whom they have granted voting rights shall participate in the election of the Area Coordinator. The election of an Area Coordinator will occur by anonymous vote of a simple majority of the Area members. Should no faculty member attain a majority, or should a tie vote occur among those receiving the greater number of votes, a second vote shall be taken between the two faculty receiving the greater number of votes.

2:3.1 The Area Coordinator will be the primary contact person between the Area and the Chairperson. Area Coordinators will be responsible for calling regular meetings of primary Area faculty, coordinating curricular and teaching efforts of the Area, coordinating the selection of graduate students for the Area, reviewing graduate student progress, and representing the views of the Area to the Chairperson. The Chairperson will consult with the Area Coordinator and the Policy and Planning Committee with regard to the hiring of any faculty to be associated with the Area, space assignments, promotion and tenure, and other matters concerning faculty and students in the Area.

2:3.2 The term of an Area Coordinator will be three years. Area Coordinators are eligible for re-election.

- 2:4. Any Area may establish rules and requirements for graduate students in the Area. However, exceptions to the departmental requirements must be approved by Graduate Studies Committee.
- 2:5. Each Area is responsible for a written annual evaluation of each of its graduate students.
3. Standing Committees.
- 3:1. The Department shall have four standing committees: 1) a Policy and Planning Committee; 2) an Undergraduate Studies Committee; 3) a Graduate Studies Committee; and 4) a Space Committee.
- 3:1.1 The Policy and Planning Committee serves as the primary advisory group to the Department Chairperson, who will also act as its permanent Chairperson. The Committee will be composed of Area Coordinators, the Associate Chairperson, and chairpersons of standing committees. If a faculty member holds two positions that qualify him or her to sit on the Policy and Planning Committee, this person may designate either a faculty member from the area or from the standing committee to represent that particular constituent body on the Policy and Planning Committee.
- 3:1.2 The Department Chairperson will call Policy and Planning Committee meetings as appropriate. A quorum of the Committee is necessary for any decision to be made, a quorum defined as a simple majority of the membership, excluding the Chairperson.
- 3:1.3 The Policy and Planning Committee will designate a permanent secretary. It will be the duty of the Secretary to 1) promptly distribute to the faculty minutes of each committee meeting after approval of the Chairperson, and 2) report on the activities of the Committee at every faculty meeting.

- 3:1.4 The Department Chairperson should consult with the Area Coordinator and the Policy and Planning Committee concerning the space, promotion, or tenure of a faculty member.
- 3:2. The Chairpersons of the Undergraduate Studies, Graduate Studies, and Space Committees, as well as the Associate Chairperson, will be appointed by the Department Chairperson with the advice of the Policy and Planning Committee. The Department Chairperson and the committee Chairpersons, along with the Policy and Planning Committee will nominate two additional faculty members for each of these Committees. Normally, Chairpersons and members will serve for three years. Meetings of these committees will be held at least once per semester during the academic year.
- 3:3. The Undergraduate Studies Committee will recommend policies and procedures for the awarding of Honors in Psychology, individual work, advisement of the undergraduates, and recording, keeping, and transfer of credits. The Chairperson of the Undergraduate Studies Committee will also serve as Undergraduate Coordinator of the Department. These procedures will be subject to review by the Policy and Planning Committee and approval by the Department Chairperson. The Undergraduate Studies Committee will advise the Chairperson and the Policy and Planning Committee concerning the appropriate distribution of teaching assistantships for undergraduate courses. The Committee will review all course proposals and changes initiated through the areas, as well as requirements for the major, and forward its recommendations to the Department Chairperson, Policy and Planning Committee, and the faculty.
- 3:4. The Graduate Studies Committee will coordinate a common core graduate program and will make recommendations for changes in the common core program. This committee will review all course proposals and changes at the graduate level and will forward

recommendations to the Policy and Planning Committee, the Departmental Chairperson, and the Departmental Faculty. Minor course changes can be approved by the

Chairperson of the Graduate Studies Committee and the Departmental Chairperson.

The Graduate Studies Committee is responsible for the maintenance of quality education and training at the graduate level. This committee will be advised by the Areas concerning the academic status of graduate students. The records of students who fail to meet minimum standards of scholarship (as defined by the Departmental Regulations) will be reviewed by the Graduate Studies Committee to determine if the student should be allowed to continue in the program.

This committee will coordinate the applications of graduate students for College and University fellowships. The committee will also approve the selection of and oversee the progress of those graduate students entering the department as special students. The Chairperson of the Graduate Studies Committee will serve as the Graduate Coordinator for the Department.

3:5. The Departmental Space Committee.

3:5.1 The Departmental Space Committee will recommend the allocation of space to the faculty and students in the department for teaching, research, and support efforts to the Policy and Planning Committee and the Departmental Chairperson.

3:5.2 The Department Space Committee will review space allocations and utilization at least on an annual basis.

4. The Chairperson.

- 4:1. According to the Constitution of the University of Florida, “The program of a teaching and research department shall be conducted by the department faculty through a chairman (sic), who shall have general responsibility for the activities of the department.” The faculty acting through its regular or special meetings reserves the right to examine the actions of the Chairperson, the Policy and Planning Committee and other standing or ad hoc committees.
- 4:2. The Chairperson has general responsibility for the administrative duties of the Department and will act with the advice of the Policy and Planning Committee and other relevant committees on such issues as:
- (1) Preparation of budget requests
 - (2) Allocation of space and resources
 - (3) Graduate Student Assistantships
 - (4) Development of Curriculum
 - (5) Recommendations for promotion and tenure
 - (6) Recommendation of new faculty appointments
 - (7) Designation of an Associate Chairperson if deemed appropriate.
- 4:3. When the Chairperson is absent or ill for a brief period of time, the Associate Chairperson, if one has been designated, or an acting chairperson selected by the Chairperson from the Policy and Planning Committee will serve in the interim.
- 4:4. The Chairperson will be responsible for the final recommendations for salaries, teaching assignments, recruitment, space, promotion, tenure, and annual evaluation of faculty progress. This will be done with the advice of the Policy and Planning Committee.

- 4:5. The Chairperson is responsible for the allocation of graduate stipends and assistantships, acting in light of the recommendations of the Areas.
5. Faculty Meetings.
- 5:1. Meetings of the faculty will be held no less than once per semester when called by the Chairperson or by written request presented by the Chairperson of at least 10 Departmental Faculty. Faculty meetings shall be set for a time designated by the Chairperson. Written or electronic mail notice of the meeting with an agenda will be given at least 7 days prior to the meeting except in emergency situations.
- 5:1.1 At any faculty meeting, matters of an emergency nature may be proposed for action with the approval of two-thirds of the Departmental Faculty attending the meeting.
- 5:2. The faculty meetings will be held in accord with the most recent version of Roberts Rules of Order.
- 5:3. The order of business will be (a) the reading, correcting, and approval of the minutes of the prior meeting; (b) committee reports by the chairmen of the standing committees, followed by ad hoc committees. Old business will follow, including motions made at previous meetings and recommendations made by the Policy and Planning Committee as well as other matters standing before the faculty. New business follows.
- 5:4. No meeting may be held without a quorum being present, a quorum being one more than half of the Departmental Faculty. The meetings will be open to all joint, adjunct, affiliate, and visiting faculty.
- 5:4.1 The Chairperson or a designee shall preside at all faculty meetings.
- 5:4.2 The Chairperson shall designate a recording secretary for each meeting.

- 5:4.3 No proxies will be recognized. However, if appropriate notice has been given that a vote will be taken on a specific motion, absentee ballots will be accepted. Mail or electronic mail ballots may also be taken on any action item.
- 5:5. No action may be undertaken at faculty meetings except on a motion introduced at the previous departmental meeting or circulated to the faculty, either via hardcopy or electronic mail, at least 7 days prior to the meetings. Motions may be made from the floor by any faculty member under “new business,” but no action may be taken on them until a subsequent meeting and after circulation of the written proposal at least 7 days prior to the faculty meeting. These rules may be suspended by a two-thirds vote of the members attending.
- 5:6. Recommendations from all standing committees that require action shall be made to the faculty. These will be reviewed by the Chairperson and the Policy and Planning Committee. Should the Chairman or the Policy and Planning Committee not endorse a Standing Committee’s recommendation, the original standing committee recommendation and an alternative recommendation will be submitted to the faculty at the next faculty meeting. Both must be distributed in writing at least 7 calendar days prior to the faculty meeting.
6. Appeal Procedures.
- 6:1. Faculty grievances. If a faculty member feels that he or she is not being provided resources, salary, or any other consideration under the direct control of the Psychology Department, the faculty member may ask the Chairman to schedule a special meeting of the Policy and Planning Committee to consider the grievance. The Policy and Planning

Committee meeting on such a complaint will have no other agenda at that meeting and will be convened “as a committee of the whole.” The Chairperson of the Department will not act as Chairperson of the Committee at this special meeting, but a regular committee member will be elected by the members (including the Department Chairperson) as chairperson for the meeting. If the faculty member so desires, the Policy and Planning Committee meeting may be open to all interested faculty. If so, announcements of the meeting will be made to all faculty at least 7 calendar days before the meeting. These procedures will not be considered a substitute for any other Department, College, or University grievance procedure. The recommendation of the Policy and Planning Committee on the grievance will be made to the Chairperson. This recommendation will be included in the distributed minutes of the Policy and Planning Committee.

7. Amendment Procedures.

7:1. The Departmental Constitution may be amended by 2/3 vote of the faculty. This shall be considered after a written proposal is submitted to the faculty at least 7 days prior to the vote.

7:2. The Policy and Planning Committee shall review the proposed amendment prior to the faculty meeting to consider the amendment and present its recommendations to the faculty prior to the final vote.