

## **Bylaws of the Department of Psychological and Brain Sciences** (approved April 2008) Modified 11/25/08

### **I. Purpose**

These bylaws detail the governance and organization of the faculty of the Department of Psychological and Brain Sciences of the University of Louisville.

### **II. Membership**

#### **A. Categories of Members**

— Tenured/Tenure-track faculty - all faculty members with a primary appointment (80% or greater) in the department who are in either tenured or tenure-track research or teaching positions.

— Term faculty – faculty with full-time temporary appointments

— Associate faculty – faculty with a primary appointment in another department at the University of Louisville appointed for one year renewable terms.

— Adjunct faculty – individuals without a primary appointment at the University of Louisville appointed for one year renewable terms per the Redbook Addendum.

#### **B. Privileges of Members**

— 1. Student Committees. Only tenured/tenure-track faculty may serve as chair of student masters, preliminary examination, or dissertation committees, and must meet eligibility criteria as stated in the Minimum Guidelines for Graduate Education in the College of Arts and Sciences..

— 2. Only tenured/tenure-track and term faculty are entitled to department resources; Associate and Adjunct faculty are not entitled to departmental resources, except as negotiated with the department Chair.

#### **3. Voting**

Tenured/tenure-track faculty and term faculty who have held a term position for at least three years are eligible to vote on all matters that come before the faculty body, with the exception of personnel matters. In matters of personnel, only tenured/tenure-track faculty will vote. When voting on personnel matters, individuals aware of significant personal conflict of interest will recuse themselves from the vote. Votes in meetings will generally be by show of hands, although a vote will be by a secret paper ballot if requested by any member. Votes outside of meetings will be by secret paper ballot. In the case of votes outside of meetings, a faculty member may elect to vote by e-mail to the department designate. Voting by proxy is not permitted.

### C. Programs

Two doctoral programs exist within the department, the experimental and clinical programs. The creation or dissolution of a new program will be accomplished by amendment to the bylaws. Faculty may have membership in one or more programs, but shall vote with only one program.

Program faculty will have the authority to:

1. Determine admission criteria for students entering the program which may be higher than departmental or School of Arts and Sciences criteria.
2. Recommend actions on program students to the department faculty. Final recommendations concerning actions regarding students rests with the department faculty
3. Determine the curriculum to be taken by students in the program, with the approval of the Chair and department faculty.
4. Make other programmatic recommendations to the department faculty.

### D. Student Representatives

Student representatives are selected for a one-year term by graduate students in their respective programs, one from the experimental program and one from the clinical program, in whatever method the graduate students meeting as a group shall choose. Representatives may succeed themselves if selected again by the graduate students. Student representatives must be enrolled full time in either the clinical or experimental Ph.D. program and be in good standing as defined by the College of Arts and Sciences regulations. Student representatives are not eligible to vote. They will excuse themselves during discussion and evaluation of students.

### E. Conflicts of Interest

Faculty must recuse themselves in situations where there are potential conflicts of interest involving spouses, significant others, or children. For example, such faculty may not serve on committees of such students nor allow such a person to be enrolled in a class that they teach without a Conflict of Interest Management Plan in place. Alternatively, if appropriate for a student's training, faculty members may recommend that such student audit a course that they teach where enrolling for a grade would pose a potential conflict of interest and when development of a satisfactory Management Plan is not feasible.

### III. Meetings

The department will meet regularly at times established by the Chair. The Chair may also call for special meetings with three working days' advance notice. When so requested by at least two faculty members, the Chair will call a special meeting within one week.

### IV. Department Administration

#### A. Chair

##### 1. Responsibilities

The Chair is the chief presiding faculty member of the Department of Psychological and Brain Sciences, and will be the primary liaison between the department and other university personnel in all matters affecting professional activities and responsibilities of the department. The Chair is the official spokesperson for the department.

The Chair will have primary responsibility for:

- a. The administration and staffing of all departmental programs and clinics.
- b. The development and administration of a budget for departmental activities. The Chair shall be required to provide an annual report of the department budget to the faculty at the first departmental meeting in September.
- c. Implementation of a uniform policy on salary release.
- d. Selection of clerical and support staff for the department, definition of staff duties, and staff evaluation.
- e. Implementation of the department's mission statement.

The Chair may delegate some responsibility for any of the activities of the Chair to other department faculty members. However, final responsibility shall reside with the Chair. The degree to which the department faculty will participate in administrative responsibility is specified in Section V of these bylaws which deals with standing committees.

The Chair may select another faculty member of the department to serve as Vice Chair, and is empowered to make suitable arrangements with the Dean of the College for such an appointment.

When the Chair must be absent from office for short periods the Vice Chair will serve as deputy and preside over departmental activities. If the Vice Chair is absent, the Chair shall delegate to a designate of his or her choice. If the period of absence exceeds two calendar months, the Vice Chair (or designate) will not automatically continue as deputy but will yield authority and responsibility to an Interim Chair endorsed by majority vote of the departmental faculty. The Vice Chair will be eligible for the position of Interim Chair.

2. Selection of the Chair The Chair shall be selected under provisions of the University Redbook (Section 3.3.5 Divisional or Departmental Officers). The search for a chair may be limited to internal candidates at the discretion of the A & S Dean who will utilize one of two methods for selection: faculty vote on the candidate identified by the Dean or faculty vote on all acceptable candidates. In the case of an internal search, the Personnel Committee will convene a meeting of the faculty for voting. If the Dean elects to have a slate of faculty, candidates wishing to be considered for Chair will be identified and voting members of the department faculty will submit a slate of candidate names

ranked by the department to the dean. All candidates on the slate must receive at least 60% endorsement by the voting members. Searches open to both internal and external candidates will be conducted by a search committee elected by the department faculty with two members elected from each doctoral program.

The candidate selected by the Dean shall be acceptable to a majority of the departmental faculty. Impasses will be governed by Redbook policy (3.3.5.B2)

### 3. Evaluation

The Chair's performance shall be evaluated annually. The Personnel Committee will solicit written statements from the A&S Dean, Provost, each of the faculty, staff, and graduate students, as to the Chair's performance in light of the Mission Statement of the Department of Psychological and Brain Sciences. In addition, the Chair will include a self-evaluation that includes a list of goals and accomplishments. The Personnel Committee will distill these statements in providing their overall review to forward along with the Chair's self-evaluation, all written statements received, and other supporting material to the A & S Dean.

A simple majority of the faculty may request a special review of the Chair at any time.

### 4. Recommendation for Removal of the Chair

In cases where the Chair is violating bylaws or whenever a faculty member or members has serious differences with the Chair, it is expected that the faculty member or members will meet with the Chair to present and discuss the matter in an attempt to resolve such.

If there is not sufficient resolution, the faculty member or members shall present the complaint in confidence to the Personnel Committee who shall act as a mediator between the faculty member(s) and the Chair in an attempt to resolve the problem. The Personnel Committee may also make its own evaluation and recommendations to the faculty and Chair.

If there is still no significant resolution, the faculty member may request the Personnel Committee to call a special meeting of the department faculty to hear and consider the problem. The Personnel Committee must call such a meeting upon receiving such a request. The meeting shall be a closed meeting and no action may be taken; however, resolutions may be moved, discussed and voted on. The chair for the meeting shall be the Personnel Committee Chair unless this individual has a conflict of interest in the matter. In the event of a conflict, the Personnel Committee will appoint a meeting chair. The only item considered at this meeting shall be the unresolved problem between the faculty member(s) and the Chair. At the beginning of the meeting, both parties shall be given an opportunity to present their views of the dispute. The meeting may be continued to a future time if deemed necessary by those attending.

After the conclusion of the above meeting, it is expected that, following proposals resulting from the meeting, the parties may again attempt to resolve the dispute, utilizing the Personnel Committee as a mediator if desired. If no resolution can be reached the faculty member(s) may request the Personnel Committee to hold a recall vote against the Chair. Upon the receipt of such a request, the Personnel Committee shall circulate to all eligible voters a mail ballot which allows a vote for recall of the Chair or against recall of the Chair. The ballots shall be made due a reasonable time after circulation and the due time and date shall be stated on the ballots. The Personnel Committee may schedule a special meeting of the faculty for purposes of discussion of the issues if it deems such a meeting desirable. Within a reasonable time after the deadline for submitting a ballot has passed, the Personnel Committee shall hold a meeting open to all faculty members for the purpose of counting the ballots. If a simple majority is in favor of recall, the Personnel Committee shall notify the Dean and request a special review in light of the recall vote. An impasse between Dean and department faculty will be governed by Redbook section 3.3.5D3.

#### B. Vice Chair

The Vice Chair shall represent and act for the Chair whenever the Chair so directs or is absent (except for extended absences as provided for in section IV.A.1). It is expected that some major areas of the Chair's continuing responsibilities will be delegated to the Vice Chair as well as special assignments as the Chair deems suitable. The Vice Chair is selected by the Chair as provided for in section IV.A.1 and serves at the pleasure of the Chair.

#### C. Program Directors: Clinical, Experimental, Undergraduate

Each program shall have a director who will be appointed by the Chair with the advice and consent of the program faculty. Consent is defined as a majority vote of the program faculty. Directors' terms shall expire concurrently with the term of the Chair. Directors serve at the pleasure of the Chair.

Program directors shall have primary responsibility for:

1. Supervision of all students in the program in terms of progress in program requirements.
2. Communicating program faculty's recommendations to department faculty concerning actions recommended re: student progress.

## V. Committees

### A. Standing

#### 1. Plans and Policies

This committee should provide deliberate, thoughtful consideration of long-range issues facing or soon to face the department. The policy issues relevant to this committee shall be general to the entire department, not to the specific policies of the graduate programs.

##### a. Responsibilities

(1). Policy review. This committee shall review proposed departmental policies or changes in departmental policies as charged by the Chair of the department. This review could include recommendations regarding the policy in question, if appropriate; and would include the long-range implications of the policy for the department. Such reviews shall be communicated in writing to the Chair of the department.

(2). Policy formulation. This committee shall draft written statements of policy upon the direction of the department faculty or Chair. These statements shall be communicated both to the Chair and department faculty. This purpose is not meant to restrict the development of department policy to this committee. This is not an exclusive function of this committee.

##### b. Membership

There shall be four members, two from each doctoral program. The four faculty members shall be elected by the department faculty. The Chair and the Vice Chair are not eligible for this committee. Term of service shall be two years. Elections shall be staggered for faculty with two persons elected each year (one from each program). Individual faculty members could serve two consecutive terms (4 years), but shall not be eligible for a third consecutive term. They would again be eligible for membership after being off the committee for two years.

#### 2. Personnel Committee

##### a. Membership

The Personnel Committee shall be composed of four full time departmental faculty members, two from each doctoral program. Term of service shall be two years. Elections shall be staggered for faculty with two persons elected each year (one from each program). Individual faculty members could serve two consecutive terms (4 years), but shall not be eligible for a third consecutive term. They would again be eligible for membership after being off the committee for two years.

## b. Departmental Personnel Policy

### (1). Overview

The personnel reviews of the Department shall consider evidence in the areas of teaching, research and creative activity, and service. Performance evaluations shall be based on merit, including contributions to the missions of the Department, the College, and the University. Evaluations must consider those areas of activity for which the approved Annual Work Plan (AWP) indicates a faculty member's responsibility, and no faculty member may be penalized for non-performance in any area of activity for which the faculty member has no assigned responsibility. Additionally, a proficient faculty member will be expected to collaborate with colleagues and students and to adhere to professional standards. In keeping with the current version of the University Red Book, each faculty member's performance will be rated on overall performance as either: 1) not proficient, 2) proficient, 3) highly proficient or 4) exceptional in accordance with the categories for annual performance defined in the College of Arts and Sciences Personnel policy. In connection with this, the word "proficient" shall be understood "to satisfy capably all the special demands or requirements of a particular situation, craft, or profession."

As noted above, annual evaluations for each faculty member must consider those areas of activity for which the approved Annual Work Plan (AWP) indicates a faculty member's responsibility. For most faculty in this Department this will include evaluations in the areas of teaching, research, and service. Definitions of each area and the evidence used to determine proficiency are outlined below.

**Teaching:** Teaching includes all work, which involves the use of the faculty's expertise to communicate subject matter to students. The essential element of teaching is the didactic relationship between teacher and students. Good teaching also involves the ability to interact effectively with students. Pedagogical procedures must be carefully planned, continuously examined, and directly related to the subject taught. Evidence of proficiency in teaching may include performance evaluations from students and peers, syllabi, and other documentation.

**Research and Creative Activity:** Research involves delving into some question in that faculty member's field and seeking to add to the reservoir of knowledge. Research includes the act of knowledge creation through the publication or dissemination of original or innovative theoretical, empirical, or creative and theoretical activity. The intellectual excitement and progress that are generated through research are vital to a research university. Evidence of proficiency in research may include funded grant projects (internal and externally reviewed and funded), journal publications, books, book chapters, conference presentations, professional invitations, performance evaluations, and other documentation regarding one's research, the impact of that research, or scientific reputation, as well as other documentation.

Service: Service includes those tasks that are required for the functioning of the Department, College, University, community, and / or profession. Community work that does not draw upon one's professional expertise is not included. Evidence of proficiency in service may include performance evaluations, letters of recognition, and other documentation.

(2). Procedures for reviews and evaluations for pretenure and tenure and promotion

The review process for Pretenure and Tenure will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 2, Section 2.2.

(3). Procedures for review and evaluation of term faculty

The review process for Term faculty will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 1, Section 1.2.B.

(4). Procedures for periodic career reviews

Periodic career reviews for tenured faculty will utilize the AWP reviews and supporting documents for each 5-year period of review. The review process will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 2, Section 2.4.

(5). Procedures for assessing performance and awarding points for annual reviews

(a). A point system developed by the Departmental faculty shall be used for annual merit reviews in the Department of Psychological and Brain Sciences, and from this system will be derived a determination of overall performance as: 1) not proficient, 2) proficient, 3) highly proficient or 4) exceptional. A copy of this system is attached. The system is reviewed and modified as needed by the faculty on an annual basis.

(b). The annual point allocation to each faculty member shall be tied initially to the maximum AWP percentages in each category for that faculty member (See 4.a. and 4.b., below).

(c). The performance evaluation primarily considers evidence over the year under review, but also will take into consideration career trends over the previous two years in the various categories of evaluation. Evidence will include an updated (current) curriculum vitae, student and peer evaluations and testimonials for the period under consideration, and, when requested by the Personnel Committee, copies of published articles, letters-of-acceptance for articles, and other documentation of performance in the areas of teaching, research, and service.

(d). The Personnel Committee and Chairperson of the Department of Psychological and Brain Sciences shall use the following guidelines for assessing performance. Each provides a separate review of every faculty member's performance. These guidelines are intended to be a framework to ensure quality and consistency in the assessment of performance. Faculty have the opportunity to review and respond to each evaluation before it is submitted to the next level of review.

i. Faculty shall submit a copy of their updated vita to the Personnel Committee by December 1 for review of that year's merit evaluation. Performance evaluations from the previous two years will also be taken into account.

ii. The next step in assessing performance is a review of submitted materials by the Personnel Committee to assess proficiency in each performance category. Both tenured and non-tenured, tenure-track faculty are expected to demonstrate proficiency in each category of teaching, research, and service as assigned in their AWP.

iii. All materials are reviewed in terms of the Merit Evaluation Form developed by the faculty of this Department

iv. The Department will use a point system to assess performance according to four categories: Not Proficient, Proficient, Highly Proficient, and Exceptional. It is anticipated that the necessary points required for each rating category will vary somewhat from year to year. In any given year, point ranges for each category will be based on those assigned for the preceding two years. However, the exact cutoff points will be determined by the Personnel Committee after compiling ratings on all faculty members who have submitted materials for review. Furthermore, the Merit Point System is reviewed and modified annually, providing an additional opportunity to adjust point totals for each category.

v. Faculty are appraised of their evaluation ratings by the Personnel Committee in a written summary. They may choose to respond to this evaluation within three days in a letter addressed to the Chair.

vi. The ratings of the Personnel Committee are then forwarded to the Chair who reviews the recommendations and any faculty responses, and then provides a separate written evaluation regarding Merit that also utilizes information available to the Chair that may have not been available to the Personnel Committee.

vii. The Chair's evaluation will then be provided to each faculty member, who may respond to this evaluation within three days via a letter to the Chair. The Chair will then forward the Personnel Committee and Chair's evaluations, along with all faculty response letters, to the Dean.

viii. The Dean's merit funding allotment to the Department shall be divided into two equal portions. Individuals receiving a performance evaluation of "not proficient" will not be recommended for any salary increase. For those attaining at least a 'Proficient' rating, 50% will be distributed by rank, at a rate that is reasonably proportional to the average salary for that rank. The remaining 50% will be apportioned on the basis of merit. In general, faculty ranked "highly proficient" will receive 15 percent more than those ranked "proficient", while faculty ranked "exceptional" will receive 30 percent more than those ranked "proficient." These percentages may be proportionately adjusted as needed, depending on the total allotment.

(6). Procedures for assessing performance of department chair

Assessment of performance of the Chair includes two parts:

- (a). An evaluation of the Chair's performance as a faculty member. This will include examination of the areas on the AWP that do not include duties as Chair and must follow those guidelines that apply to other faculty.
- (b). An evaluation of this individual's performance as Chair per IV.A.3 above.

(7). Policy on Adjunct/Associate Appointments and Activities

Criteria for Adjunct/Associate Appointments:

I. Individuals who can contribute to research, graduate education, and training in psychology, and who meet University of Louisville Criteria for special appointments specified in the Redbook, may be considered for Adjunct or Associate appointments. Adjuncts or Associates may contribute by performing any of the following:

- A. Teaching graduate-level classes,
- B. Providing direction or supervision of graduate students in training settings in or outside the University, or
- C. Conducting research in collaboration with a faculty member in the Department.

Note. All persons previously designated as Clinical Associates who meet the criteria specified in this policy will be considered to have an Adjunct appointment.

## II. Activities of Adjunct Faculty

A. The purpose of Adjunct/Associate Faculty Appointments is to facilitate the sharing of ideas and expertise with individuals outside of the University (Adjunct) or outside of the Department (Associate).

Adjunct/Associate Faculty are expected to collaborate in research or training with Department faculty.

B. Under some circumstances, Adjunct/Associate Faculty may also be involved in the direction of student research. The following rules apply to such involvement:

1. Adjunct/Associate Faculty may serve on thesis and dissertation committees as an inside member but not as chair. As is the case with all such committees, participation is subject to approval by the Department Chair and subsequently by the A&S Dean.
2. Adjunct/Associate Faculty may direct graduate student independent study or undergraduate independent study or honors theses with approval of the A&S Dean. (Undergraduates must have the signature of the Department Chair or the director of the undergraduate program for PSYC 401, 402, 403).
3. At any one time, Adjunct/Associate Faculty may work with no more than a total of three (3) students: no more than 2 graduate and one undergraduate student.

### III. Responsibilities, Privileges, and Oversight

A. In appointing an Adjunct/Associate Faculty member, the Department agrees to facilitate that person's active relationship with the Department. The types of activities and resources provided to support them will be negotiated with the appropriate Program Director and the Department Chair after the full faculty has approved the appointment. The Chair shall then specify these agreed-upon activities and resources in writing to the Adjunct/Associate Faculty member. These agreements can be altered as circumstances change and a revised written agreement provided for the record.

B. Individual faculty members may share their allotted resources with Adjunct/Associate Faculty when an active collaborative research program is in progress. Such sharing does not entitle Department Faculty to any additional resources.

C. It is expected that Adjuncts or Associates will maintain an active relationship with the relevant program for the period of the appointment, with in most cases shall be 1-3 years. Appointments are not automatically renewed or extended. Recommendations for reappointment will be based on programmatic needs and performance.

### IV. Procedures for Appointment

A. Candidates for Adjunct/Associate appointments may be nominated by any member of the department faculty. Candidates are first reviewed by the Personnel Committee. The Personnel Committee then presents the case with its recommendation to the entire faculty. Approval requires a two-thirds vote of the full faculty in attendance when a quorum is present.

B. Evaluation of the merits of candidates will be based on the candidate's training, experience, and accomplishments, on their potential contribution to the Department, and on the written recommendation of the Department faculty member who nominated the candidate. The level of appointment will be determined based on the candidates' achievements in these areas. At the time of renewal or reappointment, Program Directors may recommend advancing level.

### 3. Executive Committee

The purpose of this committee is to serve the day-to-day administrative function of the department, generally in assisting the department Chair, through coordinating actions among the graduate programs and the undergraduate program. This is not a policy-making committee but rather serves as advisory to the Chair.

The responsibilities are to:

- a. Facilitate day-to-day operations of the department.
- b. Coordinate the actions of graduate and undergraduate programs, including course scheduling.
- c. Oversee assistantship and admissions decisions

#### 4. Grawemeyer Award Committee

##### a. Internal Review Committee

###### *Composition of the Internal Review Committee*

The Internal Review Committee (i.e., Internal Committee) will consist of four (4) department faculty members.

###### *Committee Selection*

The Department Chair, with the consent of the faculty, will appoint the Faculty Director of the Psychology Award (i.e., Faculty Director) who will chair the Internal Committee. The three (3) remaining Internal Committee members will be selected through a departmental election in which one individual will come from each of Clinical Sciences, Cognitive Sciences, and Perception/Neurosciences.

###### *Terms of the Committee*

The Faculty Director serves at the discretion of the Grawemeyer Award Executive Director and the Dean of the College of Arts & Sciences. The term / length of service is determined by the performance of the Faculty Director and the mutual agreement of all three parties. Members of the Internal Committee will normally serve for 2-year staggered terms. Individual faculty members can serve two consecutive terms on the Internal Committee but shall not be eligible for a third consecutive term.

###### *Duties of the Faculty Director*

The duties of the faculty director include, but are not limited to, the following:

- Work with the unit business manager to oversee the administrative budget allocated to the unit for administrative expenses;
- Be responsible for selecting and convening review committees (including the faculty review committee, scholarly review panel, and final community committee) and meet all deadlines for submission of recommended recipient(s) to the Boards of Trustees;
- Serve as host for award recipients(s) and all events associated with the award;
- Meet all requests for information and reports in a timely manner; and
- Correspond with all parties when appropriate and keep records of all correspondence.
- Present a spending plan by April 30 of each year to be approved by the Executive Director and Unit Dean, a template of which is attached hereto and includes identification of appropriate and inappropriate expenditures. Faculty directors are responsible for receiving and reviewing monthly budget updates from their unit business managers.

The Faculty Director's compensation should be consistent with that of the faculty directors for the other Grawemeyer Awards assuming that the duties performed are similar. The director receives either a course release or an x-pay.

### *General Responsibilities of the Internal Committee*

Department faculty selects committee members and as such individual committee members represent and are accountable to the department. They are not advocates of their area of expertise. Committee members must excuse themselves from reviewing and from committee deliberations when the nominee is a personal friend or if the committee member has previously worked or studied with the nominee. Committee members will be expected to share equally in the work of the committee, which may include reviewing nominations from outside their area of expertise. Committee members, department faculty, and outside consultants are expected to treat nominations as confidential communications, and to be appropriately professional towards nominees and other committee members.

### *Review Process*

The Faculty Director will assign idea nominations to all four committee members for primary and/or secondary review. As far as possible, committee members will be assigned nominations within their area of expertise, understanding that sometimes reviews outside members' areas of expertise will have to be conducted. The Internal Committee will meet to discuss each nomination and select 8-12 nominated ideas to pass on to the External Review Panel.

### b. External Review Panel

#### *Composition of the External Review Panel*

The External Review Panel (i.e., External Panel) will consist of three (3) internationally recognized psychologists.

#### *External Panel Selection*

Members of the Internal Committee, in consultation with department faculty, will nominate candidates for the External Panel. Potential panel members will be chosen to provide expertise in Clinical Sciences & Personality, Cognitive Sciences, and Perception/Neuroscience, with care given to the overall selection to provide for the evaluation of nominees from other areas of psychology. The Internal Committee will review all candidates and suggest a slate of Visiting Scholars and alternatives for review by the faculty. Faculty may move to drop a candidate if substantive reasons warrant doing so. The Faculty Director will be responsible for inviting the potential External Panelists and confirming their participation.

#### *Terms of External Panel service*

External Panel members are expected to serve only for the 2-3 month period of the review, culminating in the panel meeting in Louisville to select the top three nominees. When possible, winners of the Grawemeyer Award in Psychology will be invited to serve on the External Panel in a subsequent year. A former External Panel member may be invited to participate on a subsequent panel in the future, but not in the immediately following year.

#### *General Expectations*

External Panel members, although representing a range of expertise, are expected to reflect all of psychology. They are not advocates of their specific areas of expertise. Panel members must excuse themselves from reviewing and from panel deliberations when the nominee is a personal friend or if the panel member has previously worked, supervised or studied with the nominee. (The ultimate determination of whether a conflict of interest exists rests with the Internal Committee.) Panel members will be expected to share equally in the work of the panel. Panel members are expected to treat nominations as confidential communications and to be appropriately professional towards nominees and other panel members. It is expected that each panel member will give a presentation to the department on a topic of their choice and meet with graduate students while in Louisville.

*Review Process*

All External Panel members will review the materials of the 8-12 nominees submitted by the Internal Committee in advance of the meeting in Louisville. The External Panel will deliberate and makes its final selections on campus at the University of Louisville. The External Panel is charged with selecting three outstanding ideas to be presented in rank order of preference and to provide written support for their choices in lay language. The Faculty Director will pass on the External Panel's selection of three top ideas, and the written support of their choices, and the supporting materials provided for those three ideas (previously provided by the nominees) to the Lay Panel.

## c. Lay Panel

*Composition of the Lay Panel*

The Lay Panel will consist of three (3) individuals selected from the community, the Department Chair, the Dean of the College of Arts and Sciences, and the Executive Director of the Grawemeyer Awards.

*Committee Selection*

The Department Chair will appoint the three community members of the Lay Panel. None of these individuals can be a professional psychologist or hold a Ph.D. in Psychology. The Lay Panel will review the top three ideas selected by the External Panel. The Department Chair will be responsible for calling a meeting to review the slate of three finalist ideas and confirming the participation of all members of the Lay Panel. The Faculty Director will be invited to attend the meeting (without voting rights) to help answer questions that are raised by the Lay Panelists about the nominated ideas.

*Terms of the panelists*

Lay Panel members, excluding the Department Chair, the Dean, and the Executive Director, are generally expected to serve for the 1-2 month period of review. Lay Panelists are also invited to attend the Awards dinner for the Award year in which they participated to meet the Psychology Award winner(s).

*General Responsibilities*

Lay Panelists, although representing the Louisville community at large, are not advocates of their specific areas of interest or related expertise. Lay Panel members must excuse themselves from the review if any of the nominees are personal friends or if the panelist has previously worked or studied with the any of the nominees. Lay Panelists will be expected to share equally in the work of the panel, to treat nominations as confidential communications and to be appropriately professional towards nominees and other panelists.

*Review Process*

All Lay Panel members will review the supporting materials of the top three ideas and are charged with selecting the winner of the Grawemeyer Award in Psychology from the three nominees recommended by the External Panel. The Lay Panel's selection of the Psychology Grawemeyer winner is communicated by the Faculty Director to the Executive Director of the Award, who will communicate it to the University President for presentation to the University of Louisville Board of Trustees for final approval

## 5. Undergraduate Committee

The function of the Undergraduate Committee is to review and make recommendations regarding issues that pertain to undergraduate training and advising. The Undergraduate Committee consists of three faculty, one of whom is the Director of the Undergraduate Program who serves as chair of the Committee. The two other faculty are appointed by the Chair with consultation of the Undergraduate Program Director. All committee actions and recommendations are forwarded to the department faculty for discussion and voting. Any actions that ultimately result in a change to the undergraduate curriculum must be forwarded to the College Curriculum Committee for approval. The Committee meets on an “as needed” basis to research, propose and act on topics that fall under the following categories:

- a. New course proposals. These proposals may come to the committee from individual faculty, may be generated by the Committee, or come out of a recommendation from the full faculty. Proposals are discussed by the Committee with respect to the impact upon the undergraduate curriculum as a whole, whether the new course will fill a void in the curriculum, the resources required to implement the course, and its potential impact upon other courses already offered.
- b. Proposals for new degree programs. These proposals are generated and evaluated in a manner similar to that for new course proposals.
- c. Alterations in the content, prerequisites, catalog description, credit hours or other aspects of courses currently offered by the department.
- d. Alterations in the content, prerequisites, catalog description, credit hours or other aspects of undergraduate degree programs currently offered by the department.
- e. Regular reviews of the undergraduate curriculum with respect to the frequency and timeliness of course offerings.
- f. Other matters that pertain the undergraduate curriculum. These may include, but are not limited to: recommendations of policies for course substitutions and course equivalencies for transfer students or students in residence; participation by undergraduates in departmental research (i.e., the “subject pool”); oversight of the Departmental Honor’s Program; and recommendations for technology enhancements or instructional support for the curriculum.

## 6. Resources Committee

The committee is advisory to the Chair on issues concerning management of departmental resources. Examples of these issues include discretionary budget expenditures, allocation of computer resources, allocation of space, graduate student research support and travel, and establishment of an annual faculty development account.

The committee will consist of three faculty members. Committee members will be appointed by the Chair for a term not to exceed three years. Appointment terms will be staggered in order to provide some continuity. The Committee will make recommendations to the Chair on budgetary and resource issues for each fiscal year. Specific requests made by individual faculty members regarding utilization of Department resources should be forwarded to the Committee, who will then make a recommendation regarding the request to the Chair.

The Committee will also make recommendations to the Chair on the following topics:

a. Faculty Development Accounts Each year, a portion of the Department budget will be used to fund the Faculty Development Account. The committee will recommend to the Chair the amount of money to be included in this account. This amount may vary from year to year, as a function of the size of the Department budget and variations in other Departmental needs. Each tenured or tenure-track faculty member will be allocated the same amount of money and will be responsible for his or her funds. Should a faculty member spend more than his or her allotment, it will be the faculty member's responsibility to reimburse the Department. These funds may be used for any legitimate academic expense. Examples of legitimate expenses include: research or conference travel, software or software upgrades, printer cartridges, printers or other computer-related devices, books, journals, memberships in professional societies, Psychologist or Clinical Psychologist license fees, participant payment, and postage for mailing of questionnaires or surveys. Faculty members may also use these funds to pay for legitimate research or travel expenses incurred by their students. With the written permission of the Chair, (and depending upon the Dean's policy regarding carry over of funds) individual faculty members may carry over funds from one year to the next, in order to accumulate enough money to purchase a major piece of equipment or software.

b. Continuing Education Each year the committee will recommend to the Chair the amount of money to be included in a continuing education account, to be used by those faculty members with continuing education requirements as required for licensure. This amount may vary from year to year, as a function of the size of the Department budget and variations in other Departmental needs. Each licensed or license-eligible faculty member will be allocated the same amount of money and will be responsible for his or her funds. These funds, which may be spent only on continuing education expenses, will be in addition to the faculty development account.

c. Colloquium Allocation A fund for Colloquia will be established. On a yearly basis, the committee will recommend to the Chair the amount of money to be committed to the fund. This amount will vary as a function of the departmental budget and available matching monies.

d. Computer Upgrades

On average (budget considerations permitting), computers for faculty (including term appointments and part time instructors), staff, graduate areas, and the advising office will be upgraded every three years.

e. Replacement of Stolen University Property It is the responsibility of staff and faculty to maintain a secure work environment. This includes locking office and laboratory doors when rooms are not occupied, and locking down equipment which can easily be carried out of the room. If University property is stolen, the Chair, in consultation with the committee, will consider requests to replace the property. The Department may provide funds to pay the deductible for stolen property as specified by the University insurance policy in effect at the time of the theft. The decision to fulfill such requests will depend upon the status of the Department budget and whether negligence contributed to the theft.

7. Colloquium Committee The Chair shall select members of the faculty to serve on this committee. Students

elected as graduate student representatives to the faculty will also serve on this Colloquium Committee. Committee membership is for the academic year. This committee shall plan, coordinate, and promote a colloquium series for the department. This committee shall have the power to allocate and spend any funds in the departmental budget which are for colloquia.

8. Diversity Committee The purpose of the Diversity Committee is to foster the development of diversity strategies, policies, and programs that will enhance the educational and professional experience of minority faculty, staff, and students in the department. This will include recruiting and retention efforts as determined by the Chair and the department faculty. Members will be appointed by the Chair.

#### B. Ad hoc

The department may as required establish and empower ad hoc committees. Unless otherwise provided for in the motion establishing an ad hoc committee, the Chair shall select members to serve.

### **VI. Parliamentary Procedure**

The Parliamentary Authority for this faculty shall be Sturgis Standard Code of Parliamentary Procedures, (the latest edition). In the event of any conflict between these Bylaws and said Parliamentary Code, these Bylaws shall take precedence. All elections will be conducted using the Hare system.

### **VII. Amendments**

These bylaws may be amended by the concurrence of two-thirds of the voting members of the department. A copy of the proposed amendment must be circulated before the meeting in which is it considered.

Amended 4/22/12