



Bylaws of the Psychology Program

Adopted March 9, 2011

Approved by Interim Dean March 22, 2011

I. Unit Definition (size, disciplines, majors, etc.)

The Psychology program comprises the faculty appointed in the areas of Psychology. The Psychology program houses three degree programs: A Bachelor of Arts in Psychology, a Minor in Psychology, and a Minor in Developmental Psychology. All courses carrying the prefixes PSYC are offered through the Psychology Program.

II. Unit Mission Statement

The Psychology program carries out the four pillars of the CSUCI mission by offering curriculum and experiences which combine: (a) *International Perspectives* since Psychology through courses that incorporate didactically a strong recognition and appreciation of international perspectives, (b) *Multicultural Perspectives* through Psychology's recognition, instruction and research that incorporates the diverse cultural, economic, ethnic, historical, and political viewpoints that exist in a multicultural world; (c) *Interdisciplinary Perspectives* resulting from Psychology's utilization, synthesis and blending of empirical science, philosophy, and the arts in its methodological approach to the study of human nature, intergroup and interpersonal relations; and, (d) *Service Learning* in its varied field study courses within the community. The Psychology program strongly believes in collaborative research and scholarship among the faculty and faculty/student research resulting in scholarly papers and presentations at professional conferences. The program is at the cutting edge of 21st century intellectual movements.

III. Unit Membership and Administrative Assignments

- **Officers**

Chair

Associate Chair

Program Advisor (*i.e.*, major advising for students)

- **Officer Responsibilities**

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of all degree programs within the Psychology Program and fulfills all personnel-related functions for all faculty within the Program.

The Associate Chair is appointed by the Chair in consultation with the Psychology faculty on an as-needed basis. The Associate Chair will assist the Chair according to the current needs of the program.



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The Program Advisor advises students in the BA in Psychology, and in the Psychology minor and Developmental Psychology minor.

The Psychology Assessment Officer is in charge of program-level assessment and serves on PARC, representing the assessment interests and activities of the Psychology Program.

- **Officer Term and Term Limits**

The Chair normally serves a 3-year term. A faculty member may be elected to no more than 2 consecutive terms. The Program Advisor serves a 1-year term. A faculty member may serve an unlimited number of terms as Program Advisor. The Psychology Assessment Officer normally serves a 1-year term, and may serve an unlimited number of terms in that capacity.

- **Votes of Confidence/No Confidence**

Any tenured or probationary faculty member may call for a vote of no confidence in the Program Chair. The call may be made at any regularly-scheduled faculty meeting, or at a meeting called for the purpose by any tenured or probationary faculty member. A vote of no confidence will be taken by secret ballot by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the AVP.

- **Election of Officers**

Tenured faculty in the Program are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the appropriate AVP or other Administrator will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty in the Program (tenured and probationary and temporary), with notice that the vote will be held between certain dates. On the first day of the election, the Program's Administrative Assistant will distribute ballots to all faculty eligible to vote.

All Program faculty members are allowed to vote in chair elections. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote in proportion to their Program workload). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses as follows:

- .1-7.5 WTUs = .25 vote
- 7.6-15 WTUs = .5 vote
- 15.1-22.5 WTUs = .75 vote
- 22.6-30 WTUs = 1.0 vote



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The Program Advisor and Assessment Officer are appointed by the Chair.

- **Process by which officers are recommended to the AVP and Provost**

For Chair: The results of the vote for Program Chair will be forwarded to the AVP by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each.

- **Voting Rights**

Tenured and probationary faculty each has one full vote. Temporary faculty holding full-time appointments have a half vote. Other Program Part-time faculty holding appointments from .5 to .99 in the Program each have a quarter vote. Note: Tenured and probationary faculty holding joint appointments in another program have one-half vote.

- **Officer Evaluation**

The Program Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

IV. Other Unit Assignments

- **Process for Advising Assignments**

The Program Advisor will be appointed by the Chair, as specified above. The Program Advisor will advise all Psychology majors and minors.

- **Process for Assessments Assignments**

The tenured and probationary faculty of the Program will elect an Assessment Committee, which will be chaired by the Psychology Assessment Officer. The Assessment Committee will work with the Assessment Officer and Chair on all Program assessment activities, including advising the Chair on how any assigned time allocated for assessment activities should be distributed among program faculty.

- **Process for other Assigned Time within the Unit**

The Chair will consult with the Program's Faculty Committee (see below) about the distribution of other assigned time within the Program.



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- **Process for assigning other duties beyond teaching**

The Chair will consult with the Program's Faculty Committee (see below) about the assignment of other duties within the Program.

- **Elections for other unit decisions**

The tenured and probationary faculty of the Program will elect a Faculty Committee to deal with all personnel matters. The Program Chair is not eligible to be elected to this committee. Only tenured faculty are eligible to be elected. The Program Faculty Committee will have 2 to 5 members, depending upon the number of tenured faculty in the unit. If the unit has no tenured faculty beyond the Chair, the probationary faculty will vote on one or more faculty from outside the program to serve on this Committee.

V. Unit Faculty

- **Process to constitute the PPC**

The PPC will be constituted according to the process outlined in the PPS. The PPC(s) within the Program will be reconstituted or reaffirmed each year.

- **Process to constitute the Temporary Faculty Evaluation Committee**

The Program Faculty Committee will serve as the evaluation committee for fulltime lecturers. The Chair will serve as part of the committee for this purpose.

- **Process to create and amend PPS**

The Program Faculty Committee will work with all tenured and probationary faculty to develop the initial Program Personnel Standards (PPS). There will be one PPS for Psychology. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty about the PPSs, it will circulate a draft of the PPS and request feedback. After considering all feedback received, the PFC will vote on adopting the PPSs, and will subsequently forward them to the Office of Faculty Affairs to begin the review process. After the initial PPSs are approved, the PFC may modify them by the same process as their initial creation.

- **Number of classes evaluated**

All faculty select a minimum of two courses per year.

- **How classes are evaluated**



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Student evaluations of teaching shall be administered according to the university's policy student evaluations. All tenure track faculty will also have a minimum of two peer observations of a class per probationary period. All temporary faculty shall have a minimum of one peer observation of a class per year. Each faculty member will consult with the FPC to arrange for a peer observation. (Faculty may arrange additional observations without consultation with the FPC).

VI. Other Unit Decisions

- **Process for Curriculum and New Course Decisions**

The tenured and probationary faculty will constitute a committee of the whole for all Curriculum and course decisions.

- **Criteria for Program Honors**

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. A list which contains both cumulative and major grade point average for all students within the major will be prepared and distributed to the faculty. Students selected for Program Honors should have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify. Additional information about the student's contribution to the program will be considered. At a regular faculty meeting, or a special meeting called for the purpose, the qualifications of nominee will be discussed and honor(ees) will be selected by a majority vote by all full time tenured and probationary faculty members to receive Program Honors. Alternatively, the selection and voting for Program Honors may be conducted through email or other electronic venues.

- **Psychology Computer Lab**

The Psychology program maintains the Psychology Computer lab on campus. All tenured and probationary faculty shall share in the utilization of this space for instruction or research. Scheduling lab time will be coordinated by the Support Coordinator.

- **Participation of FERP Faculty**

FERP faculty are eligible to serve on all Program committees while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are eligible to serve on Program Personnel Committees.

- **Process to amend unit bylaws**



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Any tenured or probationary faculty member wishing to propose an amendment to the Psychology bylaws may do so at a regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in Psychology.

II. Unit bylaws shall be approved by a simple majority of the tenure track faculty in the unit.

III. Unit bylaws shall be approved by the appropriate AVP.

IV. Unit bylaws shall be approved by the Provost.