

The Psychology Department's Constitution, Mission, and Programs

Revised April 30, 2018

When the Psychology Department of Southern Utah University became an independent department in 1994, the faculty members formulated a constitution for the department. This document provides the guiding values in light of which the faculty and staff make policy, curriculum, and procedural decisions.

The constitution defines the mission of the department as: (a) quality student education, (b) scholarship within a community of learners, and (c) democratic governance. The department has developed the following programs and policies as a means to implement these guiding ideals. The Constitution should also be used for department hiring purposes as a means of sharing department values.

Student Education and Development

Constitution Statement

As stated in the university catalogue, the Psychology Department provides “a diverse, dynamic, and personalized learning environment and experiences that inspire student achievement, foster academic excellence, instill ethics and values, promote service, and facilitate lifelong learning through a variety of high impact practices.” Serving students comes first in the department’s list of priorities.

In support of this education mission the department’s faculty and staff:

1. Provide superior classroom instruction on theories and concepts relevant to the science and application of psychology.
2. Engage students in experimental psychology by providing relevant laboratory and supervised research experiences.
3. Engage students in clinical/counseling psychology by providing relevant, supervised, professional practicum, service, and internship experiences.
4. Provide classroom instruction and encourage activities which promote and facilitate critical thinking, moral and ethical reasoning, oral and written communication, and computer literacy.
5. Provide classroom instruction and experiential activities to foster an understanding and appreciation of, and a respect for diversity across individuals and cultures.
6. Provide academic advisement relevant to individual student needs.
7. Promote and support the personal and professional development of students and colleagues.
8. Promote and support service and social responsibility of students and colleagues.
9. Meet or exceed the guidelines set by the American Psychological Association for the undergraduate psychology major.

Specific Applications of the Constitution

Curriculum. Faculty and staff regularly review and revise the curriculum. They keep current with the American Psychological Association’s recommendations. They discuss curriculum improvement ideas at the department’s annual retreat and weekly

meetings. Through these efforts the department ensures that its curriculum is both in harmony with national standards and tailored to fit the needs of SUU students.

Foundation Courses. The following three courses provide a solid foundation for any student interested in pursuing psychology.

1. Psychology 1010, General Psychology, gives an overview of psychology. It demonstrates the value of the discoveries and applications of the discipline. It also assists students in determining where psychology fits within their overall life and education plans.

2. Psychology 2010, Psychology as a Science and Profession, specifically prepares students to pursue an in-depth study of psychology. It provides perspective on psychology as the scientific study of behavior by contrasting the scientific approach with non-scientific alternatives. The course provides self-awareness and self-development activities such as (a) education, career, and life planning; (b) decision making; (c) academic success skills; (d) stress management; (e) graduate school preparation; and (f) general self-assessment. The course also educates students regarding: (a) departmental resources, policies, and procedures; (b) career options with a degree in psychology; (c) and (e) professional associations. In addition, the course teaches students how to perform a literature search, naturalistic observation research, and write papers in APA (American Psychological Association) format. In this team taught course, faculty and staff share their backgrounds and roles in the department. Seeing many of the department faculty members teach provides students with the opportunity to evaluate which faculty, courses, and educational activities will be most beneficial for them.

3. Psychology 3010, Statistics, teaches the basic mathematical tools used by psychologists. Perhaps more importantly, it provides students with an appreciation for a probabilistic, as opposed to a deterministic, approach to reality.

Advising. In addition to guidance provided in Psychology 2010, the department chair and all faculty are readily available to assist students. The department also maintains a web site where students can find the latest information regarding course offerings, course syllabi, faculty, staff, practicum and internship opportunities, department scholarships, department regulations and procedures, the Psychology Club, Psi Chi, and other information relevant to the field of psychology. In addition, much of the same information available on the Web is also available as handouts in the department office. Thus, students have access to support, advising, and information through a variety of formats.

Psychology Club and Psi Chi. Beyond academic and advising services, the department sponsors a psychology club that connects students with national, regional, and local resources. It organizes service projects that involve students in the application of psychology. It also hosts social, athletic, and fund raising activities. All students interested in psychology are welcome.

Under the umbrella of the Psychology Club, Psi Chi, the national honor society of the American Psychological Association, focuses primarily on academic activities, such as student research and graduate school preparation. It sponsors guest speakers on a wide range of topics relevant to psychology. It also supports attendance at the Rocky Mountain Psychological Association convention where students and faculty present their research results, meet authorities in the field of psychology, update their skills through workshops and seminars, and get to know one another better.

Practicums and internships. Through the department sponsored practicum and internship program students have access to more than 80 field placements. This program provides valuable learning experiences, skill training, job opportunities, and financial support for students.

Laboratories. The department supports laboratory experiences for student use: (a) human psychophysiology/biofeedback, (b) animal biopsychology research, (c) animal operant conditioning, (d) psychological testing and assessment, (e) statistics, (f) research design, (g) environmental and (e) two computer labs. In these settings students acquire extensive, hands-on learning experiences that connect theory with practice.

Study Abroad. As of 2012, faculty members have organized study abroad experiences (e.g., In Ireland, Spain, and France). These trips included credit-bearing courses related to the countries and cultures in which they traveled.

Teaching evaluations. Students evaluate virtually every course offered by the department every semester. In addition, the department chair and the department's leave, rank, and tenure committee evaluate the quality of instruction provided by each faculty member.

Community of Scholarly Learners

Constitution Statement

The department supports the concept that true university life involves not only the teaching of information and skills but also the expanding of knowledge and ability. While recognizing that the initiative, and primary responsibility, for this discovery and development work originates with each individual, the members of the department also believe in the value of mutual support.

Specific Applications of the Constitution

Student research. In general, the department offers extraordinary support for undergraduate scholarship. Faculty members spend considerable time with students individually assisting them with their research projects. Research, capstone, practicum, and internship courses also support student scholarship. Psi Chi raises funds to assist some students with expenses associated with attending the annual Rocky Mountain Psychological Association convention where they, along with faculty, present their research findings.

Formal evaluations of faculty scholarship. The department chair and the department Leave, Rank and Tenure Committee evaluate faculty annually regarding progress and contributions in the area of scholarly activity. Faculty members receive formal input, direction, and encouragement through this process.

Semester retreats. Each semester the department spends a day discussing issues relating to its mission of creating a community of scholars. The department then operationalizes the results of this retreat throughout the year at department meetings.

Ongoing, informal, person-to-person support. In addition to the structured settings for promoting scholarship, the department members generously assist each other individually. This cooperative attitude ranks as one of the more significant qualities that the department considers when evaluating potential new faculty.

Democratic Governance

Constitution Statement

Since psychology became an independent department in the fall of 1994, faculty and staff have made virtually every significant decision by consensus. A commitment to the general good of the department has prevailed. The department remains strongly committed to continuing this democratic tradition.

The department members view administration as a support service. They expect administrators to provide the resources that they, as professional educators and scholars, need in order to perform their missions. Consistent with this general view of administration, they see the office of chair as a service position. Thus, they expect each faculty member to willingly serve the department in this capacity on an appropriate, rotating basis.

So as to both protect its democratic governance and distribute the service load fairly, the person who serves as chair normally changes every three years (see Appendix A). In the rare event that the best interest of the department requires that a chair continue beyond a single, three-year term, then, with the support of the permanent, full-time department faculty and staff, the chair may continue for up to three more years. In this case department members should meet by mid-January of each subsequent year to discuss the chair's continuing for another year. In the event that the department members cannot come to a unanimous agreement, the majority opinion, as determined by formal voting procedures, will decide the issue.

The senior faculty member, as determined by number of years of fulltime employment within the Psychology Department, conducts the discussion and/or vote regarding the retention of the chair. The current chair should not be present. The senior faculty member should conduct the meeting in a fair and equitable manner, ensuring respect for each person's perspective. Unity should not come at the expense of individual freedom. Every department member should be able to express views free from pressure and without concern for personal consequences.

The department views these procedures as essential to its continuance as a good-will, democratically-based organization.

Adherence to Ethical Principles

In these three areas of department functioning, education, scholarship, and governance, faculty abide by the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*. Faculty members also instruct and advise students on the value and application of this code. Faculty and students alike are expected to conduct themselves according to this code.

Perspective Statement

These three areas, quality student education, fostering a community of scholars, and democratic governance, hold a preeminent position in the values of the members of the psychology department. Department members are committed to these and desire that all significant decisions be evaluated in light of their contribution to, or detracting from, this set of core values.

Appendix: Democratic Governance

Revised November 2009

When Psychology became an independent department in the fall of 1994, faculty and staff desired that all significant decisions be made through good-faith discussion and consensus. A commitment to mutual respect, open sharing of perspectives, and acting for the general good of the department prevailed. Members of the Psychology Department remain committed to continuing this democratic tradition of governance.

Department Chair

Psychology Department members view administration as a support service. They expect administrators to provide the resources that they, as professional educators and scholars, need in order to perform their missions. Consistent with this general view of administration, they see the office of chair as a service, as well as a leadership, position. Thus, they expect each faculty member to willingly serve the department in this capacity. In general, the Department chair coordinates the overall functioning of the Department and facilitates the Department's efforts to achieve its three-part mission: (a) Student Education and Development; (b) Scholarship within a Community of Learners; and (c) Democratic Governance. More specifically the chair:

- Represents the Department to the rest of the university;
- Works to obtain needed resources for the Department;
- Arranges for and conducts Department meetings;
- Monitors Department budgets and shares budget information as appropriate;
- Oversees Department resources;
- Attends to accreditation issues, facilitating goal setting and goal attainment so as to insure Departmental compliance with accreditation standards;
- Facilitates program monitoring and new program development;
- Facilitates and coordinates the Department's academic offerings;
- Directly supervises office staff;
- Evaluates Department faculty and staff annually;
- Fulfills other responsibilities as prescribed by SUU policy 6.2G "Department Chairs."

So as to both protect its democratic governance and distribute the service load fairly, the department normally elects a new chair every three years. If, however, both the chair and the department wish for a chair to continue, then the chair can be reelected for additional three-year terms. The Department selects a chair with consideration of the following guidelines and procedures.

- The chair should be a terminal degreed, full-time, tenured faculty member of the Psychology Department. If this is not possible then a full-time tenure-track faculty member may serve as chair.
- Early in the fall semester of the third year of a Department chair's term the chair of the Department's Governance Committee conducts a chair review. This begins with each department member sharing her/his interest in being Department chair for the upcoming term. Interested candidates will draft a position statement and

distribute the statement to the faculty. The Governance Committee chair next conducts a Department discussion and vote according to the procedures described in the Voting Procedures section of this constitution. After the department's final vote the chair of the Governance Committee communicates the recommendation of the vote to the dean of the College who then follows the process prescribed by SUU policy 6.2.G.1. Additionally, each faculty member will draft a statement regarding the candidate's strengths and weaknesses related to the candidate's capacity to fulfill the position of department chair.

- The Department should strive to have the chair review process completed early enough in the fall semester so that any impact on course offerings or teaching loads can be addressed before submitting the course schedule for the following year.

In harmony with the annual evaluation of the Department chair by the dean of the College, as prescribed in SUU policy 6.2.G.4, the voting members of the Department will also conduct a review of the chair's performance. The normal intent of this review is to provide feedback to the chair as to what department members see as going well and what, if anything, could improve. In an extreme case, this annual review could become a meeting to consider requesting the chair to voluntarily resign or to conduct a vote of no confidence.

The chair of the Department Governance Committee conducts the annual review of the Department chair according to the following procedures:

- Near the end of each academic year, typically in early April, the chair of the Governance Committee conducts a meeting with the voting members of the Department, except the Department chair, for the purpose of discussing the performance of the Department chair. Normally, this meeting culminates with a list of the Department chair's accomplishments and strengths, along with suggestions for improvement. The members present at the meeting also select someone to compose a written statement that expresses the key ideas noted in the meeting. After receiving approval from at least the majority of the voting members of the department, preferably all voting members except the Department chair, the designated writer delivers the written statement to the Department chair.
- In the rare, if ever, event in which a majority of the department members feel that the department chair should resign or be removed before the end of a normal three-year term, the following, more formal procedures should be followed: (a) at the conclusion of the annual discussion meeting the voting members designate someone to draft a formal request of resignation; (b) in a follow-up meeting the voting members discuss, alter as desired, and then approve the formal, written request; and (c) the chair of the Governance Committee delivers the formal request to the Department chair. If the Department chair resigns then the chair of the Governance Committee should follow the procedures for selecting a new chair as soon as possible. If the Department chair does not resign then the chair of the Department Governance Committee should convene another meeting with the department's voting members, except the Department chair, to consider a vote of no confidence. The procedures then follow the same pattern as for the resignation request except that the Governance Committee chair delivers the formal statement

to the College dean as well as the Department chair, in the event that a majority of Department voting members actually do vote no-confidence.

Department Governance Committee

Normally the work of the Department Governance Committee can be fulfilled by the chair of the committee acting alone. At the discretion of voting members of the Department, additional members can be added to the committee with approval from the majority of the voting members of the Department.

The chair of the Department Governance Committee serves for one year at a time, and can be re-elected for more, non-consecutive terms. In general, this position should rotate through the Department. Any voting faculty member of the Department can serve as chair of the Governance Committee

The chair of the Department Governance Committee has four major responsibilities: (a) conduct, at least annually, a review and, if necessary, revision of the Department's constitution with the voting members of the Department; (b) conduct the annual performance review of the Department chair; (c) conduct the chair selection process each third year of the current chair's term; and (d) conduct the annual vote for replacing the chair of the Governance Committee.

Annual review of the constitution. The annual review of the constitution should begin as an informal discussion of the constitution primarily for the purpose of reminding Department members of their agreed upon core values. If members suggest substantive changes to the constitution then the chair of the Governance Committee should follow the Voting Procedures section of this constitution.

Annual review of the Department chair. Under normal conditions the chair of the Governance Committee conducts this informal meeting with the intent of providing supporting and constructive feedback to the Department chair. In the rare case in which department members express serious concerns regarding the Department chair's performance, the Governance Committee chair assumes the additional responsibility of insuring that mutual respect and fairness to all, including the Department chair, occurs throughout the process.

Third year review of Department chair. When conducting the discussion and vote of the Psychology Department chair position, the chair of the Governance Committee insures the integrity of the process according to the Voting Procedures section of this constitution.

Replacing the chair of the Governance Committee. By mid-April each year the current chair of the Governance Committee conducts a vote for the chair of the Governance Committee for the coming academic year. Those who would like to serve in the position first express interest and reasons for wanting to serve. If no one expresses interest in serving then voting members should nominate candidates. The current chair of the Governance Committee then conducts the vote according to the Voting Procedures section of this constitution.

Voting Procedures

The chair of the Governance Committee should conduct discussions and votes in a fair

and equitable manner, ensuring respect for each person's perspective. Unity should not come at the expense of individual freedom. Every department member should be able to express views free from pressure and without concern for personal consequences. Specifically, the chair of the Governance Committee should ensure that the following rules are observed:

- Voting members of the Department are: (a) tenured and tenure track, full time faculty; and (b) full time staff who have been employed within the Department continuously for at least 365 days.
- Voting members commit to keep discussion and votes confidential, meaning that no information from the closed meeting is shared with anyone not present at the meeting, except that which is agreed upon by majority vote. The chair of the Governance Committee should remind voting members of this before each voting meeting.
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- All decisions are carried by simple majority of department members eligible to vote.
- The Governance Committee chair begins a voting session with a general discussion. After everyone has had the opportunity to share his/her perspective the chair of the Governance committee conducts a vote by either a show of hands or a secret, ballot as agreed upon before the vote.
- If the vote results in agreement by a majority of the department members eligible to vote then the issue is settled by that one-time, binding vote.
- If the vote fails to obtain a majority, then the chair of the Governance Committee re-opens discussion and conducts a second vote. If a majority is reached with the second vote then that vote becomes binding. If not, then the chair of the Governance Committee conducts a run-off vote between the top two candidates or options, after additional discussion.
- In the case of a tie on the run-off vote, the decision is made by a coin toss, or some other random chance procedure. The Governance Committee chair also oversees the coin toss, exercising care for fairness and respect of all involved in this difficult situation.
- For cases in which the department vote is to be communicated to a person outside the department, for example, the College dean, the Governance Committee chair conducts a final ratification vote in which voting members have the opportunity to support or reject the previous, majority vote. The chair of the Governance Committee then communicates this final vote to the extra-departmental person(s) along with any explanatory statement that the voting members wish to have added to the final vote.

Democratic Governance 2007

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Democratic Governance

Last Updated March 21, 2006

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- In the rare, if ever, event in which a majority of the department members feel that the department chair should resign or be removed before the end of a normal three-year term, the following, more formal procedures should be followed: (a) at the conclusion of the annual discussion meeting the voting members designate someone to draft a formal request of resignation; (b) in a follow-up meeting the voting members discuss, alter as desired, and then approve the formal, written request; and (c) the chair of the Governance Committee delivers the formal request to the Department chair. If the Department chair resigns then the chair of the Governance Committee should follow the procedures for selecting a new chair as soon as possible. If the Department chair does not resign then the chair of the Department Governance Committee should convene another meeting with the department's voting members, except the Department chair, to consider a vote of no confidence. The procedures then follow the same pattern as for the resignation request except that the Governance Committee chair delivers the formal statement to the College dean as well as the Department chair, in the event that a majority of Department voting members actually do vote no-confidence.

Department Governance Committee

Normally the work of the Department Governance Committee can be fulfilled by the chair of the committee acting alone. At the discretion of voting members of the Department, additional members can be added to the committee with approval from the majority of the voting members of the Department.

The chair of the Department Governance Committee serves for one year at a time, and can be re-elected for more, non-consecutive terms. In general, this position should rotate through the Department. Any voting faculty member of the Department can serve as chair of the Governance Committee

The chair of the Department Governance Committee has four major responsibilities: (a) conduct, at least annually, a review and, if necessary, revision of the Department's constitution with the voting members of the Department; (b) conduct the annual performance review of the Department chair; (c) conduct the chair selection process each third year of the current chair's term; and (d) conduct the annual vote for replacing the chair of the Governance Committee.

Annual review of the constitution. The annual review of the constitution should begin as an informal discussion of the constitution primarily for the purpose of reminding Department members of their agreed upon core values. If members suggest substantive changes to the constitution then the chair of the Governance Committee should follow the Voting Procedures section of this constitution.

Annual review of the Department chair. Under normal conditions the chair of the Governance Committee conducts this informal meeting with the intent of providing supporting and constructive feedback to the Department chair. In the rare case in which department members express serious concerns regarding the Department chair's performance, the Governance Committee chair assumes the additional responsibility of insuring that mutual respect and fairness to all, including the Department chair, occurs throughout the process.

Third year review of Department chair. When conducting the discussion and vote of the Psychology Department chair position, the chair of the Governance Committee insures the integrity of the process according to the Voting Procedures section of this constitution.

Replacing the chair of the Governance Committee. By mid-April each year the current chair of the Governance Committee conducts a vote for the chair of the Governance Committee for the coming academic year. Those who would like to serve in the position first express interest and reasons for wanting to serve. If no one expresses interest in serving then voting members should nominate candidates. The current chair of the Governance Committee then conducts the vote according to the Voting Procedures section of this constitution.

Voting Procedures

The chair of the Governance Committee should conduct discussions and votes in a fair and equitable manner, ensuring respect for each person's perspective. Unity should not come at the expense of individual freedom. Every department member should be able to express views free from pressure and without concern for personal consequences.

Specifically, the chair of the Governance Committee should ensure that the following rules are observed:

- Voting members of the Department are: (a) tenured and tenure track, full time faculty; and (b) full time staff who have been employed within the Department continuously for at least 365 days.
- Voting members commit to keep discussion and votes confidential, meaning that no information from the closed meeting is shared with anyone not present at the meeting, except that which is agreed upon by majority vote. The chair of the Governance Committee should remind voting members of this before each voting meeting.

- All voting members of the department are present at the voting meetings unless exceptional circumstances require discussion and vote in the absence of one or more members. In such cases all reasonable efforts should be made to include the absent person's or persons' views and vote. In the case of members not being able to be present majority vote is still based on the total number of voting members, not the number present.
- All decisions are carried by simple majority of department members eligible to vote.
- The Governance Committee chair begins a voting session with a general discussion. After everyone has had the opportunity to share his/her perspective the chair of the Governance committee conducts a vote by either a show of hands or a secret, paper ballot as agreed upon before the vote.
- If the vote results in agreement by a majority of the department members eligible to vote then the issue is settled by that one-time, binding vote.
- If the vote fails to obtain a majority, then the chair of the Governance Committee re-opens discussion and conducts a second vote. If a majority is reached with the second vote then that vote becomes binding. If not, then the chair of the Governance Committee conducts a run-off vote between the top two candidates or options, after additional discussion.
- In the case of a tie on the run-off vote, the decision is made by a coin toss, or some other random chance procedure. The Governance Committee chair also oversees the coin toss, exercising care for fairness and respect of all involved in this difficult situation.
- For cases in which the department vote is to be communicated to a person outside the department, for example, the College dean, the Governance Committee chair conducts a final ratification vote in which voting members have the opportunity to support or reject the previous, majority vote. The chair of the Governance Committee then communicates this final vote to the extra-departmental person(s) along with any explanatory statement that the voting members wish to have added to the final vote.

2003 Governance Procedures

So as to both protect its democratic governance and distribute the service load fairly, the person who serves as chair normally changes every three years. When, in the interest of the department, members of the department agree to retain a person in the position of chair beyond a three year period, the chair may continue for up to three more years. In this case department members (permanent faculty and staff) should, by mid-January of each subsequent year, discuss and come to a consensus regarding the chair's continuing for another year. In the event that the members of the department cannot come to unanimous agreement then formal voting procedures should be implemented.

The senior faculty member of the department conducts the discussion and/or vote regarding the retention of the chair. The current chair should not be present. The conducting faculty member should conduct the meeting in a fair and equitable manner, ensuring respect for each person's perspective. Unity should not come at the expense of individual freedom. Every department member should be able to express views free from pressure and without concern for retaliation.

Discussion and voting should continue until at least a two-thirds majority agrees upon either continuing or changing the chair. In the event of irreconcilable disagreement then the department follows University policy on this matter.

1998 Governance Statement

Throughout the history of the psychology department virtually every decision of consequence has been made by all of the faculty and staff. The department remains strongly committed to continuing this democratic tradition.

Furthermore, department members view the regular rotation of the chair as a significant protection to its democratic structure. They believe that administration should be a support service, that administrators should work to provide the resources which the education professionals need to perform their missions. Consistent with this they see the office of chair as a service position. Thus they expect each faculty member to willingly serve the department in this capacity. Three years is currently the established norm for rotating the chair. The department views this precedent as appropriate and intends to retain it.

Democratic Governance Constitution Changes Made

February 17, 2006

When Psychology became an independent department in the fall of 1994, faculty and staff desired that all significant decisions be made through good-faith discussion and consensus. A commitment to mutual respect, open sharing of perspectives, and acting for the general good of the department prevailed. Members of the Psychology Department remain committed to continuing this democratic tradition of governance.

Department Chair

Psychology Department members view administration as a support service. They expect administrators to provide the resources that they, as professional educators and scholars, need in order to perform their missions. Consistent with this general view of administration, they see the office of chair as a service position. Thus, they expect each faculty member to willingly serve the department in this capacity ~~on a rotating basis.~~

In general, the Department chair coordinates the overall functioning of the Department and facilitates the Department's efforts to achieve its three-part mission: "Student Education and Development; Scholarship within a Community of Learners; and Democratic Governance." More specifically the chair:

- Represents the Department to the rest of the university;
- Works to obtain needed resources for the Department;
- Arranges for and conducts Department meetings;
- Monitors Department budgets, sharing budget information as requested with voting members of the Department;
- Oversees Department resources;
- Attends to accreditation issues, facilitating goal setting and goal attainment so as to insure Departmental compliance with accreditation standards;
- Facilitates program monitoring and new program development;
- Facilitates and coordinates the Department's academic offerings;
- Directly supervises office staff;
- Evaluates Department faculty and staff annually;
- Fulfills other responsibilities as prescribed by SUU policy 6.2G "Department Chairs."

So as to both protect its democratic governance and distribute the service load fairly, the *department reviews* ~~person who serves as the Department chair normally changes every three years with consideration of~~ *according to* the following guidelines and procedures.

- The chair should be a terminal degreed, full-time, tenured faculty member of the Psychology Department. If this is not possible then a full-time tenure-track faculty member may serve as chair.
- ~~The faculty member with the most seniority in the Psychology Department, who has not previously served as chair, normally becomes the next chair.~~

- ~~If, due to such factors as sabbatical schedule, professional or personal commitments, health concerns, poor ability to perform administrative duties, or poor relationships with university administrators, the next person in line wishes to not serve, or the majority of the voting members of the department, excluding the chair candidate, desires that the next person in line not serve, then the responsibility passes to the next most senior faculty member. In such a situation, the passed over faculty member should receive first priority in the next rotation of the department chair position.~~
- ~~If none of the eligible faculty members wish to serve as chair, or if the majority of the Department's voting members wish to pass over the eligible faculty, then a former chair may serve again for a one, two, or three year term.~~
- ~~Before the end of February~~ *Early in the fall semester* of the third year of a Department chair's term, the chair of the Department's Governance Committee *conducts a chair review. This begins with each department member sharing, in writing, her/his interest in being Department chair for the upcoming three year term. The Governance Committee chair next conducts a Department discussion and vote regarding replacing the chair,* according to the procedures described in the Voting Procedures section of this constitution. *The department should strive to have the chair review process completed early enough in the fall semester so that any impact on course offerings or teaching loads can be addressed before submitting the course schedule for the following year.*

Department Governance Committee

Normally the work of the Department Governance Committee can be fulfilled by the chair of the committee acting alone. At the discretion of voting members of the Department, additional members can be added to the committee with approval from the majority of the voting members of the Department.

The chair of the Department Governance Committee serves for one year at a time, and can be re-elected for more, non-consecutive terms. In general, this position should rotate through the Department. Any voting faculty member of the Department can serve as chair of the Governance Committee

The chair of the Department Governance Committee has three major responsibilities: (a) conduct, at least annually, a review and, if necessary, revision of the Department's constitution with the voting members of the Department; (b) *conduct the chair selection process each third year of the current chair's term* ~~for selecting a new Department chair when that occurs;~~ and (c) conduct the annual vote for replacing the chair of the Governance Committee.

Annual review of the constitution. The annual review of the constitution should begin as an informal discussion of the constitution primarily for the purpose of reminding Department members of their agreed upon core values. If members suggest substantive changes to the constitution then the chair of the Governance Committee should follow the Voting Procedures section of this constitution.

~~*Rotation* Third year review of department chair. When conducting the discussion and vote of selecting a new the Psychology Department chair position, the chair of the Governance Committee should insures the integrity of the process according to the Voting Procedures section of this constitution. guaranteeing fairness and respect for every voting member of the Department.~~

~~When the chair position rotates in the normal manner, at the end of each three-year appointment, the Governance Committee chair conducts a meeting of the voting members of the department to ascertain their desires regarding confirming the person next in line to become chair.~~

~~In this case, the person next in line first shares her/his interest in becoming the next chair and his/her perspective on the role of the chair. If that person does not want to be chair then the next in line does likewise until a person willing to become the next chair is identified. After the introductory talk the chair designee leaves the meeting.~~

~~The Governance Committee chair then conducts a voting and discussion session according to the Voting Procedures section of this constitution. If the Department votes in favor of the chair designee then the chair of the Governance Committee informs that person and submits the chair designee's name and actual vote count to the College dean for consideration. If the Department does not confirm the chair designee then the chair of the Governance Committee informs the candidate and repeats the process for the next person in line.~~

~~For the exceptional case in which the current Department chair believes it important to continue as chair for the welfare of the department the current chair begins the meeting with a position statement. The current chair then leaves the meeting and the Governance Committee chair conducts a discussion and vote session regarding extending the current chair's term one, two, or three years according to the Voting Procedures section of this constitution.~~

~~If the Department votes in favor of extending the current chair's term then the chair of the Governance Committee informs the current chair and submits that decision, along with the actual vote count, to the College dean for consideration. If the Department votes against extending the current chair's term then the Governance Committee chair informs the current chair and conducts a meeting to consider the next in line as under the normal procedures.~~

~~*Replacing the chair of the Governance Committee.* By mid-April each year the current chair of the Governance Committee conducts a vote for the chair of the Governance Committee for the coming academic year. Those who would like to serve in the position first express interest and reasons for wanting to serve. If no one expresses interest in serving then voting members should nominate candidates. The current chair of the Governance Committee then conducts the vote according to the Voting Procedures section of this constitution.~~

Voting Procedures

In general, the chair of the Governance Committee should conduct discussions and votes in a fair and equitable manner, ensuring respect for each person's perspective.

Unity should not come at the expense of individual freedom. Every department member should be able to express views free from pressure and without concern for personal consequences.

More specifically, the chair of the Governance Committee should ensure that the following rules are observed:

- Voting members of the Department are: (a) tenured and tenure track, full time faculty; and (b) full time staff who have been employed within the Department continuously for at least 365 days.
- Voting members commit to keep discussion and votes confidential, meaning that no information from the closed meeting is shared with anyone not present at the meeting, except that which is agreed upon by majority vote.
- All voting members of the department are present at the voting meetings, ~~except those intentionally excluded~~, unless exceptional circumstances require discussion and vote in the absence of one or more members. In such cases all reasonable efforts should be made to include the absent person's or persons' views and vote. In the case of members not being able to be present majority vote is still based on the total number of voting members, not the number present.
- All decisions are carried by simple majority of department members eligible to vote, ~~excluding the person(s) affected by the vote. For example, as of spring semester 2006 the department had ten voting members. Excluding a chair or chair designee there were nine voting members. Thus five affirmative votes were needed for approval of a new chair, constitutional amendment, etc.~~
- The Governance Committee chair begins a voting session with a *general discussion*. ~~secret, paper ballot so as to establish members' initial desires prior to their being influenced by others. After everyone has had the opportunity to share his/her perspective the Chair of the Governance committee conducts a one time, binding vote by either a show of hands or a secret, paper ballot as agreed upon before the vote.~~
- ~~The staff person present with the most seniority collects the ballots mixing them up so that order of collection does not identify the voter. As the staff person opens each ballot the staff person announces the vote and hands the ballot to the Governance Committee chair for verification. This initial vote is non-binding.~~
- ~~The Governance Committee chair next opens the meeting for general discussion. If the first, non-binding vote is unanimous, the Governance Committee chair can entertain a motion that the initial vote become binding by acclamation. If no one objects, then the initial vote can be finalized by a simple show of hands or voice vote, thus avoiding needless, further voting.~~
- ~~If the initial vote is not unanimous, then after everyone has had the opportunity to speak, the Governance Committee chair conducts a second, secret ballot following the same procedures as for the first ballot.~~
- ~~The second ballot should normally be binding. If, in light of its outcome, someone wishes to urge re-consideration, further discussion should be allowed. (This could happen, for example, if a vote carried by a margin of only one, the minority felt strongly about the issue, and the majority had only a weak commitment.) By secret ballot a majority of the voting members can approve re-consideration and another balloting. The third ballot is then binding.~~

- In the case of a tie that cannot be resolved with a reasonable amount of further discussion and re-balloting, the decision is made by a coin toss, or some other random chance procedure. The chair of the Governance Committee decides what is “reasonable,” that is, when further discussion and voting appears futile. The Governance Committee chair also oversees the coin toss, exercising care for fairness and respect of all involved in this difficult situation.