Department of Psychology Constitution  
College of Liberal Arts, University of Minnesota

Amended Spring, 1999  
Amended November 1, 1999  
Amended May 1, 2006  
Amended May 7, 2007  
Amended May 5, 2008  
Amended May 4, 2009  
Amended December 6, 2010  
Amended February 3, 2014

The departmental constitution is supplementary and subservient to all University rules, CLA constitution and regulations, rules of the Graduate School, actions of the Board of Regents, and all higher authority. In cases of conflict, the Chair and faculty are bound by the higher rule; and any University, College, or Graduate School regulation made subsequent to the adoption of the departmental constitution or rules automatically modifies or rescinds any portion of these latter that are inconsistent with the higher principle.

I. Full Faculty Membership
II. Adjunct Department Membership
III. Affiliate Graduate Faculty Status
IV. Department Chair
V. Executive Committee
VI. Department Program Policy Decisions
VII. Faculty Meetings
VIII. Discussions Concerning Salary and Existing Faculty Appointments
IX. New Appointments to Departmental Faculty
X. Grievance Procedures
XI. Major Decisions Over Summer
XII. Chair's Communications with Dean
XIII. Amendments to this Constitution

I. Full Faculty Membership

A) A full faculty member of the Department of Psychology is defined as a person who is on the academic staff at the rank of assistant professor or above, budgeted for at least half salary as a regular item, not designated "T" (temporary), in the Department budget.

B) This provision is to be considered met if an individual has such an item although temporarily paid from outside funds (e.g., a federal research or training grant), provided that the Department is committed to picking up the item when these outside funds cease to be provided, or if the individual is in a phased retirement and otherwise qualifies for full faculty membership.

C) Hereinafter the terms "Faculty" or "Faculty Member", when not qualified, shall be taken to mean "Full (voting) Faculty Member" as defined above. "Adjunct (non-voting) Faculty" will herein always be designated as such.

II. Adjunct and Term Faculty Department Membership
A. Adjunct Faculty Status (a College of Liberal Arts designation)
Psychologists in other units and members of related disciplines on the University faculty or in
the non-University professional community who make significant contributions to the
Department in the teaching of courses or in the supervision of graduate students' clinical or
research experiences, may be given an Adjunct rank (title) in the Department of Psychology by
majority vote of the Faculty. Candidates for Adjunct status could include full-time research staff
who hold the working title Research Assistant Professor or Research Associate Professor.
Unpaid adjunct appointment terms are for three years, and are renewed after consultation with
the faculty in the related sub-area and then with the full faculty. Paid adjunct faculty terms are
for one year and typically based on teaching appointments. These are renewed annually by the
Chair, based on teaching needs, after consultation with faculty in the related sub-area.

B. Promotion of Adjunct Faculty
The Department of Psychology has adopted a set of procedures, voted upon by the full faculty,
for individuals with adjunct appointments to seek promotion (from Adjunct Assistant to Adjunct
Associate Professor; from Adjunct Associate to Adjunct Full Professor). Procedures also exist
for promotion from the working title of Research Assistant to Research Associate Professor.
Adjunct faculty and Research professors who are interested in promotion may make a request to
the department Chair. The promotion process will be directed by the department’s Promotion and
Tenure Committee.

C. Term Faculty
Policies regarding Term Faculty Appointments can be found at:
http://cla.umn.edu/intranet/hr/instructApps.php
The definitions that follow are taken from that site.
Contract faculty are hired on annually renewable or multiple-year contracts. Contract faculty
appointments may continue on a long-term basis, but are appropriate only in the circumstances
set forth in the Board of Regents Policy - Faculty Tenure
(http://regents.umn.edu/sites/regents.umn.edu/files/policies/FacultyTenure1_0.pdf), sections 3.3
and 3.4.

Temporary Faculty. Temporary faculty are hired to address temporary short-term situations and
normally are appointed for no more than one year. In exceptional cases temporary appointments
may be renewed for a second year only, subject to review and approval by the college and by the
vice president for human resources.

Visiting Faculty. Visiting faculty are individuals who have a regular faculty appointment at
another university or a similar status in a research institution or in government service. Visiting
faculty may be used to replace a faculty member who is on leave, administrative assignment,
phased retirement, or disability for one year or less or to take advantage of the opportunity to
bring to the college for a period of one year or less an outstanding scholar or artist who holds a
regular faculty appointment at another institution. Visiting appointments are date-specific and
rank is the same as the rank at the home institution. For professionals from government or
private agencies, the appropriate rank depends on the person's qualifications and experience.

III. Affiliate Graduate Faculty Status (a Graduate School designation)
A) Faculty in other University departments may be appointed to Affiliate (i.e., non-voting) Graduate Faculty status in Psychology. There are several levels of Graduate Faculty status and their roles are as prescribed by University policy and summarized in the Department of Psychology’s Graduate Advisor Handbook. Affiliate Graduate Faculty membership in Psychology can be recommended to the Graduate School by the Director of Graduate Studies.

B) Admission of students to the graduate program by faculty with Affiliate Graduate Faculty membership requires a co-adviser from the Psychology Graduate faculty, and is subject to the normal review procedure of the Department and the appropriate program area.

C) Adjunct appointments are governed by College (CLA) policy and Affiliate Graduate Faculty appointments are governed by Graduate School policy. They are independent and one does not imply the other.

**IV. Department Chair**

A) The Department Chair is appointed by the Dean of the College. The term of the appointment is three years with the possibility of renewal. Nominations for the position of Chair will be made to the Dean by the Executive Committee. In determining nominees, the Executive Committee will consult with each member of the Faculty and with any other individuals with whom it feels consultation is relevant.

B) One or more Associate Chairs may be selected by the Chair in consultation with the Executive Committee and with the approval of the Dean of the College. The Associate Chair(s) serves at the pleasure of the Chair.

C) The Chair will appoint the Directors of Honors and Undergraduate Studies, and will appoint membership to departmental committees.

D) The Director of Graduate Studies in the Department of Psychology will by also appointed by the Department Chair in consultation with the Associate Chairs and Executive Committee. The Executive Committee represents the views of the full faculty. The DGS term of service will be for three years in the first instance. The DGS may be reappointed by the Department Chair, in consultation with the Associate Chairs and Executive Committee, for successive terms of no more than 3 years per term.

**V. Executive Committee**

A) From time to time administrative decisions are required in which the Chair would prefer to share responsibility, but which are either not so major as to need faculty action, or cannot wait for a faculty meeting to be called. An Executive Committee exists for this purpose. When the Chair has reason to doubt whether a decision can appropriately be made by the Executive Committee without a faculty meeting, he/she shall so inform the Committee, and part of their action in such cases shall be the decision as to whether or not a faculty meeting is required.

B) Election of Executive Committee

1) Nomination and election of Executive Committee members shall be held toward the close of the spring semester.
2) Eligibility for nomination and election to the Executive Committee shall consist of Full Faculty Membership.

3) The Executive Committee shall have six members, one of these members being the Department Chair, the other five being elected. Each of the five elected members shall serve for a two-year term, and shall not be eligible for re-election until at least a year has passed since the previous term ended. Any Associate Chair shall serve as an ex officio member of the Executive Committee.

4) The two-year terms shall be "staggered" so that two new members are elected in even numbered years and three new members are elected in odd-numbered years.

5) Executive Committee members are to be elected by a secret ballot. Five names obtained from nominations by all Full Faculty are to be submitted for election. No person may be nominated who has served on the Executive Committee during the current (concluding) year. All Full Faculty Members will vote for two candidates. The two (even-numbered years) or three (odd-numbered years) nominees receiving the largest number of votes are elected.

6) If a hold-over member goes on leave during the second year or if a newly elected member is unexpectedly absent from the campus during the fall and spring semesters of a term, a special election shall be held and a new member shall be elected to serve the remainder of the original term.

VI. Department Program Policy Decisions

A) Recognizing that "decisions" by "area" faculty concerning matters within the "area" (e.g., size of program, curriculum, prelim requirements, thesis requirements, practicum facilities) are always subject to review by the Full Faculty Membership, the usual custom is that strictly "intra-area" questions be decided by the faculty within the area and honored by the larger group. Some classes of intra-area "decisions" are intrinsically recommendations by area faculty to the Full Faculty Membership (e.g., priority ranking of a new faculty position in the Department's plans). Employing the generic term "decision" to cover both kinds of intra-area action:

1) Decisions as to the management and direction of a Psychology Department Program (e.g., Social) shall be made by vote of the Full Faculty Members in that area. The area's Full Faculty Members may consult with appropriate Adjunct Faculty, but such Adjunct Faculty shall not vote on the decision.

2) All proposals to institute new Departmental Programs, to change markedly the size or goals of an ongoing program, or to eliminate an existing program, shall be a matter for Full Faculty Membership consideration.

VII. Faculty Meetings

A) The Chair is required to call at least one faculty meeting of the Full Faculty of the Department of Psychology per semester.

B) Additional meetings may be called at the Chair's discretion.
C) The Chair shall call a meeting upon written request of three Full Faculty Members, or upon written request of two Executive Committee members.

D) In the case of regular meetings, and for special meetings not of such an emergency character that pressure of time prevents, a written agenda shall be sent by e-mail to each faculty member at least 5 days in advance of the meeting time. If faculty members would like items to be included on the faculty meeting agenda, a request must be submitted to the Chair one week in advance of the scheduled meeting.

E) A quorum shall consist of two-thirds (2/3) of the Full Faculty Members who are in residence during the semester when the meeting is called. A Department Member shall notify the Chair if it is not possible to attend a meeting, and may give to the Chair or some designated individual a proxy vote. A proxy shall count toward the quorum count if presented in writing or by e-mail.

F) Each Member of the Department shall be notified of all meetings and have one vote on all questions.

G) Contract, Temporary, or Visiting Faculty members as defined by University HR policies who hold 75% or greater academic year appointments budgeted by the Department of Psychology may attend departmental faculty meetings. Contract (but not other Term/Temporary or Visiting) faculty may vote on non-personnel-related matters.

H) Although maximum informality in conducting the meetings is to be desired, in case of unresolved disagreement, the parliamentary procedure used shall be that of Robert's Rules of Order (latest edition), except as specified otherwise in the Constitution.

I) Minutes of the meetings shall be distributed electronically to the faculty. The names of those making or seconding motions shall normally be entered on the Minutes. Discussion and names may be kept "off the record" by majority vote.

J) The Chair may make proposals and suggestions and participate actively or lead discussion, but shall not make formal motions.

K) In accordance with the CLA Constitution, the Chair is a voting member of the Department, and this right to vote is not confined to the case of breaking a tie.

A ballot vote shall be taken:

1) If the Chair believes the issue demands one.

2) Upon the request of any Member either before or during the meeting.

3) If the issue is a faculty member's status (e.g., promotion).

4) If the issue is amending this Constitution.

5) Upon the hiring and/or appointment of staff who would become, as a result of such action, Full Faculty Members.

VIII. Discussions Concerning Salary and Existing Faculty Appointments
A) In considering how to respond to competing offers in retention cases, the Chair must consult with the Executive Committee. The Chair should also consult with pertinent senior faculty and/or the area director for the person under consideration. In the case of joint appointments, members of the other department must also be consulted. If the Chair disagrees with the Executive Committee with regard to the terms of the retention offer, both the Chair's recommendations and the Executive Committee’s judgment shall be conveyed to the Dean.

B) Merit review of all faculty will be conducted by the elected members of the Executive Committee and the Chair. The Chair will use these reviews, along with equity considerations, in making salary determinations. The Chair shall report back to the Executive Committee with regard to the process and outcome of the salary determinations. Information will be provided at the aggregate level.

C) The department shall have a set of guidelines for the elected members of the Executive Committee to use in evaluating merit and for the Chair to use in determining faculty salary based on merit and equity. These guidelines should be developed by the Chair and the elected members of the Executive Committee and reviewed periodically.

**IX. New Appointments to Departmental Faculty**

A) The Full Faculty Membership shall review regularly Departmental priorities for staffing. If a position is open, the faculty shall establish priorities for the position at the earliest feasible faculty meeting. If a position goes unfilled, a discussion of priorities shall be conducted to determine changes, if any, in staffing needs.

B) The Department Chair shall appoint an Appointments Committee at the beginning of each academic year. The Appointments Committee shall be as representative of the department as possible. In the case of joint appointments, an Appointments Committee will be selected to represent the interests of both departments, with approximately equal membership from each department. An Appointments Committee shall handle all appointments (including Contract, Temporary, and Visiting Professors hired by the department) at the assistant professor level or higher. Responsibilities of the Committee include collecting applicant materials and ranking candidates on quality variables. Materials on highly qualified applicants shall be made available to the faculty prior to a meeting at which information on the most favorable candidates is presented to the Full Faculty Membership.

C) In accordance with University policy, the Department of Psychology provides equal access to and opportunity in employment. The Department is committed to the fair treatment of every candidate for a faculty opening. Before starting a faculty search, the individual chairing the Appointments Committee should meet with the Department Chair and appropriate staff in the College to review University and College policy concerning academic hires as well as current equal employment opportunity guidelines.

D) Visitation procedures for final candidates shall include a formal colloquium, widely publicized and open to all faculty and students, and interviews with faculty and students in small groups.

6 of 8
E) After completion of candidate visits, the Appointments Committee will convene and develop a hiring recommendation to present to the Full faculty. A period shall be scheduled during which students may discuss with the Committee/committee member their views of the candidates.

F) The Full Faculty Membership shall discuss the Appointment Committee’s recommendations. A written or oral report of student feedback shall be presented at this time. After discussion, written ballots shall be obtained from a quorum of faculty with final selection based upon a majority vote.

G) It is the Chair’s responsibility to negotiate salaries for new continuing appointments.

X. Grievance Procedures

A student, faculty member, or staff member having a grievance should make every effort to resolve the problem informally. If the matter cannot be resolved informally, the grievant may pursue the matter by first consulting with the Department Chair. The Department Chair will consult with the Executive Committee to determine if the matter can be resolved within the department. The grievant will also be referred to the appropriate University grievance channels.

The University Office for Conflict Resolution can be accessed via the web at http://ocr.umn.edu/. In cases involving a potential conflict of interest (e.g., if the Department Chair is one of the parties), the matter shall be referred directly to the University Office for Conflict Resolution, and the Dean’s office of the College of Liberal Arts will be informed.

XI. Major Decisions Over Summer

Emergency decisions may arise over the summer that would normally be handled by faculty action. Such decisions shall be made by the Chair and the Executive Committee, who may also decide that all available faculty be contacted with regard to a certain matter.

XII. Chair's Communications with Dean

A) Recommendations on matters of general concern regarding Department budgets shall be made to the Dean via the appropriate Associate Dean by the Chair after consultation with the Executive Committee. The Executive Committee may recommend that certain matters be brought to the faculty.

B) It is in the nature of administration and leadership that, from time to time, the Chair will wish to convey to the Dean, in confidence, individual views about faculty members, overall department trends and development, long-range plans, and the like. However, the Chair has an obligation to indicate very clearly in any such conversations when the views are personal, or those of a sub-group of the Department members, rather than the views held by "the Department." If there are any doubts as to what the consensus is, it either should be made clear to the Dean that the consensus is really not known, or the consensus should be obtained from an exhaustive sampling in private conversations or from faculty discussion in an open, scheduled meeting, or by anonymous questionnaire or balloting.

XIII. Amendments to this Constitution

A) Every three years, the Executive Committee shall review the department’s Constitution. At their discretion, they may propose amendments for consideration by the faculty.
B) Amendments to this Constitution may only be made by advance written notice of at least one week followed by:

1) Full Department meeting for discussion.

2) Vote delayed until the next Full Faculty Meeting, not sooner than one week after the first meeting, with opportunity for further discussion during this second meeting. This vote shall be by written ballot.

C) A two-thirds (2/3) vote of all Full Faculty Members (i.e., not merely of a quorum) is necessary to pass such amendments.

D) The Executive Committee may not suspend any provision of the Constitution.

Note: Promotion and tenure regulations were adopted by the Department of Psychology on June 9, 1986 (amended June 1997, November 1999, February 2007, May 2010), in response to directives from the central administration. These regulations govern departmental procedures in this area and are printed in a separate document titled "Department of Psychology Statement of Standards for Promotion and Tenure."