

UW DEPARTMENT OF PSYCHOLOGY BY-LAWS

Approved by the Department on XX

Mission

UW Psychology generates ground-breaking insights into the mind, brain, and behavior through our mission to:

- *Optimize human potential by increasing one's resilience*
 - In young children and adults
 - To address mental health disparities
 - In vulnerable conditions
 - Through new and innovative research and therapies
- *Understand the mind through behavior and brain science*
 - To enhance communication
 - To improve learning, memory, and decision making
 - To improve emotional stability
- *Promote social equity*
 - By investigating biased attitudes, inequities, and disparities
 - By redesigning organizational practices
 - By solving social justice issues

Guiding Principles

We adopt the CAS set of guiding principles listed below:

- *Engage from a place of trust*
- *Recognize and celebrate our differences*
- *Promote the common good*
- *Pursue social justice*
- *Foster community*
- *Support risk, learn from failure, applaud success*
- *Seek joy in our work*
- *Remember why we are here*

Regulations

Department members are governed by six interdependent sets of regulations. In cases of conflicting regulations, the higher ranked ones supercede the lower ones (for example, the Faculty Code takes precedence over departmental bylaws)

- *Federal and State laws and regulations*
- *The Faculty Code*
- *UW policies and rules*
- *College policies and rules*
- *Departmental bylaws*

1. GENERAL PRINCIPLES

These by-laws supplement the UW Faculty Code. In the event of a conflict, the Faculty Code takes precedence. Under Section 23-43A (Academic Matters) and Section 23-43B (Personnel Matters), the Faculty Code delegates certain responsibilities to departments. These by-laws outline departmental governance and define those responsibilities.

- a. Department Meetings
 - i. Department meetings shall be held monthly during the regular academic year. Additional meetings may be called by the Department Chair.
 - ii. The Department Chair presides over department meetings.
 - iii. The meeting agenda is distributed to faculty members via email and posted on the department calendar a week before the meeting.
 - iv. Voting will be conducted electronically, and the ballot will be distributed after the meeting.
 - v. The minutes of all meetings will be approved by the Chair.
- b. Departmental Administration
 - i. In addition to the Chair, the department includes the following faculty administrative roles:
 - Associate Chair for Research and Advancement
 - Associate Chair for Graduate Studies
 - Associate Chair for Academic Personnel
 - Associate Chair for Undergraduate Studies
 - Director(s) of Clinical Training
 - Director of the Center for Human Neuroscience
 - Director of the Center for Child and Family Well-Being
 - Clinic Director
- c. Committees
 - i. The following are the standing committees of the department:
 - Advancement & Community Relations Committee
 - Area Coordinators
 - Budget Committee
 - Distinguished Teacher Award for Graduate Students
 - Diversity Advisory Committee
 - Diversity Advocacy Team
 - Diversity Steering Committee
 - Graduate Recruitment Committee
 - Graduate Training Committee
 - Guthrie Facilities
 - Improvement/Evaluation of Teaching
 - Faculty Mentoring Program Members
 - Faculty Mentoring Speakers
 - Promotion and Tenure

- a. Reappointments Committees
 - b. Promotions Committees
 - Psychology Undergraduate Mentoring Program
 - Strategic Planning Committee
 - Undergraduate Awards
 - Undergraduate Curriculum
- ii. Ad hoc committees may be created by departmental vote or by the chair.
- iii. Committee chairs and members are appointed by the Chair, unless specified otherwise in these by-laws.
- d. Voting
 - i. Voting members of the department include all tenure-track, teaching-track, and research-track faculty who are not on leave for more than 50%.
 - ii. Voting on departmental policy and personnel matters takes place either electronically.
 - iii. A quorum for each faculty meeting consists of a majority of the voting members
 - In cases of inconclusive votes, a discussion will be held (either at a faculty meeting or via email), followed by a second vote.
 - iv. Promotions [Academic Personnel & Faculty - Titles & Votes](#)
 - v. Reappointments [Academic Personnel & Faculty - Voting Guidelines](#)
 - vi. Policy on Delegation of Authority
 - vii. Shortlist Policy
 - viii. Hiring Policy

2. JURISDICTION AND PROCEDURE FOR COMMITTEES

Department Chair

- a) The chair of the department serves as its leader and administrative head. The chair sets the tone for the department, works with the faculty, staff and students, and uses departmental resources to fulfill the mission of the department, college and university.
- b) Term: Typically 5 years

Advancement and Community Relations (ACR)

- c) Collaborates with the Chair's office to develop and implement plans to raise the visibility of, and funds for, departmental programs, faculty, and students.
- d) Manages media and marketing projects including newsletters, collaboration with UW News and the College marketing office, and website updates and modifications.

Distinguished Teaching Awards for Graduate Students Committee

- a) Selects graduate student awardees in the spring.

Diversity Steering Committee

- a) Oversees a variety of initiatives, training, and research concerning diversity science and equity.

Diversity Advisory Faculty Hiring Committee

- a) Supports faculty search committees by providing evidence-based practices to diversify candidate pools.

Graduate Recruitment Committee

- a) Oversees department-wide recruitment functions.
- b) Determines and manages resources necessary for successful graduate recruitment.
- c) Organizes the departmental graduate recruiting weekend.
- d) Awards recruitment-related graduate awards.
- e) Approves graduate candidates and the availability of financial support.

Graduate Training Committee (GTC)

- a) Evaluates student progress and graduate training curriculum.
- b) Modifies curriculum as needed.
- c) Annually awards fellowships, honors, and awards.
- d) Works with the Associate Chair for Graduate Training and with the Graduate Advisor.

Improvement and the Evaluation of Teaching Committee (IET)

- a) Provides peer evaluation of classroom teaching as needed, according to Faculty Code.
- b) IET Chair schedules evaluations in coordination with the Assistant to the Chair.

Promotion and Tenure Committee (P&T)

- a) Provides annual professional feedback to all promotable faculty (assistant and associate level, tenure and research track; lecturers and senior lecturers).

Strategic Planning Committee (SPC)

- a) The SPC is composed of one faculty per area of the department (Adult Clinical, Child Clinical, Cognition & Perception, Developmental, Neural Systems & Behavior, and one faculty member that represents the teaching faculty.
- b) Develops proposals that define department strategic goals and visions.
- c) Provides general guidelines for achieving strategic goals.
- d) Serves in an advisory capacity to the Chair and general faculty.

Undergraduate Awards Committee

- a) Selects undergraduate awardees for Chandler, Guthrie, and Hagenstein scholars.

Undergraduate Curriculum Committee

- a) Evaluates and modifies undergraduate training curriculum as needed.
- b) Works with the Psych Advisors and the Associate Chair for Undergraduate Education.

Department Coordinators

Associate Chair for Graduate Studies*

- a) Coordinates graduate training across the department and with other departments and the Graduate School.
- b) Serves as faculty advisor for all current graduate students.

Associate Chair for Undergraduate Studies*

- a) Coordinates and oversees undergraduate education and experiences across the department.
- b) Manages course scheduling, instructor hiring, curriculum development, course assessment.
- c) Collaborates with the Office of Undergraduate Studies, the College, PCE, and Psych Advising on admissions and student issues.

Associate Chair for Academic Personnel*

- a) Serves as a liaison between department staff, the Chair's office, and junior faculty.
- b) Enhances knowledge of departmental practices and policies.
- c) Supports junior faculty's career development through departmental initiatives.
- d) Coordinates DEI efforts, supports policy development, and promotes inclusive departmental culture.

Associate Chair for Research & Advancement*

- a) Maintains and grows research support for faculty and students.
- b) Collaborates on research initiatives with the College and Provost offices.
- c) Supports College and department advancement efforts.
- d) Coordinates the annual Edwards Public Lecture series with the Chair.

Director of Clinical Training*

- a) Oversees graduate training in adult and child clinical areas.
- b) Responsible for annual reports to APA and PCSAS, and clinical accreditations.

Animal Subjects Liaison**

- a) Serves as liaison between IACUC, OLAW, Comparative Medicine, and Psychology faculty.

Psychology Subject Pool Coordinator**

- a) Oversees the department's human subject pool operation and management.

Neuroimaging and Neurophysiology Resource Coordinator**

- a) Oversees department use and needs related to human brain imaging and EEG facilities.

Faculty Senator**

- a) Attends university Faculty Senate meetings.
- b) Provides updates at department faculty meetings as needed.

Quantitative Coordinator**

- a) Seeks input from quantitatively focused faculty.
- b) Works with GTC and Undergraduate Curriculum Committee on quantitative training.

Data Science Liaison**

- a) Communicates data science requirements.
- b) Fields questions from graduate students pursuing the data science concentration.

Area Coordinators**

- a) Coordinates administrative activities of the various departmental areas.

Other Committees**

- a) Matters within the jurisdiction of each committee are either routine or involve policy.
 - On routine matters, committees are authorized to take final action.
 - On matters involving policy, committees shall prepare recommendations for the meetings of the department.

Note: * = academic term of 12 months; ** = academic term of 9 months (Sept 16 - June 15)

3. POLICIES GOVERNING DEPARTMENT OPERATIONS

- Merit Policy
- Hiring Policies
 - Tenure & Teaching Track
 - Research Track
 - Department Committees and their interactions with the Faculty Search Committee
 - Faculty Search - Shortlist
- Electronic Ballot Policy
- Faculty Return ICR Funds and Course Buyout
- Policy for Adjunct and Affiliate Faculty Appointments
- Policy on Delegation of Authority (hiring, reappointment, and faculty actions)
- Department Teaching Policy
- Retention Policies
- SPC Diversity Advisory Committee
- UW Psychology Parental Support Policies

If not listed above, any matter handled by a committee is considered routine, unless the chair declares it to be policy or the committee votes to consider it as dealing with policy.

4. PROCEDURE FOR AMENDING THE BY-LAWS

- The department bylaws will be reviewed and approved by a faculty vote every five years.
- Voting members may propose amendments to the bylaws, which will be discussed at the faculty meeting and voted upon. The amendments require the majority vote. The amendments, along with the dates they were approved, will be listed at the bottom of the bylaws.

5. INSTITUTIONAL RECORD

- The approved bylaws will be posted on the department's website.
- All the policies and procedures in the bylaws are considered in effect absent a faculty vote to revise or eliminate a specific policy or procedure