

CONSTITUTION OF THE DEPARTMENT OF PSYCHOLOGY  
UNIVERSITY OF MARYLAND, COLLEGE PARK

(Revised January 2007)  
(Revised again April 2010)  
(Revised again December, 2010)  
(Revised again May, 2015)  
(Revised again November, 2017)

This constitution of the Department of Psychology is adopted by the departmental faculty for the purpose of obtaining the cooperation, advice, and consent of the departmental faculty in the conduct of departmental affairs. This constitution functions within the framework of the constitution of the University Senate and within the framework of the regulations for the governance of the University of Maryland as provided by the Board of Regents.

**Article I: Department Faculty Membership**

a. The departmental faculty shall consist of all regular lecturers, assistant professors, associate professors, professors, and professors emeriti, including those on leave of absence and not including research, adjunct, and visiting faculty. Persons holding a joint appointment within the university are considered regular faculty members of the department if their appointments within the department are at least half-time. Professors emeriti cannot vote on any matters; lecturers cannot vote on personnel matters involving tenure-track faculty.

b. The departmental faculty shall exercise legislative authority regarding general educational policy of the department. The departmental faculty shall act on all policy matters affecting the department.

c. The departmental faculty may provide for participation by non-departmental members (e.g., part-time faculty members, affiliate and associate faculty members, graduate and undergraduate students) in faculty meetings.

d. Promotion and tenure of faculty members will be guided by the most recent version of the departmental guidelines for promotion and tenure Decisions, and appropriate division and University regulations.

**Article II: Faculty Meetings**

Meetings may be called by the department chair or at the written request of 20% of the faculty. A simple majority of the total departmental faculty membership, not including those on leave and as a result unable to attend, shall constitute a quorum. Minutes of the meetings and reports submitted to the faculty shall be kept and made available to the faculty. The agenda for regular faculty meetings shall be prepared by the department chair and shall be distributed in written form to the faculty at least two calendar days prior to any meetings. In the case of any matter deemed by the chair to constitute an emergency, the period of advance notice may be shortened. In such case the chair should notify each faculty member as much in advance as possible. Any

topic brought up for a vote at a faculty meeting may be tabled by a vote of 20% of the faculty members the first time it is considered. Subsequent votes to table the same item require a majority of those voting.

### **Article III: Standing Committees**

#### **a. Executive Committee**

The function of the executive committee is to initiate, solicit, and receive ideas for policy to be presented to the faculty for consideration; to advise the chair. The committee will integrate and coordinate activities of other standing committees. It will keep track of what other standing committees are doing and advise them of issues needing consideration. Whereas other standing committees, by their nature, will naturally consider certain kinds of policy questions (see descriptions of other standing committees), the executive committee will focus on content that falls outside or across the domains of the other committees. The executive committee will be available for consultation to other committees. The integrative function of the executive committee will be facilitated by having a member of the executive committee serve as a liaison to each standing committee. The executive committee will keep the faculty informed of its activities. Sample topics are: policy on teaching (e.g., undergraduate/graduate course assignments), policy for course releases, buyout policy; advising chair on budget priorities; advising about retention decisions.

The executive committee will consist of the department chair, who will chair the committee, two Associate Chairs, five tenure-track faculty members (with one committee member from each of the five areas), and one professional track (PTK) faculty member at a faculty rank. Fulltime PhD level PTK faculty at faculty ranks defined below shall be eligible to be on the executive committee and shall participate in the election process for all at large members of the faculty.

Instructional PTK faculty at ranks: Lecturer, Senior Lecturer, and Principle Lecturer

Clinical PTK faculty at ranks: Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor

Research PTK faculty at ranks: Assistant Research Professor, Associate Research Professor, and Research Professor; Assistant Research Scientist, Associate Research Scientist, Research Scientist; Assistant Research Engineer, Associate Research Engineer, Research Engineer.

Committee members are elected by the full faculty. Within each of the five areas, the faculty member receiving the most department votes will serve on the committee. The PTK faculty member receiving the most votes will serve as the representative for PTK faculty.

[committee membership updated Nov 31, 2017 by vote of the faculty]

The department chair will ask two senior staff members to devise an anonymous method of collecting and tallying the votes. The voting period will be one week from the presentation of the ballot.

If an elected member resigns, there will be an election.

## **b. Promotion and Merit committees**

### **b.1. Merit Review Committee**

The function of the merit review committee is to review the performance of all regular faculty members and make recommendations to the chair regarding eligibility for merit salary increases.

Each training area will nominate one tenure-track faculty member to serve on the merit review committee for a one-year term. Individuals may not serve two years in a row. The chair and the executive committee will evaluate the composition of the committee with regard to diversity in terms of research domain, rank, gender, and age. If necessary the chair will ask one or more areas to replace their nominee with someone else in order to achieve the required diversity. The replaced individual then will be that area's representative on the following year's committee.

The committee will have available each faculty member's most recent faculty activity report, CV, teaching evaluations, other documentation of teaching effectiveness, as well as any other material an individual wishes to submit. Merit review should be considered with respect to accomplishments of the most recent three years. This committee will also serve as the internal review committee for post-tenure reviews as mandated by campus policy.

### **b.2. Promotion and Tenure Chairperson**

The department chair will appoint a full professor as the P&T chairperson. The P&T chair is responsible for helping to coordinate the P&T process for candidates, chairing meetings of the P&T committee (consisting of all faculty at or above the rank for which the candidate is being considered), and writing the P&T report following the P&T committee discussion and vote.

## **c. Other Committees**

For each of the following committees (including the service committees), the following procedure will be used to select and rotate committee membership:

Faculty committee members will be appointed from among the regular lecturers and tenure-track faculty to terms of four years, unless they choose to terminate their appointments sooner. Faculty may serve successive terms. All student committee appointments will be for terms of two years. At the beginning of every academic year the chair will ask current committee members whose terms have not expired if they wish to remain on their committees. The department chair then will seek volunteers to fill committee slots made available through committee resignations and term expirations, with a view to maintaining broad representation across the department. Unless otherwise specified below, the department chair will designate one member of each committee as its chair.

### **c.1 Graduate Committee**

The function of the graduate committee is to initiate, solicit, and receive ideas for policy related to graduate education that would be presented to the faculty for consideration; to administer policy in conjunction with the chair; to administer the graduate program assessment plan. Sample topics are: graduate admissions, faculty teaching of graduate courses, recruitment of graduate students, curriculum, training, grading appeals, evaluation of student progress, graduate student appeals, requirements of the graduate program

The graduate committee will consist of the director of graduate studies, who will serve as its chair, the assistant director of graduate studies, four faculty members, and one graduate student. The graduate student will not participate in discussions concerning specific graduate students.

### **c.2 Undergraduate Committee**

The function of the undergraduate committee is to initiate, solicit, and receive ideas for policy related to undergraduate education that would be presented to the faculty for consideration; to administer policy in conjunction with the chair; to administer the undergraduate program assessment plan. Sample topics are: the honors program, curriculum, grading appeals, Psi Chi, faculty teaching of undergraduates.

The undergraduate committee will consist of a permanent chair (either the director of graduate studies or an associate chair), four faculty members, and an undergraduate student. The undergraduate student will not participate in discussions concerning specific undergraduate students.

### **c.3 Faculty Recruiting Committee**

The function of the Faculty Recruiting committee is to initiate, solicit, and receive ideas for the development of recruiting plans (both long term and shorter term) that would be presented to the faculty for consideration; to identify targets of opportunity; to bring specific hiring proposals to the faculty for consideration; to work with the chair on implementing hiring offers.

The faculty recruiting committee will consist of four faculty members, broadly representative of the department.

## **d. Service Committees**

These committees focus on relatively specific tasks. In addition to these committees, the department chair may appoint other committees to address specific issues that may arise and that can be dealt with in the short term.

### **d.1. Colloquium Committee**

The function of the colloquium committee is to select colloquium speakers; to arrange and host speaker visits. The committee will consist of four graduate students and one faculty advisor.

### **d.2. Faculty and Staff Development Committee**

The function of the faculty and staff development committee is to spearhead department nominations of its members for university, national, and international awards and to develop policies for encouraging faculty and staff improvement, e.g., via faculty mentoring and staff development courses. The committee will consist of three faculty members and one staff member.

#### **d.3. Human Subjects Committee**

The function of the human subjects committee is insuring ethical review of research, liaison to the campus IRB and management of the subject pool. The committee will consist of two faculty members, a graduate student, and the subject pool webmaster, who will be a permanent member.

#### **d.4. Diversity Committee**

The function of the ethnic and women's issues committee is to respond to concerns related to ethnicity or gender and to develop policy proposals for fostering diversity at all levels within the department. The committee will consist of two faculty members, one staff member, two graduate students, and two undergraduate students.

#### **e. Space Committee**

The function of the space committee is to create and maintain space inventory; to solicit and accept ideas for the development of plans for providing space to new faculty hires; to consult with the chair about reassigning space of faculty who leave; to reallocate space to meet emerging needs and redress inequities; to consult with the chair on providing space to graduate students and staff.

The space committee will consist of four faculty members, broadly representative of the department, one staff member, and one graduate student.

### **Article IV: Recruiting and Appointments**

- a. The faculty shall review and update the department's recruiting plans at least annually on the basis of recommendations from the faculty recruiting committee. Departmental faculty meetings called for the purpose of discussing recruiting policy shall be announced at least seven calendar days prior to any meeting.
- b. All appointments to the regular tenure-track ranks must be approved by a two-thirds vote of the tenured and tenure-track faculty voting on that appointment. All appointments to the regular rank of lecturer must be approved by a two-thirds vote of lecturers, tenured and tenure-track faculty voting on that appointment. Votes may be cast at a meeting called for this purpose or by means of an absentee ballot, provided such ballots are returned to the department chair before the beginning of the meeting. All absentee ballots must be accompanied by a signed statement certifying that the voter has reviewed the candidate's materials. The same certification statement

also must be signed by those voting at the meeting. All appointments to tenured positions also must go through the tenure review process per UMD policy.

#### **Article V: Department Chair**

a. The chair will work in ways characterized by openness to input, transparency about decisions, fairness, and efficiency. The chair will carry out departmental policy. Major policies will be determined by the faculty, and all major policy changes will be made with the approval of the faculty. The chair will provide information to the faculty to enable it to make informed decisions. Such information will include budget information, to be presented at least annually in a public forum. The chair will be mindful about providing information about the connection between budgetary considerations and other departmental decisions on an ongoing basis.

b. The department chair appoints directors of graduate study, undergraduate study, and other such directors as needed for effective administration of programs within psychology. Such appointment will be made after consultation with appropriate faculty.

#### **Article VI: Amendments**

To propose an amendment to the constitution, a petition by 20% of the faculty of the department will be submitted to the chair of the department. The chair will be responsible for making the text of the proposed amendment available to all department faculty two weeks prior to the vote. Voting will be by written ballot. A 2/3 majority of those voting is required to pass an amendment.