

# Departmental Committees Policy

Accepted as Department policy effective September 26, 2014

Vote: Yes (18), No (0), Abstain (0)

## Background:

In recent years the committee structure of the department has become unclear, both in policy and in practice. The policy below will replace all prior conflicting departmental membership-related policies/decisions/practices related to appointments for these committees. Note that the membership of some committees (e.g., Departmental RTP) is determined by policies and/or contractual demands that are outside of the department.

## Department of Psychology Policy on Departmental Committees

### Definitions:

*Tenure/Tenure-Track* is used to represent faculty members with tenure or tenure-track appointments. Unless otherwise restricted by contract or university policy, this group explicitly includes FERP faculty.

### Policy:

Departmental Committees

#### 1. Selection of Committee Chairs

Where the individual committee selects a chair for the upcoming academic year, that vote for the incoming chair shall generally take place at the end of the spring term. Exceptions to this are noted (e.g., RTP). Votes for committee chairs shall generally be “one person one-vote” (unless otherwise indicated).

#### 2. The Standing Committees of the Department Shall be:

##### 2.1. Executive Committee

###### 2.1.1. Membership:

- The committee shall be composed of the Department Chair and four fulltime faculty members of the Psychology Department (including Temporary faculty) who are serving their second consecutive year or more.
  - No more than one member of the Executive committee shall be non-tenure/tenure-track faculty.
- The term shall be three-years. Ideally the terms of the members shall be staggered such that there should be one opening per year (this may require a shorter term for a newly elected member in the case that an individual does not complete their term).

###### 2.1.2. Charge

- To provide guidance to, and as a sounding board for, the chair.
- To review departmental expenditures (annually)

- To review any non-usual large expenditures (great than \$20,000)
- Space utilization within the department (e.g., allocation of research space), although not normally including the allocation of office space.
- Personnel issues so long as they are consistent with the bargaining agreement
- To review advertisement and processes for the continued recruitment of sessional lecturers.
- To prepare or review material in response to internal calls for approval for tenure/tenure-track hires.
- To establish policies, where needed, consistent with the bargaining agreement, for merit evaluation of the chair (in such cases the chair shall recuse themselves from participation).

2.1.3. Chair – Shall be the Chair of the department

2.1.4. Meetings – As requested by the chair, but at least annually

## **2.2. Curriculum Committee**

### 2.2.1. Membership

- The committee shall be composed of the undergraduate coordinator, a representative appointed by each of the Graduate Programs identified in the SJSU Catalog, one or more GE Course Coordinators, a representative appointed by the Assessment Committee, the CoSS curriculum committee representative from the Department, and other interested psychology faculty.
- The minimum size of the committee shall be four people and it is explicitly permissible that individuals may serve multiple functions.

### 2.2.2. Charge

- Review and facilitate updates to the curriculum of the department
- Produce a call for course or program changes sufficient to allow reasonable time for feedback and proposal development.
- The scope of responsibility shall include graduate and undergraduate curriculum whether in-person or on-line.
  - Be responsive to requests from the Graduate programs regarding curricular changes
  - Graduate Curricular issues should first be referred to the appropriate graduate program.
- Requirements of all of the programs in the department are included
- Course descriptions (and changes to course pre/co-requisites) are included
- Many-to-one articulation agreements (e.g., Statewide Course-ID and/or Transfer-Model Curricula) are the responsibility of the Committee.
  - Be responsive to requests from the Graduate programs regarding curricular changes
- Guiding and encouraging appropriate submission of new and/or experimental courses.

2.2.3. Chair – Shall be elected by the membership from the membership at least every two years. Repeated terms as chair shall be permissible.

2.2.4. Meetings – There shall be a meeting of the Curriculum Committee at least once per semester.

### **2.3. RTP (Retention/Tenure/Promotion) Committee**

#### 2.3.1. Membership

- Membership on personnel committees for the purpose of deliberating or voting on personnel recommendations is limited to tenured full-time faculty members.
  
- Members are elected each year to serve that academic year. In the case that there are insufficient self-nominations to allow full constitution of the committee, all appropriate tenured individuals shall be placed on the ballot for membership.
  - The ballot shall list the self-nominees first. The remaining individuals shall be listed in reverse order of recency in serving on Departmental, College, or University RTP unless an individual served the previous year and elects not to be nominated.
  
- No faculty member shall serve on the department committee who is on either the college or university committee.
  
- Tenured faculty members, including department chair, which are candidates for promotion, may not serve on promotion committees.
  
- No faculty member, including department chair, may participate in promotion deliberations about colleagues of equal or higher rank, although they may serve on recruitment/appointment, retention, or tenure committees concerning colleagues of any rank.
  
- Participants in the Faculty Early Retirement Program (FERP) may not serve on any recruitment/appointment, retention, tenure, or promotion committees.
  
- The committee shall be composed of at least five (5) tenured full-time faculty members.

#### 2.3.2. Charge

- The RTP committee will serve as the department-level personnel committee, follow SJSU RTP procedures, and review and recommend any changes to the Departmental RTP policy.

2.3.3. Chair – Shall be elected by the membership of the committee

2.3.4. Meetings – Shall be as per the official RTP calendar

## **2.4. Program Planning Committee**

### 2.4.1. Membership

- Department Chair, Graduate Program Coordinators, Chair of the Curriculum Committee, and Chair of the Assessment Committee
- The minimum size of the committee shall be four people (additional required individual(s) up to four to be by appointment of the Chair)

### 2.4.2. Charge

- Recommend Future Hiring Plans to the department
- Future directions of the Department
- Responding to unanticipated changes/events that affect the mission and function of the department
- The completion of the five-year program plan. It is anticipated that this core group will seek broad input on the program plan.
- Produce a formal report to the Department as a whole at least once per academic year.

### 2.4.3. Chair – Shall be elected by the membership of the committee

### 2.4.4. Meetings – At least annually.

## **2.5. Assessment Committee**

### 2.5.1. Membership

- Department Chair or designate (e.g., Associate Chair)
- Chair of the Curriculum Committee
- Anybody who has to write an assessment report. This explicitly includes all GE course coordinators and program coordinators
- Other interested parties
- The minimum size of the committee shall be four people

### 2.5.2. Charge

- To ensure appropriate assessment activity within the department
- To plan and execute assessments likely to inform the curriculum and program planning committees
- To facilitate appropriate involvement in Department- and Campus-Wide Assessment activities by the department.

### 2.5.3. Chair – Shall be elected by the membership of the committee at least every three years. Repeated terms as chair shall be permissible.

### 2.5.4. Meetings – There shall be a meeting of the Assessment Committee at least once per semester.

## **2.6. Psychology Research Committee (PRC)**

### 2.6.1. Membership

- The PRC is composed of the department chair and all members of the psychology faculty who generated indirect cost return to the Department of Psychology in the prior fiscal year.
  - Any psychology faculty named in the September SJSU

Foundation indirect cost returns report becomes a member of the committee.

- Members of the committee from earlier years who are not named in that report are no longer members of the committee.

- The minimum size of the committee shall be two people.
- Additional Tenure/Tenure-Track Faculty may be appointed to the committee by the Department Chair to a one-year term if there is not a majority of Tenure/Tenure-Track Faculty on the committee after following the above determinations.

#### 2.6.2. Charge

- Oversee the expenditure of the department indirect cost returns generated by research activity.
- Actively work to promote externally funded research within the department.
- Actively work to support the research activities of the faculty.
- The Committee shall determine other guiding policies and procedures for its own operations.

2.6.3. Chair – Shall be elected annually by the membership of the committee. Repeated terms as chair shall be permissible.

2.6.4. Meetings – As required.

2.7. **Program Committees** – All Tenure/Tenure-Track Faculty are members of one or more Program Committees.

#### 2.7.1. **M.A. in Psychology, Research and Experimental Psychology**

##### 2.7.1.1. Membership

- Tenure/Tenure-Track faculty who are affiliated with (teach or supervise students in) the MA Program.
- Other interested faculty (non-voting)
- The minimum size of the committee shall be four people.

##### 2.7.1.2. Charge

- Guide the development and implementation of the MA Psychology program.
- One or more meetings of the full committee to discuss the selection of applicants to the program (generally in March).
- One or more meetings of the full committee to discuss the annual progress of students in the program (generally in April).
- The MA Committee shall determine other guiding policies and procedures for its own operations.

##### 2.7.1.3. Chair

- Shall be chaired by the MA program coordinator.
- The coordinator shall be elected by the membership from the membership.
- The coordinator shall be elected at least every three years.
- Repeated terms as coordinator shall be permissible.

2.7.1.4. Meetings – At least once per semester

## **2.7.2. M.S. in Psychology, Clinical Psychology**

2.7.2.1. Membership

- Tenure/Tenure-Track faculty who are affiliated with (teach or supervise students in) the MS (Clinical) Program.
- Other interested faculty (non-voting).
- The minimum size of the committee shall be four people.
- Charge
- Guide the development and implementation of the MS (Clinical) Psychology program.
- One or more meetings of the full committee to discuss the selection of applicants to the program (generally in March).
- One or more meetings of the full committee to discuss the annual progress of students in the program (generally in April).
- The MS (Clinical) Committee shall determine other guiding policies and procedures for its own operations.

2.7.2.2. Chair

- Shall be chaired by the MS (Clinical) program coordinator.
- The coordinator shall be elected by the membership from the membership.
- The coordinator shall be elected at least every three years.
- Repeated terms as coordinator shall be permissible.

2.7.2.3. Meetings – At least once per semester

## **2.7.3. M.S. in Psychology, Industrial/Organizational Psychology**

2.7.4. Membership

- Tenure/Tenure-Track faculty who are affiliated with (teach or supervise students in) the MS (I/O) Program.
- Other interested faculty (non-voting).
- The minimum size of the committee shall be three people.
- Charge
- Guide the development and implementation of the MS (I/O) Psychology program.
- One or more meetings of the full committee to discuss the selection of applicants to the program (generally in March).
- One or more meetings of the full committee to discuss the annual progress of students in the program (generally in April).
- The MS (I/O) Committee shall determine other guiding policies and procedures for its own operations.

2.7.5. Chair

- Shall be chaired by the MS (I/O) program coordinator.
- The coordinator shall be elected by the membership.
- The coordinator shall be elected at least every three years.
- Repeated terms as coordinator shall be permissible.

2.7.6. Meetings – At least once per semester

## **2.8. Convocation Committee**

2.8.1. Membership

- A faculty-member as appointed by the chair, a staff member as

appointed by the chair, a student as appointed by Psi Chi, and other interested parties.

- The minimum size of the committee shall be three people

#### 2.8.2. Charge

- To arrange the spring Departmental Convocation Ceremonies, which includes such duties as room bookings, food, security, student registration, ticket sales, and developing a Convocation program booklet.

2.8.3. Chair – The faculty member appointed by the Department Chair shall act as the committee chair. Repeated terms as chair shall be permissible.

2.8.4. Meetings – Each spring prior to convocation season.

### **2.9. Alumni Relations Committee**

#### 2.9.1. Membership

- Interested Faculty Members
- The minimum size of the committee shall be two people

#### 2.9.2. Charge

- Department newsletter, alumni relations, and external relations of the Department

2.9.3. Chair – Shall be elected by the membership from the membership. Repeated terms as chair shall be permissible.

2.9.4. Meetings – As requested by the chair, but at least annually.

### **2.10. Scholarship Committee**

#### 2.10.1. Membership

- Appointed by the chair with a minimum of three individuals. At least two must be tenure/tenure-track faculty.

#### 2.10.2. Charge:

- Review, select and notify applicants for the Department of Psychology Scholarships
- WPA reviewer appointment is subject to review and revision by the Department chair.
- Disseminate information and encourage appropriate student application for Departmental Scholarships, the Chancellor's Doctoral Incentive Programs, and other scholarship programs

2.10.3. Chair – Shall be elected by the membership from the membership. Repeated terms as chair shall be permissible.

2.10.4. Meetings – Generally during the spring semester.

### **3. Ad Hoc Committees**

### **3.1. Recruitment Committee**

#### 3.1.1. Membership

- A separate committee shall be constituted for each job search.
- Per contract, members shall be elected from the tenured/tenure-track faculty of the Department by the tenured/tenure-track faculty of the department.
- If elected, up to two individual on the committee may be a non-tenured tenure-track (i.e., probationary) faculty member pending approval of their appointment by the Dean and the Office of Faculty Affairs.
- The minimum size of the committee shall be seven (7) faculty
- Ideally, at least one member shall be from the graduate program associated with the hire.

#### 3.1.2. Charge

- If constituted in time, to review internal SJSU submissions for hiring plans or advertisements.
- To participate in active recruitment efforts.
- To review and evaluate all completed applications for the position using agreed upon and approved selection criteria.
- To participate fully in all phone and/or campus interviews
- To maintain confidentiality and high ethical standards in all personnel matters as described in S98-8 and S99-8.

#### 3.1.3. Chair – Shall be elected by the membership from the membership

#### 3.1.4. Meetings – As required

### **3.2. Department Chair Review** (approved 08/22/14: 15+ yes, 0 no, 3 abstain)

#### 3.2.1. Membership

- Elected from the tenured and tenure-track faculty when conditions for a Chair Review are met, as specified under university policy F10-4, Policy Recommendation, Revision of the Policy for Selection and Review of Department Chairs.
- The committee will consist of a minimum of 3 and maximum of 5 members.
- Interested faculty will nominate themselves to the committee.
- If there are more than 3 nominees, those receiving the 5 highest vote tallies from a vote of the faculty will serve on the committee with the following provision:
  - Above 3 nominees, members must receive a minimum of 50% “yes” votes to be included on committee

#### 3.2.2. Charge

- The review committee, in consultation with the College Dean, will oversee evaluation of the Chair’s performance and provide feedback to the Chair, as outlined in F10-4, Policy Recommendation, Revision of the Policy for Selection and Review of Department Chairs.



3.2.3. Chair – Shall be elected by the membership from the membership

3.2.4. Meetings – As required

**4. *Dissemination***

4.1. Posted as policy on the department webpage.

**5. *Scope***

5.1. This policy is internal to the department.