

**BYLAWS**

**Of the Faculty**

**of the**

**SCHOOL OF PROFESSIONAL PSYCHOLOGY**

**WRIGHT STATE UNIVERSITY**

Revised by the Faculty  
November 1, 2006



**BY-LAWS**  
**OF THE FACULTY OF THE SCHOOL OF PROFESSIONAL PSYCHOLOGY OF**  
**WRIGHT STATE UNIVERSITY**

**PREAMBLE**

The Faculty of the School of Professional Psychology of Wright State University has adopted the following Bylaws to assist in the orderly conduct of its affairs, and to facilitate the performance of its mission and related duties and obligations in accordance with the administrative policies, rules, and regulations of the Board of Trustees of Wright State University.

The Bylaws and any amendments thereto are subject to the approval of the Dean and the Provost of Wright State University.

**ARTICLE I**

**MISSION OF THE SCHOOL: PURPOSE OF BY-LAWS**

It is the mission of the School of Professional Psychology to: educate and train students at doctoral and postdoctoral levels for excellence and innovation in the practice of psychology. The School provides an educational and training experience within a challenging and respectful environment which values diversity among faculty, staff, students, clients, and community. In valuing diversity, we affirm and celebrate differences inclusive of, but not limited to, age, ethnicity, gender, mental and physical abilities, race, color, spiritual beliefs, sexual orientation, language, and social and economic status. Thus, we are committed to:

Engendering an attitude of social responsibility in students and faculty to identify and effectively address the needs and concerns of diverse populations;

Developing model psychological service programs which reflect and/or create advances in the field;

Fostering the creative application of a broad range of research approaches to the development of psychological knowledge;

Ameliorating and fostering the prevention of human problems and the enhancement of human functioning;

Preparing students to practice with confidence and competence in a broad array of service settings;

Promoting experiences which instill values of lifelong learning; and

Using and creating new knowledge and methods of application so that students become resources for clients and others in the community.

We aspire, therefore, to ensure professional training that is oriented to the development of the whole person. Our challenge is to share a vision while valuing the differences that create that vision.

Although the mission of the School emphasizes valuing diversity in all its forms, the School was founded with and still emphasizes a particular concern for both training students to serve the needs of under served populations and training members of under served populations, especially African Americans and Appalachians.

## **ARTICLE II**

### **THE FACULTY**

#### **SECTION 1. General**

The Faculty of the School of Professional Psychology shall conduct and supervise instruction (teaching, supervision, and modeling) in the science and practice of Professional Psychology. To satisfy this obligation, both to the individual student and to the people of the State of Ohio, it shall be the responsibility and the prerogative of the Faculty, within the organizational structure of the School, and within the rules and regulations of the Board of Trustees of Wright State University, to:

- A. Establish, evaluate, and regulate the curriculum and the standards of acceptable academic performance within the School of Professional Psychology;
- B. Establish standards for the admission of students to the School of Professional Psychology;
- C. Establish standards for ongoing review of student performance and student promotion and approve candidates from the School of Professional Psychology for certification of graduation by the Board of Trustees of Wright State University;
- D. Establish standards for certification and approval of candidates enrolled in internship, postdoctoral, continuing education, and other special educational programs and opportunities offered by the School of Professional Psychology;
- E. Prescribe measures to be taken in cases of academic deficiencies and/or failure, and sanctions to be imposed for violation of school or university policies;
- F. Consider and make recommendations relative to all general policies bearing upon the scope and quality of instruction, curriculum design, faculty roles and standards and any other operations related thereto in the School of Professional Psychology.
- G. Perform their work in a collegial way. Collegiality is defined consistent with the spirit of the APA accreditation guidelines and principles such that our program recognizes the rights of faculty and students to be treated with courtesy and respect and that all interactions among faculty, students, and staff should be collegial and conducted in a manner that reflects the highest standards of the scholarly community and of the profession (see also the APA Ethics Code of Conduct for further guidance).

## **SECTION 2. Definitions and Faculty Rank**

The Faculty subscribe to building a balanced Faculty related to the program's explicit goals. As a practitioner program respecting the discipline's knowledge base and the complexity of practice, it is evident that a diverse Faculty is needed to actualize the program. The Faculty embraces their multiple roles. Faculty is involved in scholarly/creative activity related to the mission of the School. Faculty contribute to the program's needs in the areas of teaching, service, scholarship and, as appropriate or needed, management, administration, the provision of professional services, continuing professional development, and impact upon the profession itself. The focus, level, and quality of this balanced Faculty role and the performance thereof establishes for each faculty member an individualized plan and performance pattern related to the appointment, continuation, and promotion in academic rank in the School.

Consistent with this introductory summary, the School of Professional Psychology sustains the activities of the Faculty that are different from more traditional, academic faculty in the following ways:

- A. The academic curriculum of the professional program includes classroom, fieldwork, and socialization experiences. In order to meet program goals, teaching must occur in the classroom, the practice setting, and through the role modeling of the faculty. Teaching which integrates the scientific/scholarly base and the practice base of professional psychology is required through faculty activity. Accordingly, a scholarly practitioner-teacher model will be essential for most of the faculty positions in this School;
- B. Carefully supervised clinical practica, clinical laboratory experiences, and the clinical supervision of pre-doctoral and post-doctoral residency programs represent a fundamental part of the curriculum. The majority of these key educational experiences are organized and implemented in psychological service settings or service programs that are controlled, managed and administered by the school. Accordingly, many faculty have a high level of involvement in supervision, management or administrative functions related to these key educational resources;
- C. The needs of professional psychology education require faculty members with varied academic, administrative, and practice expertise with different backgrounds, philosophies, skills, and contributions to the academic setting.

Because the School's programs and the composition of its faculty differ in some details from those of the University generally, the School has established the following guidelines for appointment, reappointment (continuing) and promotion. These guidelines are consistent with the philosophy of the University and with the goals and programs of the School of Professional Psychology.

Promotion in academic rank is a mark of distinction and recognition among the academic community of the School of Professional Psychology of Wright State University. Time in rank,

per se, is neither an absolute nor sufficient criterion for appointment or promotion to the next academic rank. However, a minimum of four (4) years at the current rank is ordinarily required to demonstrate the sustained performance expected for appointment or advancement to the next academic rank. Furthermore, the Faculty recognizes the rank of associate professor as a respected and honored academic rank that will be the highest rank achieved by many valuable faculty members.

Teaching, scholarship, and service are the hallmarks of the University; therefore, all individuals seeking appointment or promotion at the rank of assistant professor or above must have documented quality performance in these areas. Scholarly activity, however, does not have to be the primary area of a faculty member's achievement.

The traditional forms of scholarship such as professional publications, presentations, and generation of extramural funds are valued. In addition, the School values the development of innovative assessment programs, service delivery programs, educational or consultation programs, and health care delivery systems.

All faculty members are expected to make significant contributions to teaching. Teaching is broadly defined to include classroom teaching, supervision of practice, and mentoring of students.

Service may occur in several areas. One area is service to the School of Professional Psychology and Wright State University or to an equivalent academic organization or service center, including such activities as serving on committees and task forces and fulfilling administrative duties. A second area is involvement in professional and scholarly organizations. A final area is service rendered outside the university including community involvement related to his/her profession.

The following levels of academic rank are available to the faculty in the School:

### **INSTRUCTOR**

Instructor is an entry-level position, one available for a person who has just completed predoctoral training in the field. For the academic rank of instructor the candidate must have documented evidence of successfully completing training in his/her field. In the School, candidates for instructor must be considered to be eligible for licensure within two years, if such is appropriate. In addition, the candidate must work in a collegial way with the faculty and students as defined in the introduction.

### **ASSISTANT PROFESSOR**

The candidate must hold the terminal degree in her/his field. When appropriate to one's job duties, psychologist candidates must be licensed as a psychologist in the State of Ohio or be eligible for such licensure and licensed within two years of appointment. The candidate must

have documented evidence of successfully completing training in his/her field with evidence of academic scholarly/creative activity and capacity to teach as defined in the introduction. In addition, the candidate must work in a collegial way with the faculty and students as defined in the introduction.

For the academic rank of assistant professor, the candidate must have documented evidence of effective performance in at least one of the three areas of academic scholarly/creative activity, teaching, or service, as defined in the introduction. If the initial appointment is at the assistant professor level, the candidate must have documented evidence of effective performance or at least show potential for effective performance in each of the three areas of academic scholarly/creative activity. Evidence effective activity should be recognized at least within the School, and be judged by the School to have potential to be recognized by others in his/her field.

### **ASSOCIATE PROFESSOR**

The candidate must hold the terminal degree in his/her field. The candidate, when appropriate, must be licensed as a psychologist in the state of Ohio or be eligible for such licensure and licensed within two years of appointment. It is desirable that the psychologist candidate be eligible for board certification in her/his specialty or subspecialty if such is available and appropriate (under unusual circumstances documentation of equivalent peer group evaluation may be considered). In addition, the candidate must work in a collegial way with the faculty and students as defined in the introduction.

For the academic rank of associate professor, the candidate must have documented evidence of sustained and high quality activity in at least one of the three areas of academic scholarly/creative activity, teaching, or service, as defined in the introduction. Evidence of sustained, high quality activity should be recognized by others in his/her field within the School, the region, and preferably the national level. Performance in the other two areas must also be judged to be at least effective and sustained over the period of the faculty member's appointment.

### **PROFESSOR**

The candidate must hold the terminal degree in his/her field. The candidate, when appropriate, must be licensed as a psychologist in the state of Ohio or eligible for such licensure and licensed within two years of appointment. It is expected that the psychologist candidate will have board certification in her/his specialty or subspecialty if such is available and appropriate (under unusual circumstances documentation of equivalent peer group evaluation may be considered). In addition, the candidate must work in a collegial way with the faculty and students as defined in the introduction.

For the academic rank of professor the candidate must have documented evidence of sustained, superior quality activity in at least one of the three areas of academic scholarly/creative activity, teaching, or service, as defined in the introduction. Evidence of

sustained, superior activity should be recognized by others in his/her field at the national level. Performance in the other two areas must also be judged to be at least at a level of sustained high quality over the period of the faculty member's appointment.

### **SECTION 3. The Faculty Appointment, Continuation, and Promotion Process**

#### **Introduction**

In order to provide the highest quality learning experience among students, to further the profession, and maintain the rigorous standards of faculty rank, an organized process of faculty appointment, continuation, and promotion is needed. The following organized process shall be established for this purpose.

#### **General Process**

All Fully-Affiliated Faculty (Continuing or Non-continuing) appointments follow the same guidelines for faculty rank and may hold any faculty rank. These guidelines are those delineated in the preceding section of this document.

Faculty appointments at the School differ from traditional academic programs in two major respects: qualifications for level of rank and the continuing nature (affiliation) of the appointment. Rank has been described earlier in this document. The appointment or affiliation status, in keeping with university policy, is summarized as follows:

□ **Fully-Affiliated Faculty**. Faculty members are fully affiliated when the School is the center of their major educational and professional efforts. Activities at the School and Wright State University have first call on their talents and time with major career commitments and endeavors conducted under the sponsorship of Wright State University. Two types of fully-affiliated faculty are recognized:

**Fully-Affiliated Continuing Appointment**. At the School, this category represents contracts for more than one year and is reserved for a limited number of faculty positions for those faculty making major, extended career commitments to the program and university. The term of the first such appointment is for a maximum of three years, the second appointment is for a maximum of four years, and subsequent contracts are for a maximum of five years in length. These appointments are subject to yearly review and yearly merit decisions.

**Fully-Affiliated Non-continuing Appointment**. These faculty hold contracts for one year in length. These appointments generally are renewed from year to year depending upon need, available budget, **Faculty Development Committee review, and the Dean's approval**. Appointments are more specific in nature than continuing appointments, require less

committee/governance activity, and decisions on rank do not require approval by the WSU Promotions and Tenure Committee. These appointments are subject to yearly review and yearly salary adjustments. It is expected that some fully-affiliated faculty will complete their career in this appointment category.

In addition, the School may employ adjunct faculty members and faculty with primary appointments in other university units.

**Adjunct appointment.** These appointments provide contracts for one year or less in length and less than a full-time commitment to the School. The School does not represent the major center of activity and commitment of the adjunct faculty member. The appointment may be for course work or for supervision of fieldwork practice or for a combination of activities related to teaching, supervision, service and administration. These appointments do not require WSU Promotions and Tenure Committee approval for rank and they are subject to yearly review including an initial review by the Faculty Development Committee, yearly salary adjustments, and may or may not be renewed depending upon the needs of the School.

**Joint Appointments.** Joint appointments provide contracts between the SOPP and faculty with primary appointments in other departments, schools or divisions of Wright State University. Unless specified otherwise, issues related to faculty appointment, continuance and promotion are determined by policies and procedures of the school or department with which joint faculty are primarily affiliated, not by the SOPP Bylaws, policies or procedures.

SOPP faculty may also hold joint appointments in other departments, schools or divisions of Wright State University. In such cases, issues related to faculty appointment, continuance and promotion are determined by SOPP policies and procedures.

It should be noted that Voluntary appointments (clinical or basic science) do not come within the guidelines described herein. Voluntary appointments are voluntary and limited in scope, and follow separate guidelines for rank, promotion, and annual or periodic evaluations established by the School. Definition and recognition of voluntary faculty is the responsibility of the Dean in consultation with the Faculty Development Committee.

### **Initial Appointment Process**

Prior to establishing and opening a position for an initial appointment, the Office of the Dean must approve the position, including the rank(s) and range of compensation. For an initial position, the Dean shall authorize a position description to be written by an ad hoc Search Committee. The Search Committee is the primary vehicle for initial appointments. The committee is composed of at least three faculty members appointed by the Dean in consultation

with the Faculty Development Committee and at least one student member selected by students with the approval of the Dean.

The Search Committee follows procedures for initial appointment established by the Office of the Dean. Such procedures involve budget for the committee, suggestions for advertising, time period for search, rating candidates, conforming with equal opportunity, affirmative action requirements, and so on. Within general guidelines, the committee carries out its work independently, eventually recommending its selection(s) to the Office of the Dean. The Faculty Development Committee reviews the candidate(s) with regard to rank to insure that the candidate qualifies for the advertised rank of the position. The Faculty Development Committee makes a recommendation to the Dean regarding appropriateness of the candidate's qualifications for the designated rank.

The initial appointment process for fully-affiliated non-continuing, adjunct, voluntary and joint faculty appointments is managed by the Faculty Development Committee according to its policies and procedures.

### **Continuing Faculty Review Process**

The Faculty Development Committee, guided by committee procedures with explicit input from the Associate Deans and Program Directors, reviews faculty members for continuance for specified periods of time. Non-continuance shall occur in instances of substantial and manifest neglect of duty in areas subsumed under the faculty member's responsibilities. Deficiencies in productivity or quality of performance must have persisted or recurred despite written notice and sufficient opportunity for the faculty member to ameliorate the performance to acceptable levels. Non-continuance shall also occur for just cause because of (a) demonstrated incompetence, negligence, or dishonesty in teaching, supervision, scholarship, professional practice, and other activities subsumed under the faculty member's duties; (b) personal or professional conduct that violates the ethical principles governing psychologists or the psychology licensing law; (c) personal conduct which substantially impairs the individual's fulfillment of his or her faculty responsibilities; (d) malicious conduct which directly obstructs the performance of academic, instructional, service or scholarly programs authorized or permitted by the School or University.

The Dean considers the results of the Faculty Development Committee review and makes final decisions related to continuing appointment of fully-affiliated and adjunct faculty. After the initial appointment, which may be for up to three years, the first continuance will be for a maximum of four years; all subsequent continuances will be for a maximum of five years. Faculty members shall be informed of continuance or non-continuance by the Dean no later than one year before the end of the appointment currently in force. Notification of non-continuance must be made in writing and in compliance with then current University regulations, policies, procedures, etc.

Continuing, fully-affiliated faculty are reviewed on an annual basis by the Deans Committee. The review essentially is based upon the faculty member's annual faculty activity and development plan. This faculty plan is an explicit description of the faculty member's key faculty activities and goals which were anticipated for the year. The plan is organized with full participation of the faculty member, the Dean, Associate Deans and other key persons who may be involved with the faculty member.

Continuing fully-affiliated faculty appointments are reviewed by the Faculty Development Committee the year prior to the end of the period of continuance. Review is based upon the faculty member's long range faculty activity and development plan and the attainment expected at the rank level of the faculty member.

### **Appeal Mechanism**

Within thirty (30) days of receipt of the written notice from the Dean the fully-affiliated faculty members may initiate an appeal in writing through the University appeal process to review the pertinent proceedings, documents, and testimony of the appellant, Faculty Development Committee, and Dean of SOPP. Fully-affiliated non-continuing, adjunct, and voluntary faculty do not have access to the university appeal system.

### **Non-continuing and Adjunct Faculty Review Process**

Fully-affiliated, non-continuing faculty appointments and adjunct faculty appointments are reviewed annually or within shorter time periods depending upon the nature of the faculty position and the designated faculty activities. Such faculty affiliations are highly valued by the School and every effort is made to insure continuity in these positions. The faculty review process for fully-affiliated non-continuing, adjunct, voluntary and joint faculty appointments is managed by the Faculty Development Committee according to its policies and procedures.

### **Removal or Suspension for Cause**

Removal or suspension of an SOPP faculty member with fully-affiliated continuing status prior to the termination of the period of continuance shall occur only for just cause because of (a) demonstrated incompetence, negligence, or dishonesty in teaching, supervision, scholarship, professional practice, and other activities subsumed under the faculty member's duties; (b) substantial and manifest neglect of duty in areas subsumed under the faculty member's responsibilities; (c) personal or professional conduct that violates the ethical principles governing psychologists or the psychology licensing law; (d) personal conduct which substantially impairs the individual's fulfillment of his or her faculty responsibilities; or (e) malicious conduct which directly obstructs the performance of academic, instructional, service or scholarly programs authorized or permitted by the School or University.

Charges brought against a faculty member by the Dean or a faculty member shall be made in writing and shall specify the grounds for removal or suspension within one or more of the categories specified above. The Faculty Development Committee will review the faculty

member's performance in light of the charges and recommend a decision regarding termination to the Dean. The Dean will consider the Faculty Development Committee recommendation in making the decision regarding the termination of the faculty member.

Within thirty (30) days of receipt of the written notice from the Dean, the faculty member may initiate an appeal to the University appeal system to review the pertinent proceedings, documents, and testimony of the appellant, Faculty Development Committee, and Dean of SOPP. Fully-affiliated non-continuing, adjunct, and voluntary faculty do not have access to the university appeal system.

Removal or suspension for cause of fully-affiliated, non-continuing, adjunct, voluntary, and joint faculty is managed by the Faculty Development Committee according to its policies and procedures.

### **Promotion**

In order to enhance excellence, the Faculty of the School shall make every effort to develop itself. Through faculty development plans, support for faculty development, and the use of sabbatical leaves, the University and the School support and expect faculty continually to develop.

When a faculty member is judged by herself or himself to qualify for advancement in faculty rank or when the Dean or other faculty so judge a peer, or both, a faculty member may choose to pursue nomination for promotion in rank.

When a faculty member is nominated for promotion, the nomination proceeds to the Faculty Development Committee of the School. The nominee is obligated to document and otherwise support the nomination consistent with the proposed level of rank. The Faculty Development Committee shall assist this nominee in this process by forwarding guidelines promulgated by the Provost and the University Promotions and Tenure Committee.

The Faculty Development Committee, through its established procedures, reviews the nominee and forwards its recommendations to the Dean. The review and recommendation should identify the criteria considered, the documentation/support or lack thereof, and the rationale for or against the proposed promotion. The committee's vote should be recorded (but not by individual committee members). The completed Faculty Development Committee review and recommendations are transmitted to the Dean for his/her recommendation. The entire dossier of the nominee shall be available to the Dean. Following review and recommendation by the Dean, the Dean shall notify the Faculty Development Committee of his/her decision. The Dean shall also notify the nominee of her/his recommendation.

A candidate may withdraw the nomination at any time upon written notice to the Faculty Development Committee or the Dean. Otherwise the nomination shall proceed to conclusion.

Promotions in rank for continuing fully-affiliated faculty also must be approved by the WSU Promotion and Tenure Committee, the Provost, the President, and the Board of Trustees of WSU. The decision of the Promotion and Tenure Committee shall be conveyed by the Dean to the nominee and the Faculty Development Committee.

The promotion process for fully-affiliated non-continuing, adjunct, voluntary and joint faculty appointments are managed by the Faculty Development Committee according to its policies and procedures.

### **ARTICLE III**

#### **THE ADMINISTRATION OF THE SCHOOL OF PROFESSIONAL PSYCHOLOGY**

##### **SECTION 1. General**

The administration of the School of Professional Psychology shall be carried out through the Office of the Dean (including assistant and associate deans and directors) and the Faculty with its related standing committees. Through its committees and in full faculty meetings, the faculty discuss and make recommendations regarding School policy, general curricular design, faculty workload guidelines, and other matters as enumerated in Article II, Section 1.

From time to time, individual faculty members may serve as directors of sub-parts of the School's programs; appointment as director shall be done by the Dean after consultation with the Faculty. Deans and directors also teach, do scholarly work, as well as service. In effect, there is a strong, common commitment to satisfy the School's mission. The School intends no sharp distinctions between "administration" and "faculty" and yet recognizes that the Dean, after considering all recommendations from the faculty, makes final decisions regarding School policy.

The Dean and the Faculty shall manage the School's By-laws and the standing committee election process as well as such other activities which may enhance its purposes. The Dean or her/his designee, shall preside over meetings of the Faculty but the Dean does not vote during faculty deliberations.

##### **SECTION 2. The Office of the Dean**

The Office of the Dean shall be composed of the Dean, an Associate Dean for Support Services, an Associate Dean for Academic Affairs, an Associate Dean for Clinical Training and Psychological Services, and whatever assistants, associates, and directors are deemed necessary to carry out the responsibilities of the position and the office. The Dean shall appoint Assistant and associate deans, or such other directors after consultation with faculty and staff, regarding such appointments. The appointment of associate deans must be approved by the Provost. The associate or assistant deans and directors serve at the pleasure of the Dean of the School.

The Dean and her/his associates shall explicitly organize the Office of the Dean and make available a current description of that organization to the University administration, SOPP Faculty, staff, and students.

## **ARTICLE IV**

### **COMMITTEES OF THE FACULTY**

#### **SECTION 1. General**

The affairs and activities of the Faculty and most aspects of the program shall be managed through standing committees. These committees, as appropriate, report to the Dean and the Faculty. Each standing committee includes representatives of the Fully-Affiliated Faculty. Committees also may include Joint Appointment Faculty, Adjunct Faculty, Clinical (voluntary) Faculty, members of the Classified and Unclassified Staff, and student representatives. Citizen members also may be represented on committees. The standing committees, the designation of committee membership, and committee functions are designated in the following sections of these By-laws.

Some general rules and procedures related to standing committees (the Deans Committee and the Faculty Development Committee are exempted from provisions A & C) include:

- A. The term of members elected to a standing committee shall be for two years. No faculty member may be elected to more than two consecutive terms to any one standing committee or may serve as chairperson of more than two standing committees. The Dean shall be an ex-officio member of all standing committees.
- B. The first meeting of the committee shall be called by the member whose last name is first in alphabetical order, except that if the chair remains on a committee, the chair shall call the first meeting. The first order of business shall be the election of a chair, and each committee shall elect its chair annually, unless otherwise provided for in these By-laws.
- C. The membership of a standing committee shall be staggered whenever possible; half of the elected constituency shall be elected annually. Upon first meeting, the committee shall designate who shall initially serve for one year or two years.
- D. No member of the Faculty shall serve concurrently on more than three standing committees, except as decided by the Dean.
- E. Committees may establish work groups, task forces, sub-committees, or related structures to accomplish the committee's charge.
- F. Vacancy in any elected or appointed position on any standing committee must be brought to the attention of the Faculty and the Dean so that the vacancy may be filled at an early

date by election or appointment as appropriate; the selected member shall serve the unexpired term.

- G. The Faculty of Professional Psychology empowers the chair of a standing committee, in consultation with other members of the committee, to recommend the removal of any member of that committee who fails to participate in the activities of the committee. The Dean, when so informed, may take appropriate corrective actions.
- H. At regular intervals, each standing committee shall report to the Faculty. The official minutes of a standing committee, in most cases, serves as the report of that committee. Minutes should reflect items that are informational only, items requiring action by the committee, and actions recommending policy or which have an impact upon other committees or the program in general. The committee report (minutes) constitutes a motion for those items which require further action. The official minutes of the committee shall be forwarded in a timely manner to all SOPP faculty members and non-faculty committee members.
- I. Additional ad hoc committees may be created by the Faculty and/or the Dean and shall function under the general rules outlined in this section. A new standing committee may be created by the Faculty and/or the Dean with an amendment to these bylaws.

## **SECTION 2. Standing Committee Scope and Composition**

There shall be at least six standing committees. These committees are described in this section.

Each standing committee shall report to the Faculty and to the Dean. Various requests for committee activities (charges) may come from either of these units. Committee recommendations, including policy formulation, are to be reviewed and acted upon, as appropriate, by the Faculty and the Dean.

The scope and composition of standing committees are as follows:

### **DEANS COMMITTEE**

The Deans Committee is responsible to act in an advisory capacity to the Dean of SOPP, review recommendations of the standing committees, act as a standing committee on all matters not specifically delegated to other standing committees, monitor and evaluate standards for faculty members' workload, and develop and implement methods for documenting and evaluating the performance of faculty members and the administrative performance of faculty members who carry out administrative duties.

### **Committee Composition**

Chair: The Dean

- 1 Associate Dean for Support Services
  - 1 Associate Dean for Academic Affairs
  - 1 Associate Dean for Clinical Training and Psychological Services
- Other members of the faculty as designated by the Dean for specific issues.

### **CURRICULUM COMMITTEE**

The Curriculum Committee is responsible for making recommendations regarding the development, oversight, and modification of the program's curriculum and related matters to the Faculty and the Dean.

#### **Committee Composition**

Chair: Associate Dean for Academic Affairs

- 1 Associate Dean for Academic Affairs
- 3-7 Fully-affiliated faculty members representing core competency areas elected by the Faculty
- 1 Associate Dean for Clinical Training and Psychological Services
- 4 Student representatives for each class selected by student government

### **FACULTY DEVELOPMENT COMMITTEE (FDC)**

The scope of the Faculty Development Committee includes applying criteria for appointment, continuance and promotion in academic rank, and faculty awards related to excellence in teaching, service, and/or research, reviewing requests for sabbatical or other faculty development leaves, oversight of the voluntary faculty, and representing the School's Faculty on the University Promotion & Tenure Committee. The FDC makes recommendations to the Dean.

#### **Committee Composition**

Chair: Elected by the Committee

- 5 Fully-affiliated continuing faculty members of professorial rank
- 1 Voluntary faculty member at the professorial rank

## **CLINICAL TRAINING AND PSYCHOLOGICAL SERVICES COMMITTEE**

The scope of the Clinical Training and Psychological Services Committee includes coordination of operations across clinical services and training centers as related to clinical training issues.

### **Committee Composition**

Chair: Associate Dean for Clinical Training and Psychological Services

- 1 Associate Dean for Clinical Training and Psychological Services
- 1 Director, Ellis Institute
- 1 Director, Center for Psychological Services
- 1 Internship Training Director
- 1 Director of Post-Doctoral Training
- 1 External training site liaison
- 3 Student representatives for each class involved in practicum training selected by Student Government

## **STUDENT SELECTION COMMITTEE**

The Student Selection Committee is responsible for **the selection of** students to the doctoral program who are academically capable and whose personal qualities, goals, and values are in keeping with the mission of the School.

### **Committee Composition**

Chair: Elected by the Committee

- 1 Director of Admissions and Alumni Relations
- 4 Fully-affiliated faculty members elected by the Faculty
- 1 Fully-affiliated faculty member appointed by the Office of Academic Affairs
- 1 Student selected by Student Government

Other members as designated by the chair of the committee and approved by the Dean.

## **DIVERSITY/INCLUSION COMMITTEE**

The Diversity/Inclusion Committee is responsible for encouraging diversity and inclusion within the SOPP community and for improving the cultural awareness and competency of community members.

### **Committee Composition**

Chair: Elected by the Committee

- 4 Fully-affiliated faculty members elected by the faculty (at least one from each location)
- 3 Staff appointed by the Associate Dean for Support Services (one from each location)
- 4 Students (one from each year level) selected by student government

## **ARTICLE V**

### **MEETINGS, RULES, AND PROCEDURES**

#### **SECTION 1. Meetings of the Faculty and Committees**

The Faculty shall meet in regular sessions at least one time each month over the course of the calendar year. All fully-affiliated faculty are expected to attend meetings of the Faculty and may serve on subcommittees or task force assignments. From time to time, the Faculty shall hold special meetings involving a broad representation of adjunct, voluntary, and/or joint appointment faculty of the School.

The Faculty strives to govern by consensus guided by a respect for individual differences, the mission of the School, and these By-laws. At those times when voting is necessary or required at a meeting of the Faculty, only Fully-Affiliated Continuing faculty may cast votes. One or more student representatives, selected by student government, participate in faculty discussions except on topics involving sensitive personnel issues or specific student issues. Unclassified staff members also participate in faculty discussions but do not vote and may be excluded from specific faculty issues. Executive sessions may be called by a majority vote of the Fully-Affiliated Continuing faculty or by the Dean. Only the Fully-Affiliated Continuing faculty are allowed to be present in executive session unless invited by the Dean to participate.

Each standing committee shall establish a general meeting schedule over the course of the calendar year.

#### **SECTION 2. Special Committee Meetings**

Special meetings of a committee may be called by the chair of the committee or upon a vote of one-half of the members of a committee. A written notification of the meeting must be provided to each committee member at least seven (7) days in advance of the date of said special meeting. The call of the meeting shall state the date, time, place, and special purpose of the meeting.

**SECTION 3. School Policy and Procedures**

As appropriate to the area(s) or issue(s) under consideration, School policy shall be formulated by standing committees, the Office of the Dean, or both. However proposed/formulated, all School policy shall be reviewed by the Faculty, which shall also make recommendations to the Dean related to such policy. All policies must be approved by the Dean. The Office of the Dean shall ensure that School policy is consistent with WSU policy and that such policy meets with the approval of the Provost.

All School policy must be reviewed by the Faculty and the Office of the Dean at least every three years.

Procedures related to School policy should be reasonable, and established by parties as close as possible to the day-to-day implementation of that policy. Questions about procedures which appear in need of change or seem unreasonable may be brought to the attention of the Faculty, the Office of the Dean, or both.

Policies and procedures of the School and the University shall be kept current, in clear written form, and available from the Office of the Dean.

**SECTION 4. Quorum**

A quorum at any regular or special committee meeting shall be two-thirds of the faculty and staff (but not student) members of that committee. A quorum at any meeting of the Faculty shall be two-thirds of the Fully-Affiliated Continuing faculty.

**SECTION 5. Rules of Order**

All regular and special meetings of standing committees and of the Faculty shall be conducted in accordance with the most current edition of Keesey's Rules of Order except as otherwise provided for in these Bylaws.

## ARTICLE VI

### ADOPTION AND AMENDMENTS

#### Amendment

The Bylaws of the School of Professional Psychology may be amended by a two-thirds vote of a quorum of the Fully-Affiliated Continuing Faculty members present and voting at any regular meeting of the Faculty, provided that the amendment or amendments shall have been offered at a previous meeting or published in writing to the Faculty of SOPP not less than thirty (30) days prior to the regular meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the Fully-Affiliated Continuing faculty, and approval by the Dean, and Provost of Wright State University.

Adopted and in force: November 1, 2006

Previously amended: April 2, 2003  
July 1, 1998  
February 9, 1994  
June 18, 1990  
November 1, 1989  
January 8, 1986  
March 21, 1985  
December 27, 1984  
October 6, 1983  
August 12, 1983  
August 4, 1983  
July 18, 1983