

Draft 5/17/07 for DGC only



**Department of Psychology
Kennesaw State University
Governance Document
(adopted 11/30/06)**

Department of Psychology
Kennesaw State University
Departmental Governance: Table of Contents
(Some items are still to be developed)

- I. Introduction
 - A. Department Charter
 - B. Democratic Principles
 - C. Statement of Academic Freedom
- II. Administrative Positions
 - A. Department Chair
 - B. Interim Chair
 - C. Assistant Chair
 - D. Coordinators
 - 1. Creation of new positions
 - 2. Nominations for new positions
 - 3. Terms
 - 4. Number of terms
 - 5. Nomination for existing positions
 - 6. Yearly reports
 - 7. Other issues for coordinated groups
 - 8. Coordinators (remunerated)
 - a) Assessment
 - b) Advisement
 - c) General Psychology
 - 9. Coordinators (non-remunerated)
 - d) Sequence
 - e) Careers
 - f) Elections
 - E. Personnel
 - 1. Longevity/Seniority distinctions
- III. Committee Structure and Function
 - A. Standing Committees
 - 1. Description (N = 5)
 - 2. Membership and Election Procedures
 - B. Ad Hoc Committees
 - C. Committee Process (i.e., development of materials, submission of materials to the department, voting on materials)
- IV. Academic Policies
 - A. Policy Development
 - B. Discussion and Voting
 - C. Dissemination of Student Policies
 - D. Dissemination of Faculty Policies
- V. Amendment Procedures

THE KSU PSYCHOLOGY CHARTER

DECLARATION OF IDENTITY

We are a dynamic faculty dedicated to excellence in undergraduate psychology education. We create an atmosphere that results in highly educated critical thinkers who make well-informed decisions based on empirical research and analytical thought processes.

FOUNDATIONAL VALUES

SCIENCE

We promote empirical approaches to studying and understanding behavior.

EXCELLENCE

We provide an exemplary educational experience for our students.

INTEGRITY

We practice and model ethical behavior.

RESPECT

We value human diversity.

COMMUNITY

We apply psychological science to benefit the academic and broader communities.

SUCCESS

We measure our effectiveness ultimately through the accomplishments of our students and faculty.

VISION

Our vision is to be the preferred undergraduate psychology program in Georgia. In all we do, we uphold the highest ethics and values that define our discipline. We continually challenge ourselves to enhance the quality of our program, emphasizing the science of psychology.

Department of Psychology
Kennesaw State University

NOTE: ** indicates an issue raised by faculty that needs further discussion and clarification.

I. Introduction

A. Department Charter

B. Democratic Principles

1. The AAUP (American Association of University Professors) argues that “the faculty should have a meaningful role in decision-making in those areas that have a significant impact on the educational and scholarly enterprise.”

a) The ACE (American Council on Education) and the AGB (Association of Governing Boards of Universities and Colleges) have endorsed this position with regard to shared governance.

2. The policies and procedures that follow are consistent with these views in that they are intended to ensure input from faculty members on all issues that affect students and/or faculty.

C. Statement of Academic Freedom

II. Administrative Positions

A. Department Chair

1. Responsibilities and Appointment of Department Chair

a) Broad responsibilities of the Chair include, but are not limited to:

(1) Representing and advocating for the department at other levels of administration.

(2) Coordinating vision and strategic planning for the department.

(3) Budgeting and fiscal management of department resources.

(4) Managing day-to-day administrative responsibilities.

(5) Providing for scheduling and student advisement.

(6) Providing for mentorship of new faculty.

(7) Supervising staff assigned to the department.

(8) Assigning faculty and staff work loads.

(9) Providing service and support to varied constituencies.

b) The Chair holds a 12-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.

c) If the Chair completes a term of service and is not recommended by the Department for renewal, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

2. Voting Body and Procedures for Department Chair Votes

a) For the purposes of selecting or removing a Department Chair, the voting body shall consist of tenured and tenure-track faculty of the department.

b) Chair Selection Committee: Composition and Selection. This committee will be formed consisting of 5 faculty members who represent a mix of ranks and tenure status with at least one member drawn from each rank and tenure status currently represented in our faculty. If the elected committee does not meet the above representation requirement, the entire ballot will be recast. Voting will be determined using a limited vote procedure with each eligible voter casting 3 votes.

c) Chair Selection Committee: Function. The committee will solicit and review **qualifications of nominees, present a slate of a maximum of three candidates to faculty, oversee the election, count the ballots, and subsequently forward the results to both the Psychology Faculty and the Dean of Humanities and Social Sciences.

d) Voting will be by secret ballot.

(1) Selection of a single candidate after campus visits will be carried out using the Australian ranking system (see Appendix B).

(2) A simple majority (50%+1) will be required for renewal of a Chair.

(a) A renewal election will be called in January of the year preceding the end of a term.

e) After a vote for the selection or renewal of the Chair, the recommendation of the Department shall be communicated to the Dean for negotiation and formal appointment.

3. Eligibility, Evaluation, and Tenure of Chair

a) Should the Chair's position be vacated, nominees will be sought immediately from any qualified candidates.

(1) Candidates for Chair must be tenured associate or full professors.

- b) The term of office of a Chair is 5 years for first term and 3 years for subsequent terms.
- c) A Chair will not be limited to a particular number of consecutive terms.
- d) In a manner consistent with democratic principles, faculty will design a procedure to supplement the existing administrative review process for obtaining structured annual feedback on the performance of the Chair from all faculty eligible to vote for Department Chair.

4. Grievance Process

- a) Faculty may register their dissatisfaction with the Chair by the following procedure:
 - (1) First, address the issue(s) involved directly with the Chair.
 - (2) Second, if the issue(s) remains unresolved, the faculty involved may seek the intervention of the Dean.
 - (3) If the issue(s) still remains unresolved, a vote of no confidence in the Chair may be called for among the voting body.
 - (a) A vote of no confidence may be called for at any point during a Chair's term.
 - (b) To call for a vote of no confidence, 40% of the eligible voting faculty must approve the call for a vote or sign a petition to call the question.
 - (i) Details of procedures for debate of a no confidence vote will be developed by the eligible voting faculty.
 - (ii) A simple majority (50%+1) will be required for a vote of no confidence in a Chair.
 - (4) Voting procedures will conform to those outlined in Section II.A.2, ****Procedures for Department Chair Votes**. The recommendation of the Department will be forwarded to the Dean for formal action.

B. Interim Chair

- 1. In the event of a vacancy in the Department Chair position, an Interim Chair will be selected to serve.
 - a) The Interim Chair will serve until such time as the position is filled by a permanent Chair.

2. Candidates for Interim Chair must be tenured associate or full professors.
3. The procedures for selecting an Interim Chair will follow the procedures for selecting a Department Chair, Item II.A.2., using the Australian ranking system, but within a highly expedited time frame. The recommendation of the Department will be forwarded to the Dean for negotiation and formal appointment.
4. Grievance procedures will follow those specified in section II.A. 4.

C. Assistant Chair

1. Responsibilities and Appointment of Assistant Chair
 - a) The Assistant Chair shall have designated roles assigned by the Chair.
 - (1) The Assistant Chair responsibilities do not include supervision, evaluation, or related personnel issues pertaining to tenured or tenure-track faculty.
 - (2) Consistent with university policy, student complaints about faculty and grade appeals are not within the purview of this position.
 - b) The Assistant Chair shall hold a nine-month faculty appointment.
 - c) The Assistant Chair's term may be renewed annually and will not be limited to a particular number of consecutive terms.
2. Procedures for Selection and Remuneration of Assistant Chair
 - a) The Assistant Chair shall be selected from within the department by the Chair with approval of the Dean.
 - b) Should the Assistant Chair's position be vacated prior to the end of a term, a new Assistant Chair will be selected following procedures in Item 2a).
 - c) Remuneration will be negotiated with the Chair.
3. Evaluation of the Assistant Chair
 - a) The Chair, with the approval of the faculty, shall design a procedure for obtaining structured annual feedback on the performance of the Assistant Chair.

D. Coordinators

1. If the Chair or a faculty member deems that a new coordinator position is needed, then the creation of the position will be voted on by the faculty.
2. Nominations for persons to fill new coordinator positions will come from the tenured and tenure track faculty, be sent to the elections committee, and be voted on by the faculty.
3. Coordinators will be elected to serve for a term of 2 years.
4. There will be no limit on the number of terms that a coordinator may serve.
5. Before expiration of coordinators' terms, nominations for coordinators will come from the faculty and be voted on by the entire faculty.
6. Coordinators will submit a yearly report made available for the entire department (e.g., posted on files.kennesaw.edu).
7. Each group being coordinated will be responsible for determining its own voting procedure for issues or persons other than coordinator
8. Coordinators (remunerated)
 - a) Advisement
 - b) Assessment
 - c) General Psychology
9. Coordinators (non-remunerated)
 - a) Careers
 - b) Sequence

E. Personnel

1. Longevity/seniority distinction (to be discussed)

III. Committee Structure and Function

A. Standing Committees

1. Description

- a) The standing committees of the Psychology Department are the Assessment Committee, the Curriculum Committee, Departmental Awards Committee, the Elections Committee, and the Tenure and Promotion Committee.

(1) A formal description of the roles and responsibilities for each of these committees will be developed based on

consultation with the Chair and the consensus of the faculty as a whole (current descriptions of these committees appear in Appendix A).

(2) These descriptions can be modified, if necessary, by consensus (50% + 1) of the faculty.**

(3) Finalized descriptions of committees will be available to department faculty for future consultation and guidance.

2. Membership and Election Procedures

- a) Standing Committees will consist of 4 faculty members.
- b) Terms for membership on a committee will be 2 years (staggered terms).
- c) Terms of committee members will not be limited to a particular number of consecutive terms.
- d) Faculty members can self nominate or nominate other faculty members with their explicit permission.
- e) Terms for committees will begin on the start date of employment contract (approximately mid-August).
- f) The Elections Committee will receive nominations and will be responsible for preparing, recording, reporting, and maintaining a record of all election procedures.
 - (1) All nominations will be submitted to the Elections Committee via e-mail.
 - (2) Based on the nominations submitted, the Elections Committee will prepare a ballot that includes the names of all those who were nominated.
 - (3) Faculty will vote on nominations via secret ballot, counted and reported by the Elections Committee.
 - (4) The top vote getter(s) will be selected to a committee, depending on the number of positions available.
 - (5) In the case of a tie vote, a runoff election will be conducted.
 - (a) The Elections Committee will develop a new ballot and faculty will rank order the candidates. The Elections Committee will tally the rankings and report the results to the faculty.**
 - (b) Election will be by a simple majority (50%+1).**

B. Ad Hoc Committees

1. Additional committees will be developed depending on Departmental needs in consultation with the Chair and with the consensus of the faculty. There will be a one year term of service with the possibility of renewal.
2. Once an ad hoc committee is deemed necessary, a short description of the purpose and goals of the committee will be developed including a projection of how long the committee will be maintained that will be added to the Governance Document once approved.
3. These committees will operate using the same Membership and Election Procedures previously described (III. 2) with the exception of Search Committees.
 - a) Information pertaining to selection, operation, and/or functions of search committees may be different from information pertaining to other ad hoc committees.

(1) Search committees shall be appointed by the Chair.

C. Committee Process

1. Due to the size of the Psychology Department, all work at the committee level will be brought forward to the entire faculty for their consideration and a vote if called.
2. Deliberations on Tenure and Promotion, Awards Committee, and Third Year Review** are exempt from this process.

IV. Academic Policies

A. Policy Development. Should the need for new policies or policy revision arise, those proposing a policy or revision should request to be added to the faculty meeting agenda. A rationale for the policy or revision should be developed by the individual(s) proposing the policy or revision and the rationale should be disseminated to the entire faculty before** it is presented in the faculty meeting.

B. Discussion will ensue during the faculty meeting after which a vote on the policy will be called.

C. Student Policies. All departmental student-related policies should be on the department webpage and at least one hard copy should be available in the department office.

D. Faculty Policies. All important departmental faculty-related policies should be available online (e.g., files.kennesaw.edu) and at least one hard copy should be available in the department office.

V. Amendment Procedures

A. In accordance with the principles of a living document, this governance document will be modified as needed.

Appendix A: The Australian Ranking System

- Voters are required to place the number "1" against the candidate of their choice, known as their "first preference."
- Voters are then required to place the numbers "2", "3", etc., against the other candidates listed on the ballot paper in order of preference.
- The counting of first preference votes, also known as the "primary vote", takes place first. If no candidate secures an absolute majority of primary votes, then the candidate with the least number of votes is "eliminated" from the count.
- The ballot papers of the eliminated candidate are examined and re-allocated amongst the remaining candidates according to the number "2", or "second preference" votes.
- If no candidate has yet secured an absolute majority of the vote, then the next candidate with the least number of primary votes is eliminated. This preference allocation continues until there is a candidate with an absolute majority. Where a second preference is expressed for a candidate who has already been eliminated, the voter's third or subsequent preferences are used.

Appendix B: Descriptions of Standing Committees

Descriptions that follow are currently under review and will be revised in accordance with the democratic procedures outlined above.

(The descriptions that follow will be removed once formal descriptions are developed)

Assessment Committee. This committee is in charge of overseeing the department's assessment plans for our majors. The committee should review outcomes on an annual basis and collaborate in an AOL (assurance of learning) report that goes to the university assessment coordinator. The committee also works with the faculty to make sure the department's assessment goals are current and well planned, as well as devising the assessment strategies. Because of this work, the committee may need to dictate some assessment strategies in specific courses. Assessment at KSU is directed toward student learning, not faculty performance.

Curriculum Committee. The committee receives and/or initiates curriculum proposals for the department's courses. For example, this committee worked for 1 ½ - 2 years on our recent curriculum revision. Typically, the work is not that extensive. This committee needs to balance student and faculty needs and desires for course offerings.

Departmental Awards Committee. The committee receives applications from departmental faculty (and students?) for the faculty awards sponsored by CETL and funded by the KSU Foundation. Following CETL guidelines, the committee selects a nominee for each award, reports those nominations to the entire faculty and forwards the nominee's application to the College Committee.

Elections Committee. To be developed in consultation with the faculty.

Tenure & Promotion Committee. This committee is the first line of review for all departmental candidates' T & P. The job consists of reviewing portfolios for applications for tenure and promotion to Associate or Full Professor, as well as for faculty undergoing third-year review. New university guidelines mandate that members of this committee be tenured. This committee also is typically responsible for revising departmental T & P guidelines when necessary or desired.

Coordinator Positions

Descriptions that follow are currently under review and will be revised in accordance with the democratic procedures outlined above.

Coordinators will facilitate discussion and activities for their respective group and will retain and distribute resources as needed. Detailed descriptions for each coordinator position are appended.

These will appear in the appendix referred to above

Coordinator Job Descriptions

Remunerated Coordinator Positions

Assessment Coordinator

- Coordinate with Center for Institutional Effectiveness in the preparation and submission of assessment reports.
- Prepare assessment report for the department.
- Prepare and analyze senior questionnaires
- Analyze Major Field Test.
- Work with assessment committee and department to prepare learning outcomes and to design future assessment techniques.

Advising Coordinator

- Advise transfer students throughout the year.
 - Answer e-mails/ telephone calls concerning transfer credit or general questions about our curriculum.
- Advise students during New Student Orientation and Transfer orientation sessions before the start of each semester.
- Orient new faculty members to curriculum and advising process.
- Assist in evaluating transfer credit from other institutions.

GENERAL PSYCHOLOGY COORDINATOR

- Teach General Psychology regularly (but not exclusively).
- Teach Social Issues regularly (but not exclusively).
- Oversee development and evaluation of student learning outcomes and ensure these outcomes are consistent with General Education program.
- Oversee development of course standards (e.g., topics to be covered, appropriate textbooks, course policies).
- Conduct regular meetings of faculty teaching the course.

- Work with adjunct faculty teaching the course to ensure quality control (e.g., review syllabi, observe teaching, work with Chair to address developmental needs related to teaching effectiveness).
- Supervise the research participant pool
- Represent the department on the General Education Council

Non-remunerated Coordinator Positions

Research Sequence Coordinator(s):

- Develop guidelines for sequence coverage, using a democratic process.
- Implement a democratic process to permit changes to sequence coverage guidelines, as needed.
- Develop guidelines for book selection procedures, using a democratic process.
- Implement a democratic process to permit changes to book selection guidelines, as needed.
- Gather sequence-related data, as needed, to inform decision-making regarding guidelines.
- Distribute resources to sequence instructors.
- Maintain contact with new sequence instructors to address any questions that might arise.
- Schedule and prepare agendas for sequence meetings as needed to accomplish sequence business or as requested by instructors to discuss issues relevant to the sequence

Careers in Psychology Coordinator

- Meet with all new/returning Careers in Psychology instructors prior to the beginning of every term to discuss the course including changes and areas for improvement.
- Meet with all new Careers instructors to "train" them on the course (e.g., topics, assignments, available resources, texts, supports, syllabi issues).
- Meet informally (and formally as necessary) with instructors throughout the semester regarding their experiences in the course.
- Review instructors' syllabi to ensure consistency with course goals and across courses. There are a standard set of assignments and a core set of topics that must be covered in every Careers course. Instructors are free to add additional assignments and topics as they wish and as is appropriate.
- Revise course content and assignments in conjunction with other instructors of the course and feedback from colleagues.
- Maintain resources for the course.
- Maintain the PsycSeries including minor updates as necessary and complete/hard edits of the series at least one time each year (typically at the end of the Spring semester or prior to the beginning of the Fall semester).

- Ensure that the wall pockets are filled with the series.
- Develop new PsycSeries as necessary/warranted.
- Notify Department Webmaster to update the series on our Department Web site. The PsycSeries is typically the first reading assignment for the semester and as such needs to be up-to-date prior to the beginning of the semester and available no later than the first day of classes via the dept and course Web pages.
- Maintain Web resources and links.
- Distribute resources to course instructors as they become available.

Preparing Future Faculty (PFF) Coordinator

- Make initial contact with Dr. Rosemary Phelps at the University of Georgia regarding graduate students' interest in teaching at Kennesaw
- Review curriculum vitas of prospective PFF instructors to determine the courses they might be qualified to teach
- Coordinate with the students, Dr. Phelps, the assistant chair, and the chair to determine the classes the students will teach as well as the days/times
- Construct a "PFF Contract" for each instructor (in collaboration with Dr. Phelps)
- Coordinate an initial orientation for the PFF instructors (e.g., explain our policies, talk about books, show them their classrooms, show them how to use WebCT-Vista and Groupwise)
- Ensure that PFF instructors fill out all necessary KSU paperwork and receive keys, ID cards, parking passes, paychecks, etc.
- Give the instructors feedback on syllabi, exams, assignments
- Attend two class periods for each PFF member and give written feedback on the students' performance.
- Be available (when possible) for the PFF students before and after their classes. This is especially important at the beginning of the semester.
- Meet with PFF instructors out of class to discuss their progress
- Meet with and email Dr. Phelps to discuss the progress of the PFF instructors
- Review end-of-semester evaluations and write a summary
- Ensure that end-of-semester evaluations are mailed to instructors
- Periodically write letters of recommendation for former PFF instructors
- Mentor PFF instructors on job search issues
- Provide other activities for the PFF instructors as needed.

Georgia Undergraduate Research in Psychology (GURP)

GURP coordinator(s) are in charge of all aspects of organizing the annual conference.

Specific tasks include:

- Advertise (flyers to colleges and high schools and on the website).
- Update website via KSU's web master.
- Seek internal (SALT, HSS, dept. CETL, etc.) and external funding (APA, CUR, Psi Chi, etc.).
- Coordinate with KSU Center building coordinator for rooms.
- Organize catering for the conference.

- Ensure we have enough poster boards and conference folders.
- Take care of logistics of the day.
- Review all the submissions.
- Maintain email contact with presenters.
- Supervise SALT student for GURP.
- Design program.
- Participate in the conference.
- Conduct and analyze evaluations at the conference.