**DEPARTMENT OF PSYCHOLOGY BYLAWS**

**ARTICLE I:** *Aims*

* 1. The aims of these bylaws are (a) to encourage participation in department decision making and activities by department members; (b) to ensure orderly procedures and encourage efficient operation of the department; and (c) to ensure consistency and fairness in all department decisions.

**ARTICLE II:** *Membership***­**

**2.1** The Department of Psychology consists of all individuals holding faculty status as well as graduate students and declared undergraduate majors.­­

**2.2** The voting members of the department are all full‑time faculty. Voting on personnel issues is restricted to faculty members who are not in their first semester at GMU. All other department members are non‑voting members.

**ARTICLE III:** *Department Meetings­*

**3.1** The regular business of the department as defined in the George Mason University Faculty Handbook shall be conducted in regular department meetings. Meetings will be scheduled if called by the department chair or by five voting members.­­

**3.2** A quorum shall consist of a majority of the voting members of the department.

**3.3** Department meetings shall be open. The full‑time faculty, by majority vote, may elect to close a meeting to all except full‑time faculty.

**3.4** A secret ballot shall be required on particular issues, if at least five voting members concur.­­

**3.5** The agenda for each faculty meeting is prepared by the chair and should normally be published at least three school days prior to the meeting. Individual faculty members and committee chairs should route suggested agenda items through the chair for consideration. If a non-agenda item is introduced in a department meeting, it will be considered unless at least three voting members object to its consideration before the approval of the minutes at the next meeting.

**3.6** Any procedural questions not governed by these bylaws will be governed by Robert's Rules of Order.

**ARTICLE IV:** *Department Administration*

**4.1** The department chair is the primary administrative officer of the department. The administrative responsibilities of the department chair are listed in the George Mason University Faculty Handbook.

**4.2** The Associate Chair for Graduate Studies will chair the Graduate Committee, serve on the Graduate Council, attend Graduate Coordinators' meetings, handle graduate student grievances and appeals; review and sign as “Department Chair” thesis/dissertation proposals and theses/dissertations; and coordinate the handling of other issues relevant to graduate students (e.g., selection of departmental nominees for awards, etc.).

**4.3** The Associate Chair for Undergraduate Studies will chair the Undergraduate Studies Committee, interview and supervise undergraduate adjunct faculty, review and determine outcomes of undergraduates’ requests for waivers and substitutions of graduation requirements, review and follow up on student complaints, determine the substance of grade appeals and establish appeal committees where appropriate, review and update undergraduate catalog information, develop and review undergraduate course and program proposals and coordinate their submission to the college, and act as advocate for the undergraduate program.

**4.4** Associate Chairs and Program Directors for each doctoral program are appointed by the chair and must be confirmed by majority vote of the department. The typical term length for Associate Chairs and Program Directors is 3 years, with the possibility of reappointment. The department chair is free to terminate the appointment of an associate chair or director.

**4.5** In late Spring or early Summer of each year, any new Administrative Officers are appointed and confirmed for the following year.

**ARTICLE V:** *Department Responsibilities*

**5.1** The voting members of the department maintain primary responsibility for making recommendations from the department for the following functions: promotion, tenure, contract renewals, hiring of full‑time faculty, recommendation to the Dean of the college for a department chair, election of department committees (as appropriate), approval of all academic programs and modification of those programs, and modification of the bylaws.

**ARTICLE VI:** *Department Standing Committees*

**6.1** Standing committees are constituted annually by the department as a whole. Elections for Standing Committees are held at the end of the Spring Semester or in early summer. Terms start at the beginning of the following Fall Semester.

**6.2** Names, Functions, and Membership of Standing Committees

**6.2.1** Faculty Evaluation Committee. The Faculty Evaluation Committee is responsible for the annual review of the professional performance of all faculty members with tenure or tenure-track appointments. This review will be based on the Annual Report of Activities submitted by all tenured and tenure-track faculty and will otherwise conform to criteria (i.e., behaviorally anchored rating scales) and procedures established by the Department. The Committee's review will be used by the Department Chair to make salary recommendations and to make recommendations to faculty for enhancement of their performance. The Committee will also review the Department's standards and procedures for performance evaluation and make recommendations to the Department for changes in these standards and procedures. This committee will meet as necessary in closed session and all deliberations and recommendations will remain confidential; no minutes will be taken and no record of committee deliberations will be distributed.

**6.2.1.1** Membership of the Faculty Evaluation Committee will consist of seven tenured faculty serving in staggered three-year terms. All members will be elected by the entire faculty. There will be at least one member from each graduate program area (MA and PhD in the same area are treated as a single program). In addition, at least two of the seven members of the committee will have taught 2 or more undergraduate courses in the past year. Members of the committee shall not serve more than two consecutive terms on the committee.

**6.2.2** The Undergraduate Studies Committee. The Undergraduate Studies Committee will make recommendations to the department on issues and policies related to baccalaureate programs offered by the department. The scope of the committee includes but is not limited to undergraduate programs and degrees, undergraduate curriculum, advising and other services for undergraduate students, and issues and procedures connected with undergraduate participation in research.

**6.2.2.1** Membership of the Undergraduate Studies Committee will consist of the Associate Chair for Undergraduate Studies as committee chair, the Director of the Honors Program, the Director of Undergraduate Advising, at least three faculty members (at least two of whom are tenure-track), and one undergraduate and one graduate student appointed by the committee chair for one year. Subject to concurrence by Undergraduate Committee members, the Undergraduate Program Coordinator is granted full committee membership status.

**6.2.3** The Graduate Committee. The Graduate Committee will consider and make recommendations to the department as a whole on issues and policies related to doctoral and master’s programs in the department. The scope of the Committee includes, but is not limited to, graduate programs, graduate curriculum, financial support for graduate students, and admissions criteria.

**6.2.3.1** Membership of the Graduate Studies Committee will consist of the Associate Chair of Graduate Studies as chair, the area directors, and two graduate students (1 master’s level and one doctoral student, from two separate programs) who are appointed by the committee chair for one year.

**6.2.4** The Department Life/Social Committee. The Department Life/Social Committee will be responsible for planning and implementing the professional programs and social events held for the department members each year as well as taking care of special occasion acknowledgements to individual faculty and staff.

**6.2.4.1** Membership of the Department Life/Social committee will consist of a minimum of three faculty member selected from across the department.

**6.2.5** The Center for Psychological Services (CPS) Program Steering Committee. The CPS Steering Committee will advise the department on matters relating to the operation and use of the Center for Psychological Services, and recommend to the Department policies relating to academic and professional aspects of the CPS's operation, and advise the Director of the Center on administrative matters and policy.

**6.2.5.1** Membership of the CPS Steering Committee will consist of the CPS Director, the Director of the Cognitive Assessment Program, the Director or Associate Director of the clinical program, and a minimum of two other faculty members, one from the clinical program, and one non-clinical faculty member. The committee will also include one graduate student who will have a vote except on issues involving personnel and finances.

**6.2.6** The Long-Range Planning Committee. The long range planning committee will be responsible for the development, evaluation, and yearly tracking of long-term departmental initiatives. The committee will examine issues and policies in such areas as department organization, academic programs, facilities and support, student characteristics and faculty development and other faculty matters that will affect the department beyond the current academic year.

**6.2.6.1** The members of this committee will consist of a minimum of four members elected at large from the faculty. The chair of the committee shall be elected by the department from the members of the committee. Members will serve staggered, 3-year terms.

**6.2.7** The Mentoring Committee. The Mentoring Committee is responsible for identifying and addressing mentoring needs for graduate students, post-doctoral fellows, and faculty (tenure line and term). The committee coordinates the sharing of teaching and professional resources among graduate students and faculty, matches new junior faculty with senior mentors, and sponsors mentoring meetings for faculty in an area of interest at least once per semester. The committee also regularly gathers data on mentoring needs and uses these data to develop new initiatives.

**6.2.7.1** Membership of the Mentoring Committee. The Mentoring Committee will consist of 4-7 faculty members, serving in staggered 3-year terms. All faculty members will be elected by the entire faculty. Although it is not required, there will ideally be a mixture of members, such that at least 3-4 separate areas (including all graduate programs and the undergraduate program) are represented, both term and tenure-line are represented, and members from each academic rank (Assistant, Associate, Full) are represented. There will also be at least one graduate student representative. Members of the committee normally shall not serve more than two consecutive terms on the committee.

**6.2.8** Diversity, Equity, and Inclusion (DEI) Committee. The DEI Committee works to further departmental goals related to diversity. The committee is both proactive and reactive in its role. It functions to keep diversity, equity, and inclusion at the forefront of the department’s thinking, it provides resources for faculty, students, and staff, and it provides a mechanism for solving problems when they arise. The committee works to support the departmental DEI goals in (a) representation; (b) research; (c) curriculum; and (d) climate. While the ways in which the committee supports these different areas shift as needed, the committee consistently provides a representative to all search committees, monitors and reports to the department about graduate program and faculty candidate data (e.g., numbers of applicants, interviews, offers, acceptances) related to diversity, evaluates climate in the department, and generates recommendations to address any identified problems or needs. The committee also informs students and faculty about resources and training related to DEI, and through its student members, the committee liaisons with student groups focusing on DEI.

**6.2.8.1** The Diversity & Inclusion Committee will consist of no more than 8 faculty total, including at least one faculty member from each program and the undergraduate committee. The committee will also include a staff member when possible, and 1-2 graduate students. Faculty members will be elected at large from the faculty. The chair of the committee will be elected by the committee members. Faculty members will serve staggered, 3-year terms. The graduate student representative(s) will be selected from interested students at the beginning of each year, and staff will be invited to self-select at the beginning of the year as well.

**6.2.9** Quantitative Training Committee. The Quantitative Training Committee works to understand the quantitative training needs of graduate students in the department and to ensure those needs are being met adequately.

**6.2.9.1** The Quantitative Training Committee will consist of a minimum of four faculty members. Faculty members will be elected at large from the faculty. The chair of the committee will be elected by the committee members. Faculty members will serve staggered, 3-year terms and may serve for renewable terms at the discretion of the department and the needs for the committee membership.

**6.3** Participation. All faculty members are expected to serve on at least one departmental or college committee, but normally no more than three.

**6.4** Terms of Office. Committee members serve terms of three years each unless otherwise specified.

**6.5** Time of Election. Elections will be held near the end of the Spring semester or in early summer.

**ARTICLE VII:** *Promotion, Tenure, and Renewal*

**7.1** Procedures­

**7.1.1** The department chair publishes a schedule by the first day of classes giving deadlines for each of the steps in the promotion, tenure, and renewal process.

**7.1.2** All procedures for promotion and tenure in the department will be consistent with the procedures specified in the Faculty Handbook.

**7.1.3** A three person Fact‑Finding Committee for each candidate is selected as follows: (1) one member is chosen by the candidate; (2) the second member is elected by the faculty; (3) with the first two members having been chosen, the department chair appoints a third and is responsible for ensuring that at least one member of the Fact‑Finding Committee is within the teaching and research area of the candidate. The Fact‑Finding Committee chooses a chair from their midst, and the chair of the Fact‑Finding Committee is responsible for the final report of the committee, for chairing the meeting of the faculty as a whole, and for the written description of the meeting when needed.

**7.1.4** The Fact‑Finding Committee meets and considers the positive and negative aspects of each candidate's qualifications including information from the department chair and according to the relevant criteria as set out in Article 7.2. The committee summarizes the qualifications and prepares a preliminary written report including the comments of external referees. The committee does not make a recommendation concerning renewal, promotion, or tenure in this report, but simply summarizes the candidate’s record.

**7.1.5** For tenure and/or promotion of tenure-track/tenured faculty, external referees are solicited to review and comment on the quality of the candidate's research record, as described by College and University guidelines. The department chair corresponds with each referee and sends to each of them a selective sample of the candidate's published work (chosen by the candidate) along with a current vita and a research statement developed by the candidate. Names of specific referees are withheld from the candidate.

**7.1.6** The preliminary written report is given only to the candidate. The candidate responds to the committee within seven days, in writing, concerning the accuracy of the statements in the preliminary report. The committee considers any input from the candidate and composes a final written report on the candidate's qualifications. The final committee report normally is disseminated to all faculty members at least three school days in advance of the meeting in which the candidate is to be considered.

**7.1.7** The faculty meets as a committee of the whole in closed session. At least 2/3 of the eligible voting members must be present. The candidate is present and may make introductory remarks and be questioned orally or in writing (anonymously) by members of the committee of the whole. The candidate may also present further rebuttal to the report of the Fact‑Finding Committee. The candidate then leaves. Further questions from the committee of the whole may be gathered, summarized, and transmitted to the candidate for his or her input. In extraordinary circumstances, information may be sought by any faculty member from individuals outside the committee of the whole, including students and individuals not associated with George Mason University. Should such information be sought, information received shall be summarized, and the candidate will have an opportunity to respond to this information. The department chair may attend the meeting and may discuss the qualifications of the candidate, but may not vote in the committee. If needed, the candidate further responds to inquiries from the committee of the whole orally or by delayed written report. If the candidate responds in writing, the response is distributed to the faculty members who are present at the meeting.

**7.1.8** After a candidate has been discussed, a final vote is taken by secret ballot of the full‑time, eligible, tenured faculty. If the candidate is to respond in writing to questions of the committee of the whole after the meeting, written ballots are distributed to all eligible tenured faculty members who attended the meeting of the committee as a whole. Ballots are completed after the written response from the candidate is distributed. In circumstances when discussion of a candidate goes beyond one meeting, full-time, eligible, tenured faculty members who attended at least one of the meetings are eligible to vote on the candidate.

**7.1.9** The chair of the Fact‑Finding Committee prepares a report summarizing the departmental vote and the relevant discussion of the committee of the whole. It is then submitted along with other required documents and the chair's recommendation to the college’s Committee on Promotion and Tenure and to the Dean. Copies of all documents except letters from external referees are given to the candidate as soon as possible.

**7.1.10** Renewal procedures for tenure-track faculty are handled in a similar manner, but with no evaluations from external referees. The criteria for evaluation are the same, however, and the Fact‑Finding Committee presents to the committee of the whole the renewal options available to the department. The renewal process serves as the mechanism for outlining a tenure track candidate's strengths and weaknesses and should serve as the department's official statement to that effect.

**7.1.11** Renewal and promotion procedures for non-tenure-track faculty are handled in a similar manner as described above, but with no evaluations from external referees for promotion (unless the focus of the candidate’s appointment is research). The department’s agreed-upon criteria for promotion of non-tenure-track faculty are used.

**7.2** Criteria

**7.2.1** The criteria for promotion and/or tenure are consistent with those listed in the George Mason University Faculty Handbook and CHSS Guidelines. Consistent with the Faculty Handbook, the candidate will be evaluated on the basis of teaching, research, and service activities.­­

**ARTICLE VIII:** *Faculty Recruiting*

**8.0** The Psychology Department follows the recruiting policies of the George Mason University Faculty Handbook as found in Section 2.3 of that handbook.

**ARTICLE IX:** *Censure*

**9.1** A charge of censure should only be brought when normal means of resolving a problem have been exhausted. Censure of a department member is to be regarded as the most serious action that can be taken by the department members against one of its members. Activities by department members that are censurable must be gross violations of faculty responsibilities and/or professional ethics.

**9.2** A charge can be brought against any member of the department by any full‑time faculty member of the department.

**9.3** If a charge is pressed, the chair in conjunction with the collegiate dean will determine procedures for investigation of such a charge.

**ARTICLE X:** *Amendments and Review of the Bylaws***­**

**10.0** These bylaws may be amended by 2/3 vote of department members in one of the following two ways.

**10.1** Duly constituted department meeting. The proposed amendments must be included on the agenda; the initial motion to amend the bylaws may not be introduced from the floor of the meeting. Proposed revisions to the amendments may be introduced from the floor, however. After discussion is complete, or after 2/3 of the faculty vote in favor of closing discussion and moving to a vote, the change(s) is (are) voted upon. 2/3 of department faculty present and voting (excluding abstentions) must vote in favor of the changes for the changes to pass.

**10.2** Online. The proposed amendments may be distributed online in a survey. The survey must include a spot for faculty to indicate their name (to ensure adequate vote counting), and each proposed change must include three options: (1) Approve; (2) Disapprove; (3) Discussion Needed. If 1/4 of the eligible faculty who cast a vote select “Discussion Needed,” the proposed changes must be introduced and discussed at a duly constituted department meeting, following the guidelines in Section 10.1. Otherwise, for the change to pass, 2/3 of all faculty who are eligible to vote (not only of those who do vote) must vote in favor of approving the change. If an online survey does not allow for passage of an amendment, the amendment may be raised at a duly constituted faculty meeting, following the guidelines in Section 10.1.

**ARTICLE XI:** *Severability*

**11.0** In the event that any article of these bylaws or any portion thereof shall be declared invalid by any court of competent jurisdiction, or as a result of any change in University rules and regulations, such articles or portion thereof shall be severed from these bylaws.

**ARTICLE XII:** *Adoption and Implementation of the Bylaws*

**12.0** The bylaws will be adopted by majority vote of the department. Implementation will occur April 11, 1982. All elected or appointed officers will continue to serve until that time as newly elected or appointed officers have been ­chosen. Implementation of the bylaws shall be upon the approval of the Dean, Provost, and President of the University. If members object, it is placed under new business items.

*Dates of Amendments: September 27, 2012; August 14, 2013; September 27, 2017; September 18, 2019*