

# **BYLAWS AND PROCEDURES**

(30 November 2015)

## **DEPARTMENT OF PSYCHOLOGY UNIVERSITY OF NEBRASKA—LINCOLN**

### **1) INTRODUCTION**

These bylaws make explicit certain principles and procedures governing the manner in which the department operates and functions. These bylaws may be superseded by the bylaws of the College of Arts and Sciences, the University of Nebraska—Lincoln, and those of the Board of Regents of the University of Nebraska.

The goals of the department should include a continual reappraisal of academic requirements and course offerings and should require that the faculty continually reappraise the interests, talents and contributions of both faculty and students within the context of departmental aims and purposes. Conversely, departmental aims and purposes must be continually re-evaluated in relation to the interests and talents of individual faculty members and students. This dual concern for both the individual and ongoing programs and for structures of permanence and structures for change is an attitude which should pervade the faculty. This attitude should be exemplified, taught, and actively encouraged.

### **2) THE FACULTY**

The departmental faculty is comprised of Instructors, Clinical Associates, Research Associates, Professors of Practice (Assistant, Associate, and Full), and Professors (Assistant, Associate, and Full). Instructors, Clinical Associates, Professors of Practice, and Research Associates (all of who may be employed full-time in the department) differs from higher ranks in that they usually have appointments that do not lead to tenure. Tenured faculty at the Associate and Professor levels receive continuous appointments. All other appointments are made on an annual or bi-annual basis.

The faculty is directly responsible for teaching, research, and service. Each faculty member must be associated with at least one graduate program area committee (i.e., Clinical, Developmental, Law-Psychology, Neuroscience & Behavior, Social & Cognitive). A faculty member may request to be associated with additional graduate area committees if he/she is willing to undertake the regular responsibilities and obligations of that area. The assignment must be approved by a two-thirds vote of the existing members of that committee.

The Chair directs newly appointed faculty member to the Regents' and Departmental Bylaws. The new faculty member also receives a written document containing the terms and conditions of employment which includes statements about terms of employment, salary, program assignment, and professional responsibilities about to be assumed. The latter document should be written by the Chair in consultation with Executive Committee and faculty, and must be approved by the Dean of the College and the Vice-Chancellor for Academic Affairs.

#### **2.1) Evaluation of Faculty Instruction**

The evaluation of the instruction of faculty members in the Department of Psychology shall take into account and weigh dimensions indicative of teaching performance in an individual manner for each professor. That is, no formula of general weights for the following dimensions will be

prescribed by this policy, since these dimensions may not apply equally to the evaluation of different faculty. Nor should the list be thought of as exclusive, for each faculty member will be invited to submit materials which not only relate to the listed dimensions, but which relate to dimensions excluded from this list, and which are thought to be relevant to the teaching performance of that individual. (Faculty "visitation" is available, for example, if requested by the faculty member).

Dimensions which will normally be considered in evaluating teaching performance will include student evaluations of those dimensions of classroom performance (including evaluations of those dimensions of classroom activity prescribed by the A&S Policy on Student Evaluations); the quality and extent of the professor's role in directing and reading theses and research projects; the availability of the professor for less formal (than classroom contact) forms of interaction which are valuable for the education of the student in accordance with the overall goals of the department; and the degree of apparent positive influence by the professor on the development and direction of those students who could or should have been affected by contact with that professor. Information about availability, influence, etc., shall be obtained by systematic contact with students and by the general knowledge of the faculty comprising the Executive Committee. Where the development of new curricula or course is judged to have furthered the overall goals of the department as generally understood, those developments will be positively considered in the faculty member's evaluation. Within the limits that require that normal standards of academic freedom be preserved, if the currency or academic soundness or grading policies of the formal teaching of the professor is adjudged insufficient, those factors will contribute negatively to the professor's evaluation. It is, however, the obligation of those responsible for the instructional evaluation to indicate the evidence upon which their negative judgement on such issues is made.

## **2.2) Professors of Practice**

**a)** The Department of Psychology follows all relevant University and College of Arts and Sciences policies regarding hiring, retention, evaluation, and promotion of Professors of Practice.

**b)** Professors of Practice at any rank are considered voting members of the Psychology Department except on personnel matters involving tenured and tenure-leading faculty.

**c)** Except for those committees precluded by Department Bylaws (i.e., Executive Committee; see Section 4.4) Professors of Practice are eligible for membership on Department committees. Professors of Practice at any rank can be nominated for Graduate Faculty Associates by a majority approval of the Graduate Executive Committee. This nomination must be approved by the Dean of Graduate Studies. Once approved, Professors of Practice may serve on (but not chair or co-chair) graduate student supervisory committees. Professors of Practice may chair undergraduate theses.

**d)** Professors of Practice will be expected to prepare an annual evaluation file documenting instruction, professional development, and service (see University and College of Arts and Sciences policies that highlight expectations at each rank). The Executive Committee will conduct these annual evaluations at the same time as the faculty in tenured or tenure-leading positions.

**e)** Promotion will follow the relevant practices outlined in Section 4.5 and the policies of the University and College of Arts and Sciences.

## **2.3) Adjunct, Courtesy, and Research Faculty**

a) The Department of Psychology follows all relevant University and College of Arts and Sciences policies toward Adjunct, Courtesy, and Research Faculty.

b) Adjunct, Courtesy, and Research Faculty are not considered voting members of the Psychology Department. They are eligible for membership on Personnel Search Committees but not other standing departmental committees.

c) Adjunct and Research Faculty at any rank can be nominated for Graduate Faculty Associate by a majority approval of the Graduate Executive Committee. This nomination must be approved by the Dean of Graduate Studies. Once approved, Adjunct and Research faculty may serve on (but not chair or co-chair) graduate student supervisory committees. Research and Adjunct faculty may co-advise undergraduate theses. Faculty with Courtesy appointments who are Graduate Faculty or Graduate Faculty Associates may serve on (but not chair or co-chair) graduate student supervisory committees. Courtesy faculty may co-advise undergraduate theses.

### **3) DEPARTMENTAL ORGANIZATION**

In order to conduct its business effectively and efficiently, the faculty is organized so as to carry out administrative and program responsibilities. For administrative purposes the department has a Chair, Associate Chair(s), Executive Committee, and other committees. To coordinate instructional and research programs, the department has committees consisting of: Graduate Committee, Undergraduate Curriculum Committee, and five graduate area program committees, (Clinical, Developmental, Law-Psychology, Neuroscience & Behavior, Social & Cognitive). The Chair serves as an ex-officio member of all standing departmental committees.

#### **3.1) The Chair**

General administration of the department is delegated to a Chair who is appointed by the Dean of the College of Arts and Sciences after consultation with the departmental faculty. Appointments are made for periods of no more than five years.

The Chair, as chief executive officer of the department, has primary responsibility for liaison between the department and other University units, and persons or organizations external to the department or to the University. Although the Chair's role is formally reviewed periodically, the Chair is open to, actively seeks, and is responsive to informal feedback from members of the faculty.

The Chair is to support and encourage the development of each student, faculty, and staff member. In regard to new faculty and staff, the Chair carefully informs each new person about what is expected of him/her and will continue to inform him/her about how she/he is functioning each year, as well as at other appropriate times. Although the Chair shows special concern for less experienced faculty and staff members, he/she evaluates the performance of all and shares these evaluations with them. In this feedback process, it is important that the Chair reflect the opinions of others as well as his/her own. Although the Chair assumes responsibility for recommending salaries and budget, he/she seeks the advice of the Executive Committee members on salary matters and discusses the departmental budget in departmental meetings. Prior to making salary recommendations to the Dean of the College of Arts and Sciences, the Chair carefully reviews all performance data on each faculty member. This review will consider the factors that are used in determining promotion and tenure.

The complex cooperative and individualized functions of the department require that the Chair delegate responsibility to the faculty. Not only must each individual assume direct responsibility for his/her teaching, research, and service, but should represent the department within both the University community and the community at large, as appropriate.

Although the Chair may ask each staff member about his/her teaching, research, and service activities, it is the individual staff members' responsibility to keep the Chair informed and to be sensitive to what the Chair needs to know. Any new activity or change in a relationship which may affect the department may be of particular interest to the Chair.

### **3.2) Associate Chair(s)**

The Chair appoints up to two Associate Chairs. The length of this appointment and typical duties is determined by the Chair and the appointee. Flexibility in duties needs to be recognized given the shifting requests of regulatory bodies and upper administration. In the absence of the Chair, an Associate Chair, designated by the Chair, or the Executive Committee if the Chair cannot do so, will act in his/her stead. Whenever the Chair will be absent for an extended period of time (e.g., two month or longer during the regular academic year) the faculty consults with the Dean of the College of Arts and Sciences regarding the appointment of an Acting Chair. The Chair or an Associate Chair should initiate this action.

## **4) COMMITTEE STRUCTURE**

Administrative work of the department is conducted, in part, through a system of standing and ad hoc committees which are elected, appointed, or renewed by the Chair according to the rhythms defined in these bylaws or by unexpected need. Ad Hoc committees may be appointed at any time. The Chair of each committee is responsible for keeping adequate records of committee decisions.

### **4.1) Standing Committees: Graduate Area Programs**

Five graduate area program committees exist within the department, namely: Clinical, Developmental, Law-Psychology, Neuroscience & Behavior, Social & Cognitive. Each program committee shall consist of those faculty members who have requested assignment to that committee and have been approved by a two-thirds vote. Directors of the programs are appointed for terms of five years, with the exception that appointments are reviewed by the Chair if so petitioned by a majority of the faculty of the department or majority of the faculty within the area: all such directorships are subject to review by a new department Chair.

The area committees have responsibility for recommending graduate admissions and graduate student support, and for advising of students admitted to each program area. Graduate curriculum requirements and evaluation procedures are the province of the Executive Graduate Faculty Committee. The Area Program Director shall supervise these activities under the direction of a majority vote of the Area Committee, and any other functions will be undertaken only if responsibility is delegated by a majority vote of the area committee. Area Program Directors will not have any special responsibility for faculty personnel decisions within each area, unless elected by the entire department to an appropriate committee for that purpose. Meetings of the program committees shall be held at least once each semester, or shall be called whenever requested by one-third of the faculty members of the area.

#### **4.2) Other Standing Committees**

In addition to the graduate program area committees described in section 4.1, there shall be the following committees:

1. Undergraduate Committee (see Section 8.1)
2. Grievance Committee (see Section 8.2)
3. Executive Graduate Faculty Committee (see Section 8.3)
4. Colloquia Committee
5. Psychological Consultation Center Advisory Committee
6. Diversity Committee
7. Personnel Search Committees
8. Nebraska Symposium on Motivation Committee (see 8.4)

#### **4.3) Ad Hoc Committees**

In the absence of appropriate standing committees, the department should make use of ad hoc committees that consider important departmental issues and problems. The ad hoc committee defines the varied aspects of a problem or issue and suggests appropriate alternative lines of action which might be taken by the Chair or at a regular departmental meeting by a majority vote and will be for a specific period of time.

#### **4.4) Executive Committee**

The Executive Committee shall consist of three elected faculty members, one appointed pre-tenure faculty member (when appropriate), and one elected representative of the Graduate Student Association. The Chair and Associate Chair(s) serve as ex officio members of the Executive Committee. Elections for the Executive Committee shall be for three-year terms. The Chair, in consultation with the Executive Committee and relevant pre-tenure faculty, may appoint one pre-tenure faculty member to serve on the Executive Committee for 1 one-year term. The Chair or his/her designee is responsible for initiating election procedures when required. The only restrictions on eligibility for faculty serving on the Executive Committee are: (a) the individual is in a tenured position or a position leading to tenure and (b) the individual has voting rights in the department. When one of the three elected faculty cannot be present for a meeting or is excluded from service (e.g., when a member of the Executive Committee is the focus of a personnel decision), that individual shall be temporarily replaced by the faculty person receiving the next most votes in the most recent election. When the elected graduate student cannot be present for a meeting, that individual will be replaced by the alternative graduate student as designated by the Graduate Student Association. The graduate student representative shall not participate in any discussions concerning the evaluation of faculty or faculty leaves. For the faculty (merit) evaluation process, only one of the Associate Chairs, designated by the Chair, will participate in this process.

The Executive Committee meets with the Chair at least once a month (no less than four times per semester) unless there is unanimous agreement by all members that a scheduled meeting is not necessary. The committee may meet more often at the request of the Chair and/or by the Executive Committee, with a majority requesting the latter taking precedence over the former.

#### **Functions of the Executive Committee**

1. The Chair, in consultation with the Executive Committee, shall make major financial decisions concerning disbursements. Voting members of the department as has become traditional shall make major decisions concerning financial policy. The decision of what financial disbursement decisions constitute “major” decisions shall be established by the Chair and/or by a majority of the Executive Committee, with the latter maintaining precedence over the former.

2. Decisions of which faculty should be recommended for promotion and tenure to the appropriate faculty committees shall be made by the Executive Committee. That is, rather than asking all faculty with sufficient “time in rank” to compile files of materials from outside and inside sources, etc., the Executive Committee will provide an initial review of all faculty with “time in rank”, asking only those with appropriate credentials to compile completed folders for promotion or tenure. This shall not be an exclusive right of the Executive Committee, since the appropriate departmental tenure and promotion committees may, themselves, call for such files from apparently eligible candidates without prior Executive Committee action.

3. Taking into account the financial and administrative restrictions existent within a given year, the Executive Committee will establish the procedures by which it will make salary recommendations. Once guidelines are established in the abstract, the committee members will make individual salary recommendations without the participation or presence of the graduate student representative. The Committee will make recommendations about Executive Committee members without the participation or presence of the discussed individual. The committee will be advisory in determining individual salaries, with the Chair bound to follow the “spirit” of the recommendations—although exact dollar assignments may vary at the Chair’s discretion.

4. The Executive Committee will make decisions concerning the criteria for eligibility for leaves available to members of the department. The Executive Committee will determine which of competing faculty will be recommended to the College to receive leave.

5. The Executive Committee may discuss and make decisions concerning issues other than those specifically designated in these bylaws when a majority of the Executive Committee wishes to do so. Such decisions may be made when those decisions are not reserved by tradition or bylaws (departmental, or other institutional bylaws taking precedence over departmental bylaws) for specific other administrative levels, faculty groups, committees, the faculty and voting graduate student representatives acting in departmental meetings, or the Chair. Unresolved disagreements regarding agenda or decision-making responsibilities between a majority of the Executive Committee and Chair must be resolved by a departmental meeting held during the normal academic year and (if possible) within two weeks of the disagreement with that discussion taking precedence over other departmental meeting agenda items.

6. The term of an Executive Committee member will be automatically discontinued if and when an appropriate faculty committee votes not to continue their contract (in the case of faculty) or votes to not continue that individual in the Ph.D. program (in the case of a graduate student member).

#### **4.5) Promotion and Tenure Committee and Subcommittee Procedures**

Faculty members tenured by the Department of Psychology at the levels of associate and full professor constitute the Promotion and Tenure (P&T) Committee for all P&T functions except

promotion to professor. For promotion to professor, the P&T Committee shall consist of tenured professors. The Chair of the P&T Committee shall be appointed by the department Chair. The Department Chair cannot serve as P&T Chair. The department Chair participates in P&T discussions, but is a non-voting member of the P&T Committee.

The P&T Committee reviews the progress toward tenure of each untenured faculty member each time that contract renewal must be initiated. Following each review of untenured faculty by the P&T Committee, the Chair should discuss the faculty member's performance with the faculty member prior to writing the evaluation. The Chair of the department initiates these reviews when contract renewal is required.

Promotion and tenure requires a two-thirds vote of the voting (discounting the department Chair) tenured members of the department who hold the same or higher professional rank as the intended rank of the candidate. Extensions of contracts of non-tenured faculty require two-third of the voting (discounting abstentions) tenured faculty. In cases of votes for promotion, tenure, and contract extensions, affirmative votes by at least a majority of the eligible faculty must be received.

Although voting on promotion, tenure, and contract extensions is done by secret ballot, the P&T Chair will make a written summary of the comments by the P&T Committee and will prepare a letter indicating the vote of the P&T Committee and summarizing the comments. The department Chair will review those comments and write a separate letter reflecting the Chair's own independent recommendation. Both those letters are transmitted to the candidate and to the College.

When an individual who is eligible to vote for promotion, tenure, or contract extension is absent from the meeting or on leave, the P&T Chair will be responsible for making a reasonable effort to give that individual the opportunity to vote. If that individual is not accessible to solicitation by the P&T Chair, he/she will be considered as having abstained from voting, and the required two-thirds shall be defined as two-thirds of those voting.

If two-thirds of the associate professors in the department should protest the action of the full professors on a faculty member who either is being promoted or not being promoted to the level of full professor, the full professors shall re-vote after further deliberation which includes consultations with tenured and untenured faculty members and students.

#### **4.6) Committee Membership Rosters**

Rosters of eligible voters (see section 5.1) and committee memberships or assignments are maintained current by the Chair or his/her designate. These rosters are distributed to eligible voters at the beginning of each academic year or more often if necessary.

#### **4.7) Graduate Student Association**

The Graduate Student Association is comprised of all regularly enrolled graduate students in the department. It is convened in the spring semester each year by the incumbent president who conducts an election of officers for the following year. At least two officers are elected, viz: president and vice president. Additionally, all elected student representatives are to attend and participate in general departmental meetings that do not include personnel issues.

## **5) DEPARTMENTAL MEETINGS**

Departmental meetings are held in order to expedite administration, to keep faculty informed regarding departmental matters, and to take such action as necessary to implement departmental functions. Meetings are held at the call of the Chair or at the request of 25% of the voting faculty; a minimum of three meetings are held each semester. The Chair prepares an agenda that is posted or communicated to faculty and staff members prior to each meeting.

### **5.1) Voting Eligibility**

All faculty in which their tenure or tenure-leading home is at the University of Nebraska-Lincoln Psychology Department and maintain a percentage of FTE in the department may vote in departmental meetings. If a faculty member contributes to the functioning of the department, but does not meet the definition for voting eligibility described previously, that faculty member can be given voting rights in the department if 2/3 of the voting members of department agree to do so. Faculty members on temporary leave from the University or who are absent temporarily from the department retain their voting rights and may assign their proxy on specific issues.

### **5.2) A Quorum**

The transaction of business at meetings of the department requires the presence of at least 50% of eligible voting members as defined in section 5.1.

### **5.3) A Majority Vote**

Unless stated otherwise in these bylaws, a majority vote of a quorum is sufficient to pass a motion. A two-thirds affirmative vote of the eligible voting members, as defined in section 5.1, is necessary for recommending the hiring of new faculty members and for promotion and tenure (section 4.5).

### **5.4) Vote Postponement**

Whenever an issue of vital importance is being considered in a departmental meeting, the Chair may postpone voting on the issue to the next meeting or by a secret ballot placed at a prescribed time in each voting member's mailbox. To make recommendations on the issue, the Chair may also appoint an ad hoc committee that should be representative of the interests of those most involved. Postponement of voting on an issue for a period exceeding two months requires a majority vote of the voting members of the Department.

### **5.5) Voting by the Chair**

The Chair, as a voting member of the department, should cast his/her ballot on issues that concern him/her, with exceptions defined in section 4.5.

### **5.6) The Secret Ballot**

The secret ballot is employed in the contexts of hiring new faculty members, making decisions about promotion and tenure, and electing members of the Executive and Grievance Committee. The secret ballot may be requested at any time by any voting member or by the Chair, and is instituted by majority vote.

## **5.7) Procedures for Hiring Faculty**

**a. Certification Training.** To comply with University policies, before a Search Committee is formed, all voting members of the Department as defined in 5.1 must participate in any and all training required by the University for Search Committees.

**b. Designation of Search and Review Committees.** All voting members as defined in 5.1 who have been certified for participation on search committees will be appointed by the Chair to the Search Committee for a new faculty member. In consultation with the Executive Committee, the Chair will designate a subcommittee chair and subcommittee of the Search Committee as the Review Committee. This Review Committee will include a graduate student from the Department. The Review Committee will review applicant files and develop a short list of candidates for presentation to the Search Committee.

**c. Selecting a final list of candidates.** After the Review Committee has presented the short list of candidates to the Search Committee and after the Search Committee members have been given the opportunity to individually review the files of those selected candidates, in a Departmental meeting convened by the Chair, the Search Committee ranks the candidates for interviews and directs the Chair or his/her designate to schedule interviews.

**d. Voting on hiring.** Following the candidate interviews, the Search Committee reconvenes in a Departmental meeting to discuss the potential candidates. The Graduate Student Association representatives for the Department and any other interested graduate students will be invited to the start of this meeting to provide perspective and impressions of the candidates in a manner to be determined by the Graduate Student Association. All graduate students will then be excused from the meeting before additional discussion starts. Voting on hiring faculty is done in two parts by secret mail ballot. One vote is whether the candidate is acceptable or unacceptable. Acceptability is defined by 60% of a quorum of eligible voters as defined in 5.1 voting "acceptable." Typically on the same ballot, the short-list candidates who were interviewed and who remain in the hiring pool are ranked from most preferred (1) to least preferred. The Search Committee directs the Chair to negotiate an offer to the highest ranked acceptable candidate first, followed by additional acceptable candidates in rank order as needed.

## **6) AMENDING THE BYLAWS**

These bylaws may be amended by a two-thirds affirmative vote of the eligible voting members of the department. There are two approaches to initiating the process for an amendment to be considered: i) a written proposal signed by three voting members, or; ii) a consensus of the Executive Committee. The procedure for voting on the bylaw amendments shall be to discuss the proposed changes in a departmental meeting, and then to vote on the final version of those changes by anonymous mail ballot.

## **7) ADDITION OF NEW PROGRAMS OR DELETIONS**

The addition or deletion of a graduate area program that does not fit within the structure of the Clinical, Developmental, Law-Psychology, Neuroscience & Behavior, or Social & Cognitive area requires a change in the bylaws.

## **8) OPERATION OF OTHER STANDING COMMITTEES**

### **8.1) Undergraduate Committee**

The Undergraduate Committee has responsibility for all undergraduate issues. Specifically, the Committee will assume the responsibilities previously delegated to the Undergraduate Program and Curriculum Committee plus other issues related to undergraduates. As previously, changes in undergraduate curricula require approval by all voting departmental members.

The Undergraduate Committee will consist of the Faculty Undergraduate Advisor, the Chief Undergraduate Advisor, an Associate Chair, and one other faculty member appointed by the Chair in consultation with the Executive Committee and faculty. This appointee will be the Committee Chair.

### **8.2) Grievance Committee**

#### **I. Purpose.**

The Grievance Committee will deal proactively with potential areas of disagreement. For example, it should circulate information on determining authorship, and it should always keep new departmental members informed of who its members are, how it functions, etc. The kinds of problems that are likely to be brought to the Grievance Committee include (but are not limited to):

- a. grade appeals by undergraduates (graduate student grading appeals are handled by the Executive Graduate Faculty Committee)
- b. professional ethics disagreements
- c. appeals by students or faculty concerning decisions made by supervising faculty and committees
- d. authorship disputes
- e. sexual, age, racial/ethnic, or other bases of harassment
- f. personnel differences not reconcilable by the Chair

#### **II. Power and Functions.**

a. The Grievance Committee shall always inform students appealing grades, complaints, and subjects of complaints of all their rights, of the alternatives to the Grievance Committee, and of the avenues for appeals that exist in the department, college, campus, etc.

b. The Grievance Committee shall have the power to resolve grade appeals brought by undergraduates in the same manner as previous grading appeals committees. Students appealing grades must have first sought reconciliation with the grading professor/instructor and, failing reconciliation there, with the department Chair. Failing reconciliation with the Chair, students should follow steps c. through e. in Section III, below. (All rights of appeal by all parties remain.)

c. In all other cases, the power of the Grievance Committee shall be to resolve disputes or disagreements through mediation, imposing solutions only in so far as all parties to the dispute have given prior agreement to abide by the Grievance Committee decisions.

When Grievance Committee mediation is accepted by all parties, unless communication is mandated by college, campus, or system bylaws, no written record will be made other than the written feedback to all parties (as indicated in section III. e., below), with copies of that correspondence retained by the Grievance Committee.

d. In cases other than grading appeals cases where all parties do not agree to abide by Grievance Committee decision, if reconciliation cannot be achieved by the Grievance Committee, the Grievance Committee shall turn over its facts and findings to the departmental Executive Committee for the Executive Committee's considerations and possible actions. Appeal rights for all parties remain and are not abrogated by those actions. Evidence gathered by the Grievance Committee shall be made available to all parties involved in those appeals.

### **III. Process in Handling Complaints**

A complaint may skip steps a. & b. and begin at step c.

- a. The complainant(s), whether, faculty, staff, graduate, or undergraduate students, may bring to any member of the Grievance Committee a complaint for confidential feedback. The complainant will be informed that he/she should not identify the subject of the complaint by name. The Grievance Committee member will make sure the complainant has complete information about Grievance Committee procedures, including knowledge about obvious alternatives to working with the Grievance Committee, and information about appeals processes.
- b. If the complainant wishes, the Grievance Committee member will bring to the Grievance Committee the complaint in an anonymous form (neither the complainant nor the subject of the complaint identified by name), and carry feedback to the complainant from the Grievance Committee. All Grievance Committee members are bound to confidentiality at this point.
- c. If the complainant wishes to pursue the issue further, a written and signed complaint is required and is presented to the Grievance Committee in preparation for a meeting of the Grievance Committee and the complainant. Except for grading appeals, the subject of the complaint is named in the written complaint; he/she shall be given a copy of the complaint.
- d. After a formal meeting of the Grievance Committee and the complainant, if the complainant wishes to pursue the issue, the final form of the written complaint (which must name the subject(s) of the complaint) is presented to the Grievance Committee and (by the Grievance Committee) to the subject(s) of the complaint. At that point, if both the complainant and the subject agree, the Grievance Committee, the complainant, and the subject will maintain confidentiality. However, either the complainant or the subject of the complaint may choose to forego confidentiality.
- e. Finally, there is a formal meeting of the Grievance Committee, the complainant, and the subject of the complaint. The Grievance Committee may decide to meet with the complainant and the subject separately or together, depending upon which approach is more likely to lead to reconciliation and truth. After this meeting the Grievance Committee will make its decision and report it to the complainant(s) and subject(s) of the complaint in writing.

### **IV. Membership**

Except in cases of undergraduates appealing grades, the composition of the Grievance Committee will be two faculty (one of each gender), two graduate students (one of each gender), and one staff person, all selected from within the Psychology Department. The Grievance Committee will establish procedures for electing a Grievance Committee Chair.

For undergraduate grading appeals, an undergraduate student will be appointed temporarily as detailed in the next section. When the complainant or subject of a complaint is on the Grievance Committee, or when the subject of a grading appeal is on the Grievance Committee, that person shall be temporarily replaced by the alternate to the replaced person.

## **V. Appointment of Members**

1. Faculty members: Nominations for membership on the Grievance Committee will be solicited from the faculty. To facilitate nominations, names of all departmental faculty except the Chair will be circulated to the department faculty (e.g., via email). Faculty members may nominate one or more candidates; self-nominations are acceptable. At least two men and two women must be nominated. Faculty will rank the names of men and women separately on an election ballot. The highest ranked individual will serve as member of the Grievance Committee for a three-year term; the second highest rank will be the alternate. Men and women will usually be elected during different years.
2. Staff member: An Associate Chair will have staff rank order the names of all staff on a ballot. The top-ranked individual will serve as a member of the Grievance Committee for a three-year term. The second highest ranked individual will serve as the alternate.
3. Graduate student members: The Psychology Graduate Student Association, as part of their annual elections to determine representatives, will devise a method to select one man and one woman, and alternates, to serve that year as a Member of the Grievance Committee.
4. Undergraduate student: The Chair in consultation with the Grievance and Executive Committee will appoint an undergraduate student when necessary.

### **8.3) Executive Graduate Faculty Committee**

The Executive Graduate Faculty Committee consists of the Chair of the Graduate Committee, Area Program Directors (Clinical, Developmental, Law-Psychology, Neuroscience & Behavior, and Social & Cognitive), and two at-large faculty members. The at-large members are appointed by the Department Executive Committee. The at-large members are appointed for staggered two-year terms.

The purpose of the two at-large members is to facilitate a diversity of faculty input. The Department Executive Committee will consider but not be restricted to representation from the Department's Diversity Committee and Executive Committee when making appointments for the at-large members. It is possible that the Executive Committee and Diversity Committee will be well represented by the Chair of the Graduate Committee and/or Area Program Directors, and in such cases other factors will be considered in selecting at-large members (e.g., faculty rank, bringing new members to the committee).

The function of the Executive Graduate Faculty Committee is to handle student evaluations as well as discuss and address recruitment/retention issues, curriculum issues, research issues, graduate assessment issues, and other graduate training issues. The committee will meet at least four times a year (once near the middle and once near the end of each academic semester) with additional meetings as needed. Before the semi-annual meetings to evaluate graduate students, the Graduate Committee Chair will request that graduate students provide relevant information to their Area Program Directors. With that information and after meeting

with all available faculty in their areas, the Area Program Directors will carry the recommendations made by the area faculty to the evaluation meetings. The Executive Graduate Faculty Committee will consult with the Department's Graduate Faculty on an as needed basis.

#### **8.4) Nebraska Symposium on Motivation**

##### **I. Purpose and Definition.**

The Nebraska Symposium on Motivation Committee (Committee) is responsible for the development and maintenance of all aspects of the Nebraska Symposium on Motivation. The Committee shall consist of a Series Editor and six Members. In addition, each year with assistance from the departmental staff and the Series Editor, a Volume Editor chosen by the Committee will be responsible for the current Symposium conference and the resultant Symposium volume.

##### **II. Appointments and Elections.**

**a. The Series Editor.** The Series Editor is appointed for a 6-year term by the Department Chair (Chair) after consultation with the Departmental Executive Committee. If the Series Editor must be absent for up to a year, at the discretion of the Chair she/he can be replaced for up to one year by an Acting Series Editor appointed by the Chair. If the Series Editor is absent for more than one year or must discontinue being the Series Editor, the Chair appoints a new Series Editor for a 6-year term. The Series Editor Elect is appointed by the Chair a year prior to the expiration of the term of the Series Editor.

**b. The Symposium Committee.** In addition to the Series Editor, the Committee shall consist of six Members, five of whom are elected by their graduate program areas (areas) and one of whom is appointed by the Chair. After the acceptance of these bylaws, the initial election of the five elected Members shall be for 1, 2, or 3-year terms, determined randomly. Thereafter each Member shall serve a 3-year term. The five elected Members represent the five areas that are not represented by the Series Editor. If a Series Editor is appointed from an area that already has a member, that Member's term will be discontinued.

With the participation of all faculty in an area, each area is responsible for establishing the election procedures that they will use to select their Member. The Series Editor maintains a record of the election of Members, and early in each fall semester is responsible for contacting any area directors whose areas should elect a replacement Member. The area director is then responsible for initiating the appropriate election procedures for that area. If a Member leaves the Committee prior to the expiration of their 3-year term, a replacement is elected from that individual's area for the remainder of that term.

The Departmental Chair appoints the 6<sup>th</sup> Member in consultation with the Executive Committee in order to achieve appropriate representation in the Committee.

**c. The Volume Editor.** The Volume Editor is chosen by Committee at the time that the relevant proposal is accepted for a future Symposium conference and volume.

##### **III. Responsibilities.**

**a. The Series Editor.** The Series Editor is proactive in initiating all of the year-to-year tasks required for the continuation and thriving of the Nebraska Symposium on Motivation, both as a conference of scholars, and as a series of volumes reflecting those scholarly

contributions. The Series Editor is responsible for insuring that Committee membership conforms to these guidelines and thus early in the fall semester contacts the director of each area that should elect a Member. The Series Editor requests proposals for future symposia from the departmental faculty and schedules Committee meetings so that decisions for subsequent symposia can be made by the Committee in a timely manner. The Series Editor participates in those decisions and communicates with those selected to be Volume Editors and with others who submitted proposals. As needed, the Series Editor will assist the Volume Editors with negotiations with speakers and the volume publisher, and will inform the Volume Editors about budget parameters, communicating with the Committee if budget requests or requirements are outside of traditional guidelines. Similarly, the Series Editor will communicate with the Volume Editor concerning the overall guidelines for both the Symposium conference and of the resultant volume, and the Series Editor will seek decisions from the Committee when substantial changes in those guidelines are considered.

With the Committee, the Series Editor will develop and pursue plans to increase the visibility of Symposium and the resultant Symposium Volumes and will negotiate and maintain an appropriate agreement with a publisher for the Symposium Volumes

The Series Editor will remain informed concerning any potential problems with the funding for the Symposium, and, in cooperation with the Department Chair, will address those issues.

**b. The Committee.** With the Series Editor, the Committee reviews proposals for future Symposia, determines the acceptability of topics and proposals, and designates the associated Volume Editors. While the Committee typically delegates to the Series Editor any required negotiations concerning proposal modifications or details with prospective Volume Editors, the whole Committee may remain involved for consultation and approval of those decisions, as appropriate. The Committee considers any significant issues concerning the format of the conference or of the volume.

**c. The Volume Editor.** The Volume Editor refines her/his proposal in accordance with Committee suggestions following the proposal review, and then is responsible for all aspects of the scheduling and production of the Symposium Conference and the resultant Symposium volume. The Volume Editor is responsible for the management of the budget for each volume, within the guidelines provided by the Series Editor.

## 9) DUAL RELATIONSHIP POLICY

### DEFINITIONS

As used in this document, the term "faculty/instructor" means all those who teach and/or otherwise supervise students in the Department. This includes graduate students with teaching responsibilities, undergraduate TA's, and other instructional personnel. The term "amorous relationships" may include sexual or romantic relationships, and is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship. The term "familial relationship" includes any parent, offspring, spouse/partner, or sibling relationship.

### RATIONALE

Faculty/instructors exercise power over staff, students, and other faculty, whether in giving them praise/criticism, evaluating them, making recommendations for their further studies, their present or future employment, or conferring any other benefits on them. The Department feels that amorous or familial relationships between faculty/instructors and students or

faculty/instructors and staff with whom they work are wrong because such situations increase the chances that one of the members of the relationship will abuse his/her power and exploit the other. In the case of amorous relationships, voluntary consent by the student or staff member may be suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students, faculty and/or staff may be affected by such relationships because it places the faculty/instructor in a position to favor or advance one individual's interest at the expense of others. Similar considerations are relevant when one faculty member has power over another.

#### POLICY

The Department will consider it a breach of professional ethics for a faculty/instructor to initiate or consent to an amorous relationship, or to have a familial relationship, with a student or staff member who is being supervised or evaluated by the faculty/instructor. Similarly, it will be considered a breach of professional ethics for a faculty member to be involved in any Departmental decisions that affect another faculty or staff member, either positively or negatively, with whom he/she has an amorous or familial relationship. In all these cases, it is the ethical obligation and professional responsibility of the faculty/instructor to withdraw from participation in activities or decisions that may reward or penalize the other person involved.