

Bylaws of the
Department of Psychological Sciences
Purdue University

(as approved by faculty vote on February 26, 2016)

1. Definitions of Faculty Status

- (a) A regular member has a 50% or greater appointment in the Department of Psychological Sciences and is on the tenure track in Psychological Sciences or currently holds an administrative position in the University and is on the tenure track in Psychological Sciences.
- (b) A restricted member has an appointment of less than 50% in Psychological Sciences and is on the tenure track in another unit at Purdue, or has an appointment of any percentage on the clinical track or research track in Psychological Sciences.
- (c) A courtesy appointment receives no salary from Psychological Sciences.

2. Categories of Faculty Status and Voting Privileges

- (a) All regular faculty have full voting privileges in the Department of Psychological Sciences. Only associate and full professors classified as regular faculty serve on the Primary Committee.
- (b) Restricted faculty have voting privileges but do not serve on the Primary Committee, except as delineated in 9(c) and 9(d).
- (c) Courtesy appointments have no voting privileges in the Department of Psychological Sciences.

3. Faculty Appointments

- (a) All faculty appointments are tendered by action of the Department Head upon recommendation of the relevant search committee. In cases where the new appointment includes an offer of tenure, the Primary Committee must vote approval. Transfers of tenured faculty members from within Purdue University also must be approved via vote of the Primary Committee. This includes all administrative appointments recommended for faculty status.
- (b) All restricted and courtesy appointments are reviewed on a yearly basis by the respective Area Coordinator, where appropriate, and by the Department Head. All decisions concerning the withdrawal or termination of a joint tenure track appointment are made within the specifications of the University tenure procedure. Appropriate consultation with the appointee's majority or tenure track unit is carried out in order to assure that tenure rights are not violated.
- (c) The faculty roster is prepared each academic year by the Department Head and is distributed to the faculty.

4. Departmental Meetings

- (a) The Department Head calls departmental meetings as needed. However, if any voting faculty member requests in writing or by email that a meeting be held, the request is honored. The request is made to the Department Head and/or the Advisory Committee.
- (b) A quorum requires over fifty percent of the regular faculty.
- (c) The department meetings follow *Robert's Rules of Order*.

5. Committee Assignments

The following committees are currently active each academic year:

- Advisory Committee
- Graduate Committee
- Undergraduate Committee
- Human Subjects Advisory Committee
- Teaching Excellence Committee

It is the responsibility of the Department Head to make committee assignments each year. Appendix A outlines the responsibilities of each committee.

6. Structure of the Advisory Committee

- (a) The Advisory Committee will consist of two members elected at large from the Department as a whole, and two members chosen by the Head. In the event that there is an Associate Head in the Department, that person will sit on the committee as an additional member at the discretion of the Head.
- (b) The mission of this committee will be to explore long-range goals of the Department, including recruitment, and to serve as advisor to the Head.

7. Associate Department Head and Administrative Officer

The Department Head has the authority to appoint an Associate Head and/or Administrative Officer. The Head will determine the duties and responsibilities of such appointments.

8. Determination of Raises

- (a) It is the Department Head's responsibility to determine raises, based on the information provided through a call for annual faculty activity reports submitted early in each calendar year accounting for the previous calendar year, and a general knowledge of the faculty member's contribution to the Department. The Department Head has an obligation to justify raise decisions when requested to do so.

- (b) Criteria for merit increases are related to departmental and Purdue standards, emphasizing research, learning, and engagement.

9. Faculty Review and Promotion Procedures

- (a) The Departmental Primary Committee consists of the associate and full professors of the regular faculty. As detailed in 9(b) – 9(d), particular members of the Departmental Primary Committee review the progress of junior faculty (i.e., assistant and associate professors) toward promotion each year, generally in April. Appendix B provides the Departmental Primary Committee review procedures.
- (b) For cases of tenure track promotion from assistant to associate professor, all associate and full professors of the regular faculty are expected to participate in reviewing such cases and to vote. For cases of promotion from associate to full professor, all full professors of the regular faculty are expected to participate and to vote.
- (c) For cases of research faculty promotion from research assistant to research associate professor, the Primary Committee will be supplemented by research associate professors and research professors within the Department (and beyond the Department, as necessary and delineated in college and university policies) who will be expected to participate in reviewing such cases and to vote. For promotion from research associate to research professor, the Primary Committee will be supplemented by research professors in the Department (and beyond the Department, as necessary and delineated in college and university policies) who will be expected to participate in reviewing such cases and to vote.
- (d) For cases of clinical faculty promotion from clinical assistant to clinical associate professor, the Primary Committee will be supplemented by clinical associate professors and clinical professors from the Department (and beyond the Department, as necessary and delineated in college and university policies) who will be expected to participate in reviewing such cases and to vote. For promotion from clinical associate to clinical professor, the Primary Committee will be supplemented by clinical professors in the Department (and beyond the Department, as necessary and delineated in college and university policies) who will be expected to participate in reviewing such cases and to vote.
- (e) A member of the regular, research, or clinical faculty may request to be considered for promotion and may, consistent with 9b, 9c, and 9d, request a specific associate or full professor of the faculty to present his/her credentials to the Departmental Primary Committee.
- (f) The area faculty for a person being considered for promotion are expected to take some responsibility for gathering relevant data for the deliberations of the Primary Committee.
- (g) Specific rules of order, methods and order of presentation, and voting procedures are determined by the Department Head and members of the Primary Committee in accord with Purdue University Promotions Procedures and with College of Health and Human Sciences Promotion Procedures.

10. Performance Feedback

- (a) Following each year's Primary Committee review of junior faculty, each assistant and associate professor of the Department is given detailed written feedback on the review conducted in his/her case. The Department Head takes responsibility for this feedback, and may use other means of information-gathering in addition to the findings of the Primary Committee.
- (b) Appropriate student evaluations of teaching should be obtained for all departmental courses in which there is sufficient enrollment to assure student anonymity (generally 5 or more students). These evaluations are advanced to the course instructors concerned and may be used to support teaching competence for promotion and tenure deliberations. It should be understood that student evaluations are *not* privileged information.

11. Allocation of Departmental Resources

- (a) The Department Head has responsibility for allocation of space and equipment. Counsel is sought from the Advisory Committee and the Area Coordinators in allocating these resources.
- (b) The Department Head establishes and publicizes the policy and priorities of departmental remuneration for travel expenses incurred by faculty members.
- (c) The Department Head establishes and publicizes the policy and priorities for funds distributed to the different areas.

12. Setting Departmental Priorities

- (a) The Department Head meets periodically with each Area Coordinator to discuss budgetary matters and to project departmental priorities.
- (a) The Department Head utilizes the Advisory Committee in planning priorities. Information obtained from the Area Coordinators is discussed in light of the broader questions of departmental goals and practices, with the Advisory Committee taking an active role in the deliberations.
- (b) Ultimately, the responsibility for departmental growth and development rests with the Department Head.

13. Recruitment and Hiring of New Faculty

- (a) In the case of an addition or replacement to Department faculty, the Department Head assumes the responsibility for securing information from relevant sources (e.g., Area Coordinators and the Advisory Committee) before determining whether and how the position will be filled.
- (b) During recruitment for a faculty position, a search committee will be appointed by the

Department Head to screen and recommend appropriate candidates. The search committee will include at least one member from outside the area conducting the search.

- (c) After review of appropriate candidates, the recruiting area and the search committee may recommend to the Department Head that an offer be made to a specific candidate.
- (d) The Department Head normally honors the area's selection unless he/she believes that the decision is not in the best interests of the Department. If the Head objects to the decision, he/she consults with the respective area and the Advisory Committee concerning his/her refusal to honor the selection.
- (e) The entire faculty is encouraged to actively participate in the recruitment process.

14. Area Status

- (a) The faculty and academic program are divided into the following areas:

Behavioral Neuroscience
Clinical
Cognitive
Mathematical and Computational Cognitive Science
Industrial/Organizational
Social

and

General (see below, "at large" status)

- (b) These areas exist solely for the convenience of the admission of graduate students and to define areas of graduate training. The Department Head and the Advisory Committee may review the array of areas and may recommend changes to the faculty.
- (c) The areas normally determine the area faculty membership but the Department Head has the explicit authority to place faculty within the area structure. The Advisory Committee will mediate disagreements between an area and the Head about area membership.
- (d) Each area has the privilege of student selection, area core curricular recommendations, and the setting of standards for graduate student progress.
- (e) Area Coordinators are appointed by the Department Head after consulting with the area. Ordinarily, Area Coordinators are full professors, but this is not a prerequisite for the appointment. Rotating Area Coordinator positions may be established where the Department Head deems it appropriate.
- (f) Because areas exist for the benefit of the Department, the Department Head and/or the Advisory Committee have the responsibility to enter into area negotiations when internal disagreement or strife is judged to be detrimental to students and faculty.

15. At Large Status

- (a) It is possible in principle for a Department member to be associated with the Department on an "at large" basis. However, in this case, any graduate student he/she supervises must be monitored by the Graduate Committee, acting as a "General Area" (see 15b).
- (b) Graduate students may occasionally be admitted on what can be termed an "at large" status; however, in this case, they are effectively enrolled as General Psychology students. In this case, the Graduate Committee serves as a *de facto* General Area to review the application, academic qualifications, and plan of study of the student in question. After a suitable Academic Advisory Committee and program of study has been worked out for the student in question, a report of the Graduate Committee's decisions must be advanced to the Department Head.
- (c) The professor in charge of a student enrolled under the General Psychology designation submits reports to both the Department Head and the Graduate Committee concerning the student's status. These reports are made each semester.

16. Revision of the Bylaws

Whenever any member of the faculty judges aspects of the bylaws to be inaccurate, insufficient or otherwise in need of revision, he/she has the responsibility and opportunity to submit a request for revision to the Department, the Advisory Committee, or on the floor of a departmental meeting. The revision will be subsequently offered as a motion for amendment during a meeting of the departmental faculty. If the revision is adopted by a majority vote of the voting faculty, such a revision will then be incorporated into the bylaws. An Administrative Officer of the Department has the responsibility for maintaining the bylaws document.

APPENDIX A

Responsibilities of Committees of the Department

(A). Advisory Committee

The Advisory Committee is charged with advising and making recommendations to the Department Head on issues brought to the attention of the Committee either by the Head or by specific members of the faculty or faculty committees. Additionally, the Advisory Committee functions in an advisory capacity to the Head on specific matters related to the bylaws. These include:

1. Planning departmental priorities and reviewing the area structure.
2. Consideration of sabbatical requests when conditions require the use of a priority system.
3. Faculty committee rules of procedure.

The Advisory Committee can also serve as a liaison among individual faculty members or groups.

(B). Graduate Committee

1. Committee Composition

The Graduate Committee is composed of one representative from each recognized research training area in the Department. Members of the Committee are appointed by the Director of Graduate Studies in consultation with each area faculty on a yearly basis, with the approval of the Department Head. The Director of Graduate Studies, appointed by the Department Head, serves as Chair of the Graduate Committee.

2. Graduate Admissions

It is the responsibility of the Graduate Committee to recommend for approval to the Department general policies pertaining to the admission of new graduate students, as such policies may be deemed necessary by the Committee or the Department faculty at large.

3. Special Graduate Admissions and Transfer Problems

Graduate study within the Department that does not fall within the domain of the present research training areas is classified as "general." The Graduate Committee serves the role of an "area" for such study. A student who desires a hybrid program or a new program with respect to the existing areas may apply for admission in "general" psychology. Such an application must include a completed plan of study as well as a committee willing to undertake the task of directing the desired program. The Graduate Committee will submit appropriate recommendations to the Department Head with respect to the desirability of permitting the student to pursue his/her objectives in the area of "general" psychology.

4. Graduate Awards

It is the responsibility of each area representative to nominate students from their area to

the Graduate Committee for university-wide fellowship competitions, summer stipends, and similar competitive awards (including departmental awards). These nominations will be sent to area representatives by faculty within their area. The Graduate Committee evaluates all nominations and votes on nominations as needed.

5. Determination of Graduate Course Equivalencies

In order to transfer credit from another university, the graduate course(s) involved must be reviewed and approved by the respective Area Coordinator and by the Director of Graduate Studies, with, where possible, the recommendation of the appropriate departmental instructor(s) of the course.

6. Grievances of Graduate Students

Grievances or appeals with respect to any aspect of a student's graduate program may be submitted to the Graduate Committee. In hearing such cases, the Committee may be supplemented by one or more *voting* graduate students from within the Department. The graduate students of the Department will elect the student member(s) of this committee when requested to do so by the Director of Graduate Studies. Procedures for such an election will be determined by the Graduate Committee.

7. Certification of Qualified Members of Faculty to Graduate School

The levels in accordance with the Graduate School regulations are:

- P To direct Ph.D. research.
- P* To serve as co-chairman for research, or to direct Ph.D. research on a special request basis.
- M To direct Master's research and serve as a member of Ph.D. committees.
- M* To serve on Master's advisory and examining committees, including serving as chairman of non-thesis option programs.
- G To serve on non-thesis option Master's committees and teach graduate level courses.

The level at which faculty members are certified is recommended to the Dean of the Graduate School by the Department Head based on a review by, and recommendation from, the Graduate Committee. The Graduate Committee uses the following criteria as the basis for their recommendations:

<u>Level of Participation</u>	<u>Criteria</u>
Committee Member:	Full-time, tenure-track faculty in the Department who have previous graduate student mentoring experience or who have completed the Graduate School workshop on mentoring.
M.S. Chair:	At least 1 publication in a refereed scientific journal within the

past 5 years of the date that certification is decided. The faculty member will have served as principal author on that publication.

Ph.D. Chair: At least 3 publications in a refereed scientific journal within the past 5 years of the date that certification is decided, For these 3 publications, the faculty member must: (a) serve as principal author on at least 2 of the 3 publications, or (b) serve as principal author on at least 1 of the 3 publications and have one of his or her graduate students serve as principal author on 1 of the remaining 2 publications.

A new faculty member who is less than one year beyond the Ph.D. degree can be certified no higher than Level M.

Recommendations for changes in certification level are made by the Head after an annual review by the Graduate Committee or after a review requested by a faculty member or an area.

8. Graduate Curriculum Matters with Department-wide Implications

At the request of the Department Head, the Graduate Committee will consider petitions for new graduate courses that have Department-wide implications.

9. Matter of Graduate Study Not Delegated to the Areas

Matters involving the graduate program not specifically covered by the departmental areas may at the discretion of the Department Head be delegated to the Graduate Committee for review and recommendation. The Graduate Committee may recommend new areas of specialization to the Head and the Advisory Committee.

10. Appeals

An individual or an area may appeal a decision of the Graduate Committee by requesting a hearing before the Advisory Committee. In the specific case of an appeal by a graduate student, a graduate student elected by the graduate students of the Department, for this purpose only, will augment the Advisory Committee. Thus constituted, the Advisory Committee will serve a fact-finding role and make a recommendation to the Head. The ultimate decision remains with the Head.

(C). Undergraduate Committee

1. The Undergraduate Committee is composed of four faculty members and the Director of Undergraduate Studies. The Director of Undergraduate Studies, appointed by the Department Head, serves as Chair of the Undergraduate Committee. Two of the four members of the Undergraduate Committee are selected by the Director of Undergraduate Studies and two are elected at large from the Department as a whole.
2. The Undergraduate Committee studies, evaluates, and makes recommendations to the faculty regarding new courses, majors, and programs or modifications of existing programs. It also sees that approved courses and related documents are prepared for the HHS Curriculum Committee and Graduate Council, as needed.
3. It determines undergraduate course equivalencies. To transfer credit from another university, the undergraduate course(s) involved must be reviewed and approved by the Director of Undergraduate Studies or the Lead Academic Advisor for Psychological Sciences, with, where possible, the recommendation of the appropriate departmental instructor(s) of the course.
4. It is responsible for determining and awarding undergraduate student awards.
5. It serves as an advisory committee to the undergraduate advisors.
6. It support the activities of Psi Chi.

(D). Human Subjects Advisory Committee

Members of the Human Subjects Advisory Committee are appointed yearly by the Department Head. The mission of the Committee is to protect the privacy, rights, safety, and welfare of individuals who participate as subjects in psychological sciences' research by conducting or coordinating the initial review of human subjects protocols, especially when investigators propose to access the PSY 120 subject pool. The Committee adheres to the ethical guidelines of the Belmont Report and ensures that departmental and institutional policies and federal regulations governing human subjects research are followed. The goals of the committee are to:

1. Conduct the initial review of protocols involving the PSY 120 subject pool, before forwarding the protocols to Purdue's Institutional Review Board (IRB).
2. Coordinate the review of applications for expedited or full board review of protocols that do not involve the PSY 120 pool, and the submission of research exemption requests.

(E). Teaching Excellence Committee

The members of the Teaching Excellence Committee are appointed yearly by the Department Head. Whenever possible, the appointed committee chairperson will have been a member of the committee during the previous year. The two major purposes of the committee are as follows:

1. The committee will assist staff members who wish to be promoted primarily on the basis of excellence in teaching. The committee will have on file and make available other

information from its files, e.g., faculty or student nominations for teaching excellence awards, documents supporting the candidacy of nominees for teaching awards.

2. The committee will make nominations for awards offered for excellent teaching. In order to do this it will collect data from both faculty and students.

Specific procedures may vary from year to year in order to meet the requirements or guidelines of various awards. The files of the committee will include the most recent guidelines for these awards, as well as the nomination documentations. They may be seen at the request of any faculty member.

APPENDIX B

Departmental Primary Committee Review Procedures

Process for Annual Review of Junior Faculty with Tenure-Track Appointments

The University Promotion Policy states that Department Heads “who chair primary committees and have an active role on area committees attempt to convey, annually and as accurately as possible, to each colleague who is not a full professor, what levels of performance and achievement are viewed favorably by those two committees.” Over the years, our Primary Committee has helped Department Heads achieve this goal by discussing the accomplishments of all junior faculty (i.e., all assistant and associate professors) each year. Below is an outline of the responsibilities of all involved in this process for tenure-track appointments, including junior faculty, presenters selected by junior faculty to provide information to the Primary Committee, area faculty, and all Primary Committee members. Note that these procedures are intended to be consistent with College and University policies and that College and University policies shall take precedence over them in all cases of conflict between them.

Responsibilities of Junior Faculty

Following the conclusion of each calendar year, every junior faculty member must provide to a designated departmental staff member (currently Nancy O'Brien) an updated version of the *President's Office Form 36, Nomination for Promotion (Parts I and II)*. This document should be submitted no later than February 15th and should follow the formatting guidelines posted online by the university as well as other suggestions provided by the College of Health and Human Sciences, as delineated here:

http://www.purdue.edu/hhs/faculty/promotion_tenure.php

In addition to providing an updated Form 36, junior faculty must also provide an addendum with any other information they wish to convey to the Primary Committee that does not readily fit into the categories laid out in Form 36, including (but not limited to):

- Whether any manuscripts and grant proposals are under review, and their status
- How the junior faculty member contributed to multi-authored publications
- Efforts the faculty member has made to improve his or her teaching
- The progress of the faculty member's current graduate students

The junior faculty should also provide electronic copies of all of their publications (including “in press” publications) not previously submitted to the designated staff member for archiving, as all publications will ultimately need to be submitted as part of the promotion process. All publications will be made available for review by the Primary Committee.

Between February 15th and the scheduled April meeting of the Primary Committee in which the faculty member's record will be discussed, the junior faculty member should select a more senior faculty member (i.e., current assistant professors should select either a current associate or full professor; a current associate professor should select a full professor) to talk about their accomplishments since the last annual review meeting. This more senior faculty member will serve as “presenter” of the junior faculty member's promotion progress at the Primary Committee meeting and, although the presenter is typically from within the same area as the junior faculty member, can be from any area of the department. Note that members of the Primary Committee may look to colleagues from within an area's faculty for

particularly helpful input given presumed greater expertise regarding scholarship in that area, so selecting a presenter from outside of one's area should be considered carefully. The junior faculty member should give the presenter a copy of their updated Form 36 document and addendum prior to the conversation. One topic for the conversation should be the junior faculty members' current work, expected outcomes of that work (e.g., papers, chapters, grant applications), and research plans. Presenters should then be prepared to describe the junior faculty members' work and plans at the Primary Committee meeting. Presenters should also ask junior faculty about significant accomplishments on which elaboration may be useful, about apparent weaknesses in the record that require explanation, and about any issues that need clarification.

Members of the Primary Committee may submit anonymously to the Department Head questions that they have about any junior faculty member during the week preceding the scheduled Primary Committee annual review meeting. The Head will provide the submitted question(s) to the junior faculty member and provide any response received at the Primary Committee meeting.

Senior faculty members are expected to honor requests to serve as a presenter if possible. Junior faculty members are free to change their presenter for any given year, with timely notification given to both the past and new presenter.

Responsibilities of Presenters to the Primary Committee and of Faculty from within Junior Faculty Area

At the Primary Committee meeting, the presenter should provide an oral summary of the junior faculty member's accomplishments since the last annual review meeting as detailed in the updated Form 36, including a discussion of points provided in the addendum by the junior faculty member and based on their meeting with the junior faculty member. Given greater familiarity with the research area, faculty from within the junior faculty member's area are expected to also provide their individual assessment of progress toward promotion and/or tenure.

Responsibilities of All Primary Committee Members and Department Head

Prior to the Primary Committee annual review meeting, all Primary Committee members should review the Form 36 document and addendum submitted by each junior faculty member. The designated departmental staff member will provide these materials in electronic and/or hard copy form at least one week prior to the Primary Committee meeting. All members are expected to attend meetings and to have these materials readily available for review at the meeting (in some form). Following the oral summary provided by the presenter for a given junior faculty member, the committee will discuss progress toward promotion and/or tenure and members will also be asked to provide anonymous written comments along with numeric assessments of each junior faculty member with respect to expectations for a faculty member at this point in her/his career. The written comments and numeric assessments will be solely for use by the Department Head in providing the most accurate annual written feedback to the junior faculty member based on the committee's input.

Following the Primary Committee meeting, and as specified in Section 10 (a) of the Bylaws, the Department Head will then provide a written distillation of the Primary Committee's views to each junior faculty member, including a summary of written comments and numeric ratings submitted by Primary Committee members to the Head at the Primary Committee meeting. Every effort should be made by the Department Head to ensure that the written feedback is provided to junior faculty within one month of the meeting.

Process for Promotion Consideration of Tenure-Track Faculty

At an April Primary Committee meeting, junior faculty members who are in their penultimate probationary year shall be automatically nominated for promotion, unless they specifically request otherwise in writing that they decline to be nominated. When any other faculty member eligible for promotion is nominated by any member of the Primary Committee and the nomination is seconded, a final version of the Form 36 will be prepared over the summer months, including letters from external references. Junior faculty with tenure who are not nominated by a member of the primary committee but, nevertheless, consider themselves ready for promotion may nominate themselves and have their cases for promotion considered by the Primary Committee if they have not been considered for promotion during the last three years.

After a junior faculty member has been nominated for promotion and that nomination has been seconded, and/or when a faculty member has reached their penultimate year and must be considered for promotion, the Department Head will meet with the junior faculty member to consider possible external referees whose assessment of the junior faculty member's record will be included as part of the final version of the Form 36 document. A total of 5 external referee letters are required to be included in the Form 36 document. Candidates for promotion may suggest any number of external referees, with the constraint that no more than 3 of the suggested letter writers will ultimately be among the 5 letters included in the final Form 36 document. Ultimately, the selection of external referees is determined by the department head, with input obtained from faculty within the candidate's area.

Once external referees have been selected, requests for letters from external referees will typically be sent by the intended presenter at the Primary Committee meeting in which promotion will be considered the following fall or by the department head. The request to external referees, typically made early in the summer, will include the updated Form 36 document and 5 publications. The publications provided should be selected by the candidate to, in effect, give a realistic picture of the candidate's scholarly activity. If the candidate is being proposed for promotion based on excellence in teaching, the request should include an updated Form 36 document along with evidence of national impact and recognition of his or her teaching (e.g., textbooks, workshops, publications having to do with teaching). The material provided should be selected by the candidate to give a realistic picture of the candidate's excellence in teaching and national or international impact. If a candidate is being proposed for promotion on the basis of excellence both in research and teaching, the request to external referees should include both sets of materials.

Early in the summer following a nomination, a Counseling Committee of four members will be formed. The mission of the Counseling Committee is to present to the Primary Committee an assessment of the strong and weak points of the candidate's work. This committee will consist of two Primary Committee members above the junior faculty member's current rank chosen by the candidate, and two Primary Committee members above the junior faculty member's current rank selected from four names drawn randomly from the Primary Committee by a designated staff member, with the constraint that these latter two members should each be from different areas of the department than the candidate and from each other.

One of the professors chosen by the candidate, typically from the candidate's own area, will serve as the presenter at the Primary Committee meeting. One of the professors from among the pool of randomly selected names will serve as chair of the Counseling Committee.

Shortly after the Counseling Committee is formed, the candidate will supply the presenter with a set of materials demonstrating his or her professional accomplishments. If a candidate is being proposed for promotion based on excellence in research, the candidate should give the presenter his or her updated

Form 36 document, the same 5 publications provided to the external referees, and any other materials the candidate deems relevant. If the candidate is being proposed for promotion based on excellence in teaching, the candidate should supply the presenter with his or her updated Form 36 document and the same evidence of national impact and recognition of his or her teaching (e.g., textbooks, workshops, publications having to do with teaching) provided to the external referees, along with any other materials the candidate deems relevant. If a candidate is being proposed for promotion on the basis of excellence both in research and teaching, he or she should supply the presenter with both sets of materials, as also provided to the external referees.

The Counseling Committee members should independently examine the materials provided. Any communications between the candidate and the Counseling Committee should go through the presenter.

About a week prior to the Primary Committee's fall semester meeting to consider promotion and tenure cases (generally held in October), and after the final updated Form 36 document and all of its elements have become available, the Counseling Committee should meet to discuss the candidate's credentials and scholarship.

Members of the Primary Committee may submit anonymously to the Department Head questions that they have about the candidate during the week preceding the scheduled Primary Committee promotion meeting. The Head will provide the submitted question(s) to each member of the Counseling Committee and ask that the questions(s) be answered at the Primary Committee meeting.

At the meeting to consider promotion, there should be a presentation from both the presenter and the chair of the Counseling Committee. After these presentations, the floor is open to everyone. Members of the Primary Committee may ask questions of all of the members of the Counseling Committee, followed by open discussion, and finally, a vote on tenure and/or promotion (as appropriate).

APPENDIX C

Sabbatical Leave Policy

- (A) It is the policy of the Department to honor a request for sabbatical leave or other leave whenever possible, when it is clear that it is consistent with the university guidelines for sabbatical leaves.
- (B) All faculty applying for sabbatical leave must present a written request to the Department Head. That request should include:
1. The time period of absence.
 2. The planned activities during the leave.
 3. A plan regarding how the courses ordinarily taught by the faculty member will be covered or do not need to be offered during the period of absence.
 4. Confirmation that advisees of the faculty member will not be unduly affected during the period of absence.
- (C) The area faculty and Department Head, given adequate notice, have the responsibility of assisting the applicant in attempting to fulfill course and student obligations during the period of absence.
- (D) When, because of budgetary needs or other Department needs, it becomes necessary to establish a priority system for a given year among a group of sabbatical leave applicants, the Department Head and the Advisory Committee will consider each applicant request, and render a joint decision. Although all cases will be examined individually, the following points about criteria should be made:
1. Sabbatical leaves serve many purposes and are designed to meet unique professional needs for faculty. Therefore, no attempt to determine value priorities a priori will be made.
 2. In making a decision the committee will consider the proposal and its documentation of course coverage, and effect on students as well as budgetary needs.
 3. If the applicant has been on non-sabbatical leave within the past six years, he/she will have a lower priority than someone with at least six non-interrupted years. As a general rule, requests after at least six years will have a higher priority than those after lesser years of service.
 4. Because of planning requirements, applications received after January 15 for the following August will receive a lower priority than ones received earlier. Thus, faculty are encouraged to apply as early as possible.

APPENDIX D

Requirements for Psychological Sciences Ph.D. Programs from Purdue University

- (A) In order that the Department may adequately supervise and evaluate the student's work, he/she must spend at least two years in full-time registration on the West Lafayette campus, including research with a faculty member and fulfillment of the departmental core.
- (B) West Lafayette faculty must constitute a majority of a Ph.D. Advisory Committee. The major professor must be a voting member of the Psychological Sciences West Lafayette faculty.
- (C) Administration of doctoral degree programs resides within the area structure as defined by the departmental bylaws. Control over admissions and candidacy requirements reside in the area.
- (D) A student must meet the requirements of the Department as outlined in the Graduate Handbook. The Graduate Handbook, published and updated annually by the Department, is the definitive source regarding departmental requirements for, and procedures to be followed by, graduate students in the Department of Psychological Sciences.

APPENDIX E

Procedure Outlining the Selection of the Head of Psychological Sciences

Heads of departments at Purdue are appointed by deans of the college in which the department resides and serve at the pleasure of the dean. Faculty members in the Department of Psychological Sciences have always viewed it as important for their dean to be provided with maximum faculty input with which to inform their appointment. To that end, the Department has followed the guidelines below when a vacancy in the headship presents itself:

1. When a vacancy in the headship is imminent, due to either an unexpected or planned departure of the current head, the dean is invited to meet with the faculty to discuss the vacancy and to announce whether the search for a replacement will include internal candidates (i.e., those from within the department), external candidates (i.e., those from outside of Purdue), or both types of candidates.
2. The dean appoints a head selection advisory committee consistent with college bylaws, to include faculty from Psychological Sciences representing all ranks, with a reasonable representation of graduate training areas among its members.
3. The head selection advisory committee composes a position description and posts it in outlets appropriate to the nature of the search (internal, external, both) and establishes procedures for vetting applicants for the position.
4. Campus visits of finalists for the position will include, among other events, a research talk, a department vision talk, meetings with faculty within each graduate training area, and meetings with staff members.
5. Following each finalist visit, all faculty will be asked if they believe the finalist is acceptable. A minimum of two-thirds of the faculty must answer this question in the affirmative for the finalist to be forwarded by the head selection advisory committee to the dean. Those finalists meeting or exceeding this acceptability standard will then be rank ordered by faculty with respect to appointment preference. Faculty preference rankings will be forwarded to the dean for consideration.