

**DEPARTMENT OF PSYCHOLOGY
BYLAWS**

Updated through 8-20-14

The Bylaws are based on the version of 10-24-69. Any item updated since then is followed by the date of change as listed in the appropriate department minutes, except that minor wording changes introduced in the revision of 11-17-04 are not marked.

Definitions:

“Faculty” means tenured or tenure-track full time faculty. (5-24-13; 11-17-04)

“Personnel issues” means hiring, tenure, promotion, salary, termination, evaluation, selection of the chair, grievance, discussion of individual students, and other similar issues as interpreted by the chair. (11-17-04; 10-2-78)

ARTICLE 1. *Departmental Relationships to other University Units*

1.1 The Departmental Bylaws, day-to-day operations and administration of the Psychology Department, shall in no way conflict with the Board of Regents’ decisions, University and Community College System of Nevada Code, UNLV Bylaws, UNLV administrative policies, or College Bylaws.

ARTICLE 2. *Group Responsibilities of the Faculty*

2.1 The faculty of the Psychology Department, acting as a group, has the responsibility for:

- a. initiating and overseeing departmental curriculum and programs
- b. translating programs into dollars in order to request the necessary funds
- c. allocating priorities within the departmental budget
- d. recommending the appointment and termination of faculty members to the administration
- e. recommending courses to be taught each semester
- f. recommending the appointment and termination of the chair of the department to the President

ARTICLE 3. *Election of the Chair of the Department*

- 3.1 The Department shall hold an election to recommend to the UNLV President the Department Chair.
- 3.2 The term of office will be for a period of three years. (9-20-95)
- 3.3 The older term of office will terminate and the new term of office will begin on the first day of July.
- 3.4 Voting will be completed by the last day of November, with at least one week for nominations and one week for voting. (10-8-99)
- 3.5 The chair may succeed him or herself.
- 3.6 The department may recommend to the President that the chair be removed from office by an election following the same procedures as modification of these Bylaws (see Section 10.1). (11-17-04)
- 3.7 In the event of the resignation, announcement of resignation, removal, or death of the chairperson, or if in the opinion of two-thirds of the faculty the chair has become vacant as the result of disability of the chairperson, the faculty shall, by election at the next regularly scheduled faculty meeting or at a specially called meeting, recommend to the President appointment of an interim chair. The interim chair will then solicit nominations, and an election to recommend a chair will be held within 30 days from the date on which the interim chair assumes responsibility. The department will recommend to the President that the person so elected shall take office immediately upon completion of the election and remain chair until the expiration of the present term of office. (11-17-04; 9-7-83)

ARTICLE 4. *Responsibilities of Chair of the Department*

- 4.1 The chair of the Psychology Department has the responsibility to carry out all other functions except in the areas retained by the total faculty, as described in Article 2.1.
- 4.2 The chair of the Psychology Department shall chair the meetings of the faculty.
- 4.3 The chair of the Psychology Department shall implement the decisions of the faculty relating to the areas in 2.1, forwarding departmental decisions to the appropriate administrative or faculty unit for their approval.

ARTICLE 5.

Decision Making

- 5.1 All decisions made by the Department shall be by majority vote of the faculty, student representatives, and others authorized to vote under Section 5.4, except that: (a) Decisions on faculty personnel issues shall be by majority of the tenured or tenure-track faculty; (b) Decisions on promotion to the rank of Associate Professor and tenure recommendations, including mid-tenure review, shall be by majority of the tenured faculty excluding the chair; and (c) Decisions on promotion to the rank of Professor recommendations shall be by majority of the tenured faculty at the rank of Professor excluding the chair. In all cases, “majority” shall be construed as a majority of eligible voters who do not vote to abstain. (11-17-04; 3-21-90)
- 5.2 The chair of the Department is free to make any decision necessary to fulfill his or her responsibilities, consistent with the policies adopted by the Department.
- 5.3 The faculty and student representatives may exercise absentee ballots on specific motions made during Department meetings prior to presentation of the absentee ballot. The absentee ballot must be presented to the chair prior to the meeting in which a vote may be taken, except that an absentee ballot may be presented to the chair by the voter on exiting while a meeting remains in progress. (11-17-04; 10-2-78)
- 5.4. The faculty, by two-thirds vote, may authorize nonfaculty to vote on specified classes of issues for the current academic year. (11-17-04)
- 5.5. In a general election for Chair or for a graduate coordinator position where there are two candidates and where the outcome is a tie, a runoff election will be held between the two. In the event of a second tie, the outcome will be decided by flip of a coin. In an election where there are more than two candidates and where no candidate receives a majority of votes cast, a runoff election will be held between the two candidates with the greatest number of votes. In case of a tie for second-most votes, the runoff will include all tied-for-second candidates. The candidate receiving the greatest number of votes in the runoff election is elected. The runoff election will be held one week following the conclusion of the original election and will follow general election procedures. (8-20-14)

ARTICLE 6. *Department Meetings*

- 6.1 Meetings of the Psychology Department may be called either by the chair of the Department or any three faculty members.
- 6.2 Faculty members shall be notified of the agenda by written or e-mailed memorandum at least two days prior to the meeting.

ARTICLE 7. *Grievances*

- 7.1 If an issue arises between any two members of the faculty which they are not able to resolve, either of the faculty members can bring the issue to the total faculty for its decision on the issue.

ARTICLE 8. *Student Representatives*

- 8.1 (a) The Department may decide to have student representatives. Changing the number or constituency of student representatives must follow the same procedure as changing the Bylaws. (11-17-04; 10-2-78)
- (b) As a procedural matter, student representatives will be invited to provide input on personnel issues and then be excused. (10-2-78)
- 8.2 The student representatives are to be selected by the students themselves by procedures specified by the department. (5-29-74)

ARTICLE 9. *Ethics*

- 9.1 The Department ascribes to the American Psychological Association Ethical Principles of Psychologists and Code of Conduct. (11-17-04)

ARTICLE 10. *Additional Procedures*

- 10.1 The Bylaws can be changed at any Department meeting by two-thirds vote of the faculty, provided that (a) the proposed Bylaw change is distributed in writing and by e-mail to the faculty at least one week prior to the vote; and (b) the proposal to change the Bylaws is indicated in the meeting's agenda required by Section 6.2. (11-17-04)
- 10.2 During the discussion of any issue, and prior to the vote on that issue, any individual may insist, as a point of order, that *Robert's Rules of Order* be followed. (10-2-78)
- 10.3 Additional administrative procedures not in conflict with these Bylaws, including personnel procedures, may be specified in the *Psychology Department Administrative Procedure Manual*. (11-17-04)