

## POLICY ON DEPARTMENTAL GOVERNANCE

Created: April 7, 1998

Last Edited: March 2, 2016

### Policies:

1. The Department has a Head, who is appointed by the VP Academic on the recommendation of the Dean of Arts. All departmental appointments, Standing and Ad Hoc Committees and votes at the Departmental Meeting are advisory to the Head, who is solely responsible for administrative decisions.
2. The Department has an Associate Head, appointed by the Head. The Associate Head will normally serve a term of at least two years. He/ she serves as the Head's replacement, when the Head is unavailable.
3. The Head is assisted in the administration of the Department by the Directors of Undergraduate Studies, Psychology Graduate Programs, and the Clinical Psychology Graduate Program. These Directors are the Chairs of their supporting committees. These Directors are appointed by the Head, for a term that shall normally be for at least 3 years.
4. The Department shall have a Departmental Executive Committee (DEC). DEC is comprised of the Head, the Associate Head, the three Directors and the Departmental Manager. DEC shall normally meet weekly to review past and expected events, and to draft new policies for discussion at Departmental Meetings.
5. The Departmental governance structure is based on Standing Committees and Ad Hoc committees. The standing committees are:
  - a) The Departmental Executive Committee (DEC)
  - b) The Performance Review Committee (PRC)
  - c) The Undergraduate Committee
  - d) The Psychology Graduate Programs Committee
  - e) The Clinical Psychology Program Committee
  - f) The Web Committee
  - g) Ad hoc committees will include Search Committees for new faculty members, and other committees as appointed by the Head from time to time. Ad hoc committees will have a defined purpose and will be time-limited in their activities
6. The Department Head shall appoint a Departmental Ethics Officer and a Research Participation Officer.
7. The department faculty members are organized into four Research Areas:
  - a) Social and Theoretical Psychology
  - b) Brain and Cognitive Science
  - c) Industrial Organizational Psychology

d) Clinical Psychology

Each faculty member will normally be a full member of one of these four areas but may be affiliated with one or more additional areas

8. Faculty members in the Department can organize themselves into Research Groups. These Groups can help coordinate undergraduate and graduate teaching and research, and organize research seminars

## Procedures:

1. The Governance Structure should avoid real and perceived conflicts of interest. Spouses may not sit on the same committee, and present or former students should not sit on the same committee as their present or former supervisor.
2. Faculty members who serve on Standing Committees will be selected by the Chairs of the Committee, (i.e., by the Directors) in consultation with the Head. Student representatives will be selected by their respective organizations.
3. The Department Head shall provide a list of departmental meetings to members of the department in August of each year. Extra meetings may be called at least one week in advance of the date. Departmental meetings can be canceled by lack of agenda items. The regular dates and times for DEC meetings shall also be announced, in the event that members of the department wish to present issues at those meetings.

All current faculty members shall be invited to attend the departmental meetings, and to exercise the right to vote at such meetings. Retired, emeritus and adjunct members of the department may attend for specific issues, with prior agreement of the Head, but may not vote. Only members physically present at the meeting may vote on issues before the department, except that members may submit a written vote on a specific motion to the Department Manager, that will be used if the member cannot attend the meeting in person and that the motion is not substantially amended at the department meeting prior to the vote being taken.

4. The Psychology Graduate Student Association (PGSA) shall have two elected members, one from the Psychology and one from the Clinical Psychology degree programs. These members may attend department meetings on behalf of PGSA, shall have the right to speak on behalf of graduate students, and shall have full voting rights at these meetings.
5. The Undergraduate PSYCHS society shall have one elected member, who may attend meetings and speak on behalf of undergraduate students, but without voting privileges. In his/ her absence, any of the above members may name an alternate to the Department Head. Student members are welcome to attend and participate in all aspects of departmental meetings, except for those that require confidentiality (e.g. student evaluations).
6. The Department Head and Department Manager will develop and maintain a Manual of Policies and Procedures that will list all administrative policies, as well as keep track of all motions passed by the Departmental Meeting. The Manual will detail the duties of the Associate Head, the Directors and the policies and procedures for the Standing and ad hoc Committees.

7. All policy decisions, to be discussed and voted upon in a Departmental Meeting, will be prepared by the Departmental Executive Committee by providing to each Faculty member and Graduate Student representatives:
  - a) sufficient background information, and
  - b) the text of relevant motions to be moved at the meeting at least one week before the date of the Departmental Meeting

Quorum is 50% of voting members, excluding faculty members who are on leave. Proxy votes do not count as quorum.