

**BYLAWS OF THE DEPARTMENT OF PSYCHOLOGY**  
COLLEGE OF LIBERAL ARTS  
UNIVERSITY OF NEVADA, RENO

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## **CHAPTER I. BYLAWS**

### **1. Authorization.**

These Bylaws are authorized by Section 5 of the Bylaws of the University of Nevada, Reno (approved by the Board of Regents in January 1999) and the Bylaws of the College of Liberal Arts (Revised 6/27/2006).

### **2. Scope of the Bylaws.**

These Bylaws provide for and articulate (a) the organization and administrative structure of the Department; (b) the duties and responsibilities of administrative personnel; (c) the duties, responsibilities and rankings of faculty; (d) criteria for evaluation, reappointment, tenure, promotion and retention of faculty at all ranks; (e) other relevant matters. These Bylaws are consistent with and subordinate to the Bylaws of the College of Liberal Arts, the University of Nevada, Reno Bylaws, the Nevada system of Higher Education (NSHE) Code, (Title 2, Board of Regents Handbook).

### **3. Adoption of the Bylaws.**

These Bylaws shall be adopted and in force when they have been approved by the Faculty of the Department of Psychology, and have the written approval of the Dean of the College of Liberal Arts and the President of the University of Nevada, Reno. The Faculty will vote upon and approve the Bylaws by secret mail ballot in a manner consistent with the University Bylaws. The Faculty will be deemed to have approved the Bylaws if a majority of those casting ballots approve the Bylaws.

### **4. Amendment of the Bylaws.**

Any member of the department faculty as defined below may propose an amendment to the Bylaws by submitting the proposed amendment in writing to the chairperson of the department. After a department meeting to discuss the proposed change, the chair of the department shall submit the proposed amendment to a vote of the faculty, using a secret mail ballot with two weeks notice. Proposed amendments to the Bylaws of the Department of Psychology are adopted when they have been approved by a majority vote of the department faculty and by written approval of the Dean of College of Liberal Arts and the President of the University of Nevada, Reno.

### **5. Interpretation of the Bylaws.**

Questions of interpretation of these Bylaws shall be directed to the Department Bylaws Committee, which shall review the question and forward its recommendations to the department chair for a decision. The chair shall base his or her decision upon consultation with the CLA

Dean, and in a manner consistent with the NSHE Code and established University, College and Department policies and procedures.

## **CHAPTER II. MISSION AND ORGANIZATION OF THE DEPARTMENT OF PSYCHOLOGY**

### **6. Mission.**

The Department of Psychology offers undergraduate and graduate degree programs and supports scholarly research and creative activity in the social and natural sciences.

Contributing to their own disciplines, as well as the core curriculum and the honors program, department faculty are committed to providing University undergraduates with a broad general education and to ensuring that students in the department master the field of Psychology. Through rigorous academic preparation, faculty train graduate students to conduct original scholarly research and to launch successful professional careers. The Department wants its faculty and students to appreciate the vitality, relevance, and continual flux of the numerous disciplinary and interdisciplinary activities of the department. Instruction in the department is based on the most recent scholarly developments and trends, and incorporates effective and relevant pedagogical innovations.

The department is committed to scholarly research and creative activity and supports the efforts of its faculty and students to advance the frontiers of knowledge. The value of such work is recognized in publication, performance, and competitive grants and awards. Department faculty and students engage in collaborations within the department and across departments and colleges with scholars, clinicians and scientists outside the university, and with members of the community at large.

The service given by faculty and students to the department, their specialties and programs, and the University is a consequence of the centrality that they accord to learning and scholarship, since active service ensures the quality and vitality of educational programs. Reaffirming the university's mission as a land-grant institution, faculty and students donate their time, energy, and professional expertise to the region, state, nation, and world.

### **7. Composition and Organization of the Department.**

The department is composed of faculty who carry out the scholarly, educational, service and related missions of the department. The faculty shall consist of all full-time and part-time academic and administrative faculty who hold authorized positions as defined in Section 14 of the University of Nevada, Reno Bylaws.

Department faculty are grouped into programs, specialties, interdisciplinary programs and non-instructional research components and service components for educational and administrative purposes. Currently, faculty are grouped according to three general Programs: (1) The Clinical Psychology Program, (2) The Cognitive and Brain Sciences Program, and (3) The Behavior Analysis Program.

## **8. Bylaws of the Department of Psychology.**

The Department shall adopt Bylaws in accord with the Bylaws of the College of Liberal Arts, and Section 6 of the UNR Bylaws and shall include

- A. A mission statement articulating the goals and priorities of the Department;
- B. The nomination processes, responsibilities, authority and term of office of the Chair;
- C. The responsibilities, authority and terms of office of Program directors;
- D. Permanent Department committees, their function, scope of responsibility and procedures;
- E. Annual evaluation procedures to be applied to faculty in the Department;
- F. Annual evaluation procedures to be applied to the Chair of the Department and Program directors;
- G. Procedures for calling, holding and conducting Department meetings;
- H. A definition of faculty voting rights within the Department, and statements about how those rights are to be exercised;
- I. Department Bylaws may also provide for additional policies and procedures which do not conflict with the Bylaws of the College of Liberal Arts, University of Nevada, Reno Bylaws and/or the NSHE Code.

## **9. Department Faculty Meetings.**

The Department of Psychology Faculty shall convene in open meeting at least twice each semester. Fifty percent of the department faculty shall constitute a quorum at such meetings. Faculty meetings shall be chaired by the Chair of the Department of Psychology or, in the Chair's absence, by the Associate Chair. The latest edition of Robert's Rules of Order shall govern proceedings at all Department of Psychology Faculty meetings. Those rules may be suspended by a vote of those in attendance at the meeting.

- A. ***Responsibilities of the Chair Regarding Department Faculty Meetings.*** The chair shall call regular meetings of the department faculty and special meetings as necessary. The chair shall call additional meetings of the department faculty within fifteen working days of receiving a petition for such meeting signed by fifteen percent (15%) of the department faculty. The chair shall prepare an agenda with supporting materials for each meeting of the department faculty and

distribute such materials no later than five working days before the meeting. The chair shall include on the agenda any item offered by a member of the department faculty so long as the chair receives the agenda item at least eight (8) working days prior to the meeting. The department's administrative assistant shall prepare and distribute minutes of the department faculty meetings once they have been reviewed and certified by the department chair. Minutes shall be distributed to the faculty within fifteen (15) working days of the meeting.

### **CHAPTER III. ADMINISTRATIVE STRUCTURE OF THE DEPARTMENT OF PSYCHOLOGY**

#### **10. The Chair.**

The Chair shall be or become a member of the Department Faculty, formally associated with a program, center, research component or other constituent part. Chairs are responsible to the dean for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department bylaws.

- A. ***Responsibilities and Duties of the Chair.*** The chair shall be responsible to the faculty of the Department of Psychology for advancing the mission of the department and for executing and implementing Department Bylaws and approved faculty actions. The Chair shall lead the faculty in curriculum and program planning, encouraging scholarly and creative development appropriate to the specialties among faculty and students alike.
- B. ***Term of Office.*** The Chair of the Department of Psychology shall serve a term of three years. The Chair may seek reappointment for additional three-year terms.
- C. ***Election Procedures.*** Consistent with Section 66 of the University of Nevada, Reno Bylaws, should the Chair become vacant a nomination and voting procedure shall be undertaken by the Personnel Committee within one month to establish a new Chair.

The following parameters shall determine the election of a new Chair:

- (1). The Personnel Committee shall conduct and oversee an election of a new chair.
- (2). Nominations for the position of Chair will be solicited from all faculty through a secret ballot method not to exceed 10 working days.
- (3). All eligible faculty names receiving two or more nominations from faculty, and who agree, shall be placed on a ballot for faculty vote within 10 working days of the close of nominations.

(4). All faculty will vote for the candidate of their choice by secret ballot within 5 working days of the distribution date of the ballots. The votes will be counted by the Associate chair or election officer as described above, with the department Administrative Assistant.

(5) The name of the faculty with the largest number of votes will be recommended to the Dean of College of Liberal Arts for appointment as Department Chair if the number of votes equals or exceeds one half of all possible votes. If one half of all votes is not gained by any one candidate, the top two candidate's names shall be re-distributed on a ballot and voted on according to the same procedures as outlined in section (4) above.

**E. *Temporary Assumption of Authority.*** Should the Chair be temporarily absent or incapacitated, the Associate Chair shall assume the authority and functions of the Chair.

**E. *Interim Chair.*** Should the Chair position become vacant an election for a replacement chair or interim chair shall be conducted by the personnel committee not later than the end of the first month of the next semester. The Interim Chair shall serve until a new Chair has been selected as provided by these Bylaws, but for no longer than twelve (12) months.

**F. *Evaluation.*** An annual evaluation of the Chair shall be conducted according to the current Psychology Department Policies and Procedures. The results will be forwarded by the Personnel Committee to the Dean.

## **11. *Associate Chair.***

The Chair may appoint an Associate Chair to assist the Chair in conducting Department business. The Associate Chair shall be a tenured member of the Department faculty.

**A. *Terms of Office.*** The Associate Chair shall serve a three-year term, after which a department election shall be held for a new term. The existing Associate Chair may serve two consecutive terms if so elected.

**B. *Appointment Procedure.*** The Chair may appoint the Associate Chair subject to the approval of a majority of the faculty.

**C. *Evaluation.*** The Associate Chair will be evaluated annually according to the Department Policies and Procedures, and shall include input from both faculty and Chair.

## **12. *Program Directors.***

Each of the three (3) Programs within the Department shall be administrated by a faculty member Director. Program Directors shall be members of the Department Faculty and members of the Programs they administer.

- A. **Responsibilities.** Program Directors shall be responsible to the Chair for implementing Department policies and procedures, and responsible to faculty for implementing program policies and procedures. Program Directors shall serve as liaisons between the Chair and the Department faculty, informing faculty of actions taken by the Chair and the Executive Committee (see section 13 below), and informing the Faculty on actions taken by the Executive Committee.
- B. **Appointment.** The candidate receiving the majority of votes from Program faculty shall be appointed by the Chair as Program Director. Nomination and election of Program Directors shall be conducted in accord with Department Procedures. The Program Director may be nominated and elected from among existing Program members or selected as part of a new appointment following normal search procedures.
- C. **Evaluation.** Both Program Faculty and the Chair shall evaluate the performance of Program Directors annually.

### **13. Department Committees.**

The three standing committees (Executive, Bylaws, and Personnel), as well as ad hoc committees, shall assist the Chair in conducting Department affairs.

- A. **Membership.** All Department Committees shall consist of Faculty in the Department of Psychology, and will be selected according to Department Polices and Procedures.
- B. **Executive Committee.** The Executive Committee shall serve as an advisory body to the Chair. All Program directors shall be members; directors of interdisciplinary programs and directors of non-instructional research and service components, as well as the Associate Chair, may be invited to participate at the discretion of the Chair. The Executive Committee shall meet at least once each semester during the academic year and shall be chaired by the Chair. The Executive Committee shall advise the Chair on matters pertaining to the mission of the department, including but not limited to budget preparation, program development, personnel policies and procedures, and Program review.
- C. **Bylaws Committee.** The Department Bylaws Committee shall prepare for consideration by the Chair and the Department faculty any revisions in the Department Bylaws. The Committee shall review and advise the Chair regarding

departmental Bylaws or their proposed amendments. The Committee shall advise the Chair regarding interpretations of the Department Bylaws.

**D. *Personnel Committee.*** The Department Personnel Committee shall, according to Department Policies and Procedures, (a) provide annual Faculty evaluations for consideration by the Chair, (b) review all requests for reconsideration for evaluation, (c) provide recommendations for promotion and tenure as specified in the Department Policies and Procedures, and (d) conduct annual reviews of progress toward tenure for probationary faculty.

Additional ad hoc committees may be formed, according to Department Policies and Procedures, by the Chair, or by the faculty to meet specific needs of the Department of Psychology.

## **CHAPTER IV. FACULTY RANK AND POSITIONS**

### **15. Shared Governance.**

The Department faculty shall govern itself in accordance with these Bylaws, and the Department Policies and Procedures subject to University Bylaws and the UCCSN Code.

### **16. Faculty and Faculty Rank.**

The Faculty of the University of Nevada, Reno “shall consist of all persons holding authorized professional positions as provided by Subsection 1.4.5 of the UCCSN Code” (University of Nevada, Reno, Bylaws, Section 15). The Faculty of the Department of Psychology shall consist of all such persons holding authorized professional positions in the department (except post-doctoral fellows).

(N.B.: Post-doctoral fellows are not considered to be faculty. These researchers and instructors are hired in specific departments or programs on annual contracts.)

- A. Continuing Faculty. These faculty members hold state-funded, continuing positions (see section 16 of the university bylaws):
  - 1. Continuing Academic Faculty.
    - a. Tenure-track Faculty: The tenure-track faculty is composed of three (3) ranks: Professor (IV), Associate Professor (III), and Assistant Professor (II), in accordance with the university bylaws section 15.a.
    - b. Non-tenure-track Faculty: The non-tenure-track continuing faculty is composed of four (4) ranks: 0(IV), 0(III), 0(II), 0(I).
    - c. Rank I Faculty: Rank I faculty are those who are hired into tenure-track positions as Lecturers or Instructors (I), in expectation of completing the requirements for Rank II.

2. Continuing Administrative Faculty. Administrative faculty are faculty whose primary duties involve services to students, faculty, or administrators. Administrative faculty rank is defined in section 15.b. of the university bylaws.
- B. Contingent Faculty (zero rank). Members of the contingent faculty hold one-year, state-funded contracts or one-year contracts from research grants or from similar non-state-funded sources. These contracts may be “renewable contingent upon funding” (RCUF).
- C. Temporary Faculty. The temporary faculty consists of the following personnel: instructors hired on Letter of Appointment (LoA), instructors hired on Letter of Appointment with Benefits (LoB), and instructors hired on one-year, non-renewable contracts.

## **17. Voting in the Department.**

- A. To provide consistency and equity among College of Liberal Arts departments, the following voting practices will be in effect for the Department of Psychology:
  - a. Elections. Voting in elections for departmental chair and for any other departmental officers will be limited to continuing faculty (as defined in section 16 of these bylaws) with a primary assignment (0.5 or greater) in the department.
  - b. Hiring. Voting on tenure-track positions (both the position’s area of specialization and the hiring process) and non-tenure-track positions (full-time, part-time, continuing, and contingent) is limited to continuing faculty (as defined in section 16 of the College of Liberal Arts Bylaws) with a primary assignment (0.5 or greater) in the department or program.
  - c. Search Committees. The composition of and voting rights within search committees shall be consistent with university search and hiring policies.
- B. Further, the Department adopts this model for other departmental voting patterns:
  - a. Tenure Decisions. Departmental voting rights on tenure decisions is restricted to those department members who are already tenured at the University of Nevada, Reno.

- b. Long-range Planning. Any departmental voting on strategic planning issues is limited to continuing faculty (as defined in section 16 of the College of Liberal Arts Bylaws) with a primary assignment (0.5 or greater) in the department.

C. Adjunct Faculty.

Adjunct faculty shall not vote in the department.

D. Voting Procedures

Voting procedures will be in conformity with current Department Policies and Procedures, and shall have the following characteristics: (1) a time frame sufficient to allow all faculty to vote, (2) distribution of ballots to all voting faculty, and (3) complete anonymity on all personnel matters. On other voting matters, faculty may waive the secret ballot process.

## **CHAPTER V. PERSONNEL POLICIES AND PROCEDURES OF THE DEPARTMENT OF PSYCHOLOGY**

All personnel decisions and actions within the Department of Psychology shall conform with the NSHE Code; with the Bylaws of the University of Nevada, Reno; the Bylaws of the College of Liberal Arts, and with these Bylaws

### **18. Faculty Responsibilities.**

A faculty member's duties shall consist of an assigned combination of teaching, scholarly and creative activity, and service or professional development. Examples of these activities include the following:

- A. **Instruction.** Instruction includes activities such as classroom teaching; extension or off campus teaching; preparation and development of courses, including syllabi; evaluation of student performance; consultation with students; direction of undergraduate and graduate students in independent study, research, internships and practica; advising of undergraduate and graduate students; professional development of teaching skills; and service on undergraduate and graduate committees.
- B. **Scholarly and Creative Activity.** Scholarly and creative activity includes the advancement, integration, and application of knowledge through research and scholarship related to the faculty member's discipline, leading to products such as books, articles, software, and public presentations; studies designed to enhance the teaching of that discipline; seeking and acquiring outside funds (e.g. grants and contracts) in support of scholarly and creative activity.
- C. **Service.** Service includes activities such as:

- (a). *University service*: Administrative activities; participation on College, Department, and University committees, boards, and panels and similar activities; assigned professional responsibilities of administrative faculty members;
- (b). *Community/outreach service*: consulting, committee work and other services to community groups, projects and organizations where such service is intrinsically related to the professional competence of the individual faculty member;
- (c). *Disciplinary service*: activities related to professional growth and development, holding office in professional organizations, editing and refereeing for professional journals, reviewing research proposals, and similar professional activities.

## **19. Recruitment and Appointment of Faculty**

Recruitment and appointment of faculty shall be conducted in accordance with provisions of the University Code and relevant AA/EEO and HR policies.

## **20. Evaluation of Faculty**

All personnel evaluations shall be made on the basis of specified professional responsibilities as defined in Section 18, and performance expectations mutually agreed upon by the individual faculty member and the Department Chair and Program.

Professional responsibilities specified for each faculty member shall accord with the mission and priorities of the faculty member's Department and Program. Neither the faculty member nor the Chair of the Department or Program Director can unilaterally (a) determine or (b) alter the responsibilities of a faculty member. Significant discrepancies between a faculty member's role statement or the assigned professional responsibilities of administrative faculty members and the Department or Program's mission must be approved by the Chair of the Department of Psychology and the Dean.

- (a). *Academic Role Statements*. Each academic faculty member's role statement shall document the mutually agreed upon responsibilities including the faculty member's responsibilities in teaching, scholarly or creative activity, and service as defined in Section 18 of these Bylaws. The faculty member and Department Chair shall sign the role statement. Faculty members and the Department Chair shall review and revise responsibilities and role statements once each year. The Chair of the Department of Psychology shall review all role statements and their specification of professional responsibilities.

(b). *Disagreements.* If a faculty member and the Department Chair cannot agree upon specified professional responsibilities, the matter is subject to mediation by the Dean of the College of Liberal Arts. If mediation by the Dean fails, then the matter is subject to mediation by the University administration or to grievance procedures as outlined in the UNR Bylaws.

**B. *Standards of Review.*** All evaluations shall be based on equitable and uniform criteria and procedures for assessing the quality of a faculty member's performance, whether in annual evaluation, promotion or consideration for continuing contract status. All evaluations of academic faculty shall include peer review. All evaluations shall be based on careful assessment of pertinent evidence in order to arrive at just and equitable recommendations.

**C. *Annual Evaluation of Faculty.*** The Psychology Department shall annually evaluate all faculty engaged in teaching, scholarly and creative activity, and service or professional development as defined in Section 18 of these Bylaws, according to procedures outlined in the Department Policies and Procedures.

(a). *Criteria for Evaluation.* Faculty shall be evaluated annually on their accomplishment of professional responsibilities and performance expectations as specified in the academic role statement or in the assigned professional responsibilities of administrative faculty members.

(1) Any complaint or other information that could affect decisions on merit, tenure, promotion or other conditions of employment must be communicated to that faculty member in a timely fashion. This shall mean (a) that complaints involving classes or other situations that could be corrected must be communicated promptly enough to allow the faculty member the opportunity to remediate the situation, and (b) that the faculty member must be told of the problem in a time frame allowing proper investigation and counterargument of the claim—as specified in Department Policies and Procedures.

(b). *Documentation.* Each faculty member in the Department of Psychology shall complete documentation as required by current University policy.

(c). *Signatures.* All evaluations submitted to the Chair of the Department of Psychology shall include a statement signed by the affected faculty member indicating that the faculty member has read the evaluation.

(d). *Disagreement with Annual Evaluation.* Faculty members who disagree with their annual evaluations may attach a written statement to the document stating their objections. Such written statements become part of the annual evaluation.

- (e). A faculty member may request reconsideration of his or her annual evaluation according to current Department Policies and Procedures, subject to the CLA and University Bylaws.
- (f). Formal grievance and/or reconsideration of annual evaluation beyond the process described in (d) and (e) is governed by a university-level process.

**21. Reappointment: Third Year Review and Probationary Period: Tenure-Track (II, III and IV) and Non-Tenure-Track (“Zero Rank”) Faculty (Ranks 0-II, 0-III and 0-IV).**

**A. *Reappointment and Non-reappointment of Tenure-Track Faculty (II, III and IV)***

The tenured faculty of the Department of Psychology must make recommendations on reappointment of probationary tenure-track faculty members. The chair shall forward these recommendations to the dean with any minority reports or dissenting opinions. Every probationary tenure-track faculty member shall be assessed each year on the progress to tenure.

**B. *Notification of Reappointment / Non Reappointment.*** The CLA Dean will notify the faculty member of an intent not to reappoint in accordance with University and College Bylaws.

**C. *Third Year Review.*** Probationary tenure-track (II, III, IV) and non-tenure-track faculty (II, III, IV) must undergo a careful third-year review, conducted in accordance with these Bylaws. The third-year review will assess the faculty member’s progress toward tenure or retained contract status, and may determine reappointment for the following academic year. The Department will forward the results of this review to the Dean with copies to the faculty member. After review, the Chair shall inform the faculty member of the results of the Department review within 15 working days of final action.

**D. *Maximum Probationary Period.*** The maximum probationary period for both tenure-track and non-tenure-track (II, III and IV) faculty for whom eventual continuing status is a goal is six years.

- (a). *Tenure-Track Faculty.* If a tenure-track faculty member has not been awarded tenure by the end of the faculty member’s sixth probationary year, the Office of the Provost will notify the faculty member that the contract issued for the seventh academic year will be a terminal contract.
- (b). *Non-Tenure-Track Faculty in Continuing Positions (II, III, IV) for whom Retained Status is a Goal.* If a non-tenure-track faculty member (II, III, or IV) for whom eventual retained contract status is a goal has not been recommended for retention by the end of the faculty member’s sixth probationary year, the Office of the Provost will notify the faculty member that the contract issued for the seventh academic year will be a terminal contract.

- E. ***Probationary Credit.*** Tenure-track faculty may receive up to a maximum of three years probationary credit for service at other institutions. The faculty member's letter of offer and initial contract with the NSHE shall specify the years of prior service to be applied to the faculty member's probationary period.
- F. ***Extension of the Probationary Period.*** The faculty member may request an extension of the probationary period. The dean may recommend that the president approve such a request. The president may extend the probationary period in accordance with NSHE Code [3.3.1.(c) and 3.3.1.(d)]. In particular, faculty may request such an extension due to family and/or medical circumstances as specified in the Federal Family & Medical Leave Act, whether or not the faculty member takes any kind of leave.

## **22. Tenure and Promotion: Tenure-Track Faculty**

- A. ***Eligibility for Tenure.*** A probationary full-time tenure-track member of the academic faculty in Rank II, III or IV shall be eligible for appointment with tenure at any time during the probationary period of employment.
- B. ***Standards for Appointment with Tenure.*** Section 49 of UNR Bylaws sets minimum standards for consideration for tenure. The faculty member shall demonstrate a record of achievement in teaching, scholarly and creative work, and service as defined in Section 18 of these Bylaws. The Department recommending the tenure-track faculty member for tenure must evaluate the candidate as "excellent" in at least one of teaching, or scholarly and creative work, and at least "satisfactory" in the other two activity categories. Evaluations for promotion and tenure are not equivalent to the annual merit evaluations conducted for all faculty, but are separate peer-driven evaluations of faculty activities over extended time periods conducted at the time of application for promotion and / or tenure.
- C. ***Procedures.*** Faculty application for tenure status will be reviewed annually by a committee of all tenured faculty of the Department. Such meetings will be announced to tenured faculty and convened by the Chair according to regular department meeting criteria as described in these Bylaws. All materials for consideration by the committee of a faculty member's application for tenure shall be available to tenured faculty through the Department administrative assistant at least ten working days prior to the scheduled committee meeting. The committee, after deliberation on each case, will take a secret ballot vote as to whether the candidate in question is to be nominated to the Dean of the College and the President of the University for tenure and/or promotion. The outcome of this vote is to be communicated by the Chair to the faculty making application no longer than ten working days after the committee meeting. A decision as to the nature of the communication to the Dean, and the actual communication to the Dean

regarding the application for promotion or tenure will be made by the Chair within ten working days of the communication to the faculty member in question as to the committee's decision regarding their application.

**D. *Promotion of Tenured and Tenure-Track Faculty.*** The Psychology Department shall recommend tenured and tenure-track faculty for promotion based on specified professional responsibilities and performance expectations mutually agreed upon by the faculty member and the Chair as specified in these bylaws.

- (a). *To Assistant Professor (Rank II).* A faculty member in Rank I shall be eligible for promotion to Rank II when the faculty member has attained a terminal degree in an appropriate professional field and has demonstrated potential for developing professional achievement in teaching, research, creative work and service.
- (b). *To Associate Professor (Rank III).* A faculty in Rank II shall be eligible for promotion to Rank III when the faculty member has established a substantial record of achievement in teaching, scholarly or creative work, and service. A Departmental recommendation for promotion to the rank of Associate Professor may precede, accompany or follow upon a recommendation for tenure. Such recommendation shall include at least one "excellent" evaluation in teaching or scholarly and creative work, and at least a "satisfactory" evaluation in service. No area may be evaluated as less than satisfactory. The record of effective teaching will be assessed using course syllabi, written evaluations from students, peer evaluations based on classroom visits, and information that may be included in a teaching portfolio. Scholarly and creative activity will be demonstrated by publications, grants, presentations of lectures, papers and scholarly work, and other materials demonstrating activity in this area. The Department Chair shall obtain appropriate external evaluations of the faculty member's achievement according to procedures defined by university policy and procedure.
- (c). *To Professor (Rank IV).* A faculty member in Rank III shall be eligible for promotion to Rank IV when the faculty member has established a sustained record of excellence in Psychology. The record shall document publications or creative work judged significant by peers in the field; distinguished professional service; and distinction in teaching and related activities. The record may document exceptional administrative achievement as well. The Department shall obtain appropriate external evaluations of the faculty member's achievement according to procedures defined in these Bylaws.
- (d) *Negative Recommendations.* If a negative recommendation for promotion or tenure is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the university bylaws section 36.a. and the NSHE Code (5.2.3 & 5.2.4).

### **23. Retained Contract Status and Promotion: Non-Tenure-Track Faculty**

- A. ***Eligibility for Continuing Contract Status.*** A probationary non-tenure-track (II, III, IV) member of the academic faculty in a continuing position may, at the discretion of the department, be eligible for appointment to retained status after a six-year probationary period.
- B. ***Standards for Appointment to Retained Contract Status.*** The faculty member shall demonstrate a record of achievement in their primary area of responsibility which may include teaching, scholarly or creative work, and service, consistent with the faculty member's role statement and with the Department's mission. Recommendation for retained contract status shall include an "excellent" evaluation in at least one of teaching, scholarly and creative activity, or service, and at least a "satisfactory" evaluation in all areas. The department will also obtain appropriate external evaluations of the faculty member's achievement according to departmental procedures.
- C. ***Procedures.*** Faculty application for retained status will be reviewed annually by a committee of all tenured faculty of the department. Such meetings will be announced to tenured faculty and convened by the Chair according to regular Department meeting criteria as described in these Bylaws. All materials for consideration by the committee of a faculty member's application for retention shall be available to tenured faculty through the department administrative assistant at least five (10) working days prior to the scheduled committee meeting. The committee, after deliberation on each case will take a secret ballot vote as to whether the faculty member in question is to be recommended to the Dean of the College and the President of the University for retained contract status and/or promotion. The outcome of this vote is to be communicated by the Chair to the faculty member making application no longer than ten (10) working days after the committee meeting. A decision as to the nature of the communication to the Dean, and the actual communication to the Dean regarding the application for promotion or retention will be made by the Chair within ten (10) working days of the communication to the faculty member in question as to the committee's decision regarding their application.
- D. ***Promotion of Non-Tenure-Track Faculty with Retained Status.*** The Department of Psychology shall recommend non-tenure-track faculty for promotion based on specified professional responsibilities and performance expectations mutually agreed upon by the faculty member and the Chair as specified in these bylaws.
- (a). ***Promotion (Zero Rank II).*** A non-tenure-track faculty member in Rank 0 (I) shall be eligible for promotion to Rank II when the faculty member has attained a terminal degree in an appropriate professional field and has

demonstrated potential for developing professional achievement in teaching, research, creative work and service.

- (b). *Promotion (Zero Rank III)*. A non-tenure-track faculty member in Rank 0 (II) shall be eligible for promotion to Rank 0 (III) when the faculty member has established a substantial record of achievement in teaching, scholarly or creative work, and service.
- (c). *Promotion (Zero Rank IV)*. A non-tenure-track faculty member in Rank 0 (III) shall be eligible for promotion to Rank 0 (IV) when the faculty member has established a sustained record of excellence in a professional field.