

Policy Statement  
Department of Psychology  
College of Arts and Sciences  
Western Michigan University

Approved May, 2019

## **Preamble**

It is the right, the responsibility, and the privilege of university faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the department policy statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

## **Introduction**

The Department of Psychology Policy Statement has been prepared to promote the orderly conduct and efficient management of the department's mission of instruction, research, and community service in an atmosphere of collegiality and scholarly achievement. While the policy statement attests to the ultimate responsibility of the Department Chair for all management, financial, and program decisions, the participation of the faculty in departmental governance is duly recognized. This participation is encouraged through public disclosure of information and consideration of faculty recommendations. The effectiveness of the collegial relationship in the management of the department and the promotion of scholarly achievement, however, is primarily dependent upon the vitality of the individuals who participate in that relationship. These departmental policies have been developed and should be interpreted as consonant with the agreement between Western and WMU-AAUP (hereafter, the "Agreement"), which supersedes all policies and procedures specified in this document.

Departmental faculty have the right to review this policy statement periodically and to modify it. Once each academic year, the Department Chair may request a faculty review of some or all sections of the policy statement.

## **Organizational Structure**

The Department of Psychology is administered by the Department Chair, who provides supervision and support for faculty. The Department Chair will meet with the faculty at large at Faculty Meetings held on a monthly basis, and more often as needed. The Chair will also meet with the Executive Committee at least once a month and with other Committees and individual faculty on an as-needed basis.

### **Department Chair**

**Role:** Acting in accordance with the Agreement, the Chair provides leadership for and generally manages the department. Appropriate participation in professional activities is also expected.

**Selection:** The Search Committee develops recommendations for consideration by the faculty and the Dean. The Search Committee Chair liaisons with the Dean during the process. Faculty are invited to apply during the selection process. Faculty also may nominate individuals from outside the University, if approved by the Dean.

Removal: Faculty may initiate consideration of removal of the Chair through a written request to the Executive Committee. Following such a request, the Executive Committee convenes the faculty and conducts a vote by written ballot. If two-thirds or more of the faculty recommend removal, the Chair of the Executive Committee conveys this information to the Dean.

### **Faculty**

Role: Faculty provide the foundation of the Department's mission of teaching, research, and service, while serving within the academic and professional confines of the Agreement.

Membership: All board-appointed and term-appointed faculty, save the Chair, will have voting rights year-round subject only to the established voting procedures of the department.

### Faculty Recruitment, Appointment, and Re-Appointment

The Agreement recognizes Term and Tenure Track appointments for traditionally-ranked faculty and for faculty specialists who work together to meet the teaching, research, and service missions of the department. The department affirms its reliance on traditionally-ranked faculty to define and carry out each mission. Faculty specialists do not have recognition as part of their workload and contribute to the teaching and service needs of the department. The department might look to faculty specialists to assist in specialized service needs within the department and to teach courses for which traditionally-ranked faculty are not available

### **Appraising the Needs of the Department**

On an annual basis, the faculty of the department will appraise the foreseeable hiring needs of the department. Whenever an opportunity to recruit an additional or replacement faculty member arises, the department will be assigned the task of prioritizing hiring recommendations to be made to the Chair of the department.

### **Faculty Recruitment**

Individuals receive full-time appointments in the Department of Psychology by recommendation of the faculty and with final approval by the Department Chair, the Dean of the College of Arts and Sciences, and other appropriate administrative officers of the University.

#### *Search committee*

When hiring for a board-appointed faculty position is authorized, the Chair will appoint an ad hoc Search committee (or committees, in the event of multiple positions). The ad hoc committee(s) will conduct recruiting activities, screen vitae, and make recommendations to the department for the interviewing of appropriate candidates. The Search Committee shall consist of at least one member of the Executive Committee and two faculty members with a professional commitment to the curricular or administrative emphasis of the position.

#### *Position posting*

The Department Chair shall arrange for distribution of the position description(s) consistent with the University and affirmative action policy.

#### *Candidate screening*

Following the distribution of the advertisement of the position in selected journals and media, the Search Committee shall screen all applicants and select the most appropriate candidates for presentation to the faculty for evaluation. All application files will be available for inspection by department faculty. When at all feasible, the committee will recommend to the Department Chair the arrangement of a colloquium and in-person interview by the applicant(s) selected by the faculty. Following the review of the applicant's material and the interview, the committee will submit recommendations for faculty appointments to the faculty at large at a meeting convened, at least in part, for that purpose.

At the meeting all candidates will be discussed. If a member is absent when the voting occurs for a reason not prohibited in the Agreement, the member may submit a ballot to the Chair of the committee before the balloting occurs or, alternatively, may submit a ballot by a subsequent deadline agreed upon by the committee members present at the meeting. The subsequent deadline will be communicated to the absent member by the committee Chair. Under no circumstances will a member be permitted to vote after the deadline has passed. Proxy votes will not be permitted.

The vote will be by private ballot, with the options of "acceptable for hire," "unacceptable for hire," and "abstain." If two or more candidates are being considered, faculty will be requested to rank-order all candidates whom they rate as "acceptable for hire."

Candidates rated by at least 50% of the faculty as "acceptable for hire," with abstentions not included in the calculation, will be considered "acceptable". The "acceptable for hire" votes and rank-order votes will be summed across all faculty and results will be conveyed to the Department Chair and faculty at large, along with the Search Committee's hiring recommendation.

### **Faculty Appointment**

While faculty hiring decisions contractually rest with the Dean, the Faculty of the Department of Psychology contend that the choice of candidates made by the department faculty and Chair should strongly influence the hiring decision. There are three reasons for this contention: 1) as members of a discipline, the faculty and Chair are presumed to have experience and expertise in the disciplinary knowledge and practice relevant to the evaluation of candidates; 2) as professionals, the faculty and Chair are presumed to be responsible for the choice of colleagues with whom they will work, and whose performance they will review; and 3) as the persons spending the most time and effort in reviewing candidates' materials and interacting with the candidates, the department faculty and Chair are presumed to be the best informed about the relative strengths and weaknesses of the candidates.

### **Faculty Re-appointment**

The Tenure Committee shall communicate recommendations for reappointment to the Department Chair. Since the departmental tenure policy specifies an annual tenure or performance review of all non-tenured faculty, the results of this review shall be provided to the Chair as a recommendation concerning reappointment as appropriate to the status of the faculty member. A review is recommended but not required for a person holding a position that is terminated prior to the tenure/performance review meetings.

### **Part-time Faculty/Term Appointments**

When hiring for a part-time position is authorized, the Executive Committee and, when appropriate and feasible, the entire faculty will be given the opportunity to recommend persons to the Department Chair to fill the vacant position(s).

### **Adjunct Appointments**

The Adjunct Professorship at Western Michigan University is a Board appointment. It is not synonymous with an appointment as a part-time faculty member, which may be made at the discretion of a department, with approval from Academic Affairs. It is also not synonymous with restricted Graduate College status for a person outside the university. The College of Arts and Sciences views the adjunct appointment as a form of recognition for a person from outside the university who has achieved a high level of accomplishment in his or her field and who makes a significant academic, scholarly, or professional contribution, other than classroom teaching per se, to the university. Such contribution may be the result of name recognition, as in the case of a highly regarded or highly visible public official who brings credit to the university by virtue of his or her association with it; or it may be through consultation with faculty or students involved in research or creative work related to the adjunct's area of expertise (such as joint work on a grant or research project, supervision of a thesis or dissertation, etc.); or it may be through lectures or colloquia or some other means of bringing the adjunct's expertise to the university community.

In order to ensure that adjunct appointments are not being requested casually or for the purpose of establishing a higher rate of pay for part-time teaching, the College of Arts and Sciences requires that recommendations for these appointments be accompanied by a letter from the recommending Department Chair indicating why he or she believes the adjunct appointment is appropriate. The letter must cite reasons for the appointment beyond the wish to have the person employed by the university as a part-time faculty member.

The Department of Psychology recommends that adjunct appointments be granted faculty parking, library, and bookstore privileges for the duration of the appointment, whether teaching or not.

### **Tenure Policy and Process**

Departmental faculty members shall have the right and responsibility to make recommendations for the award of tenure of colleagues in accordance with the procedures and the established timetable of the Agreement.

1. The Department Chair will provide a copy of the initial letter of hire to the Departmental Tenure Committee for each faculty member being evaluated. Evaluation of professional performance (competence), recognition, and service as appropriate for the position being reviewed is based on evaluation of material collected as described in the current agreement and any specific criteria or expectations set forth in initial letters of hire.
2. All untenured faculty will be evaluated every year, except the first. Formal reviews will be conducted during the second, fourth, and sixth year, as dictated by the Agreement. Informal

reviews will be conducted during the third, and fifth years. Letters summarizing the results of the informal reviews will be conveyed to the faculty member, but not to the Department Chair or other administrators. Letters summarizing the results of formal reviews will be distributed as prescribed by the Agreement.

3. Tenure recommendations are based on the following three criteria, the first two are of primary significance while the last criterion is considered to a lesser extent.
  - a. Professional competence: A high degree of competence in teaching, curriculum development, continuing self-education and research. Competence in the classroom will be based on numerical summary data of student ratings, perusal of course syllabi and materials, and classroom observations by faculty colleagues or an administrator, and additional evidence of competence provided by the candidate, in accord with the current Agreement. Competence in the supervision of master's thesis, doctoral dissertations and advising graduate students will also be considered.
  - b. Professional recognition: Research publications and review articles in professional journals, monographs and books, organization of scientific symposia, research presentations at local, regional, national and international venues and invitations to speak at national and international agencies and institutions, professional awards and recognition by national and international associations. Preparation of proposals and acquisition of externally funded grants constitute forms of recognition. The quality and quantity of scholarly achievements will be considered and evidence of having established a successful and sustainable research program that contributes to the department's mission will be given substantial weight.
  - c. Professional service: Holding offices by appointment, election or voluntarily in relevant professional organizations, and professional services of value to the department, to the university and community.
4. Faculty specialists are evaluated based upon professional competence and professional service as specified in the Agreement. Expectations relative to these two areas will be consistent with the contents of the letter of appointment.
5. External review in the area of professional recognition may be initiated by the candidate, the Chair of the Department Tenure Committee, or the Department Chair for a traditionally - ranked candidate's final review. At least four (4) letters from external peers or experts in the candidate's field will be sought from a list that is mutually agreed upon by the tenure candidate and the tenure review Committee Chair. The process for obtaining the external recommendations will be as described in the current Agreement.
6. Members of the Tenure Committee will meet to discuss the candidates and vote at a meeting scheduled for that purpose. The committee Chair will inform all members of the meeting at least three business days before it is scheduled to take place. If a member is on sabbatical, leave, or is otherwise absent when the voting occurs, the member may submit a ballot to the Chair of the committee before the balloting occurs. Under no circumstances will a member be permitted to vote after the deadline has passed and in no case will the deadline conflict with the timetable specified in the Agreement. Proxy votes will not be permitted.

Voting will be by private ballot. Committee members will vote for tenure, against tenure, or abstain.

The Committee will recommend the award of tenure if two-thirds of the committee vote for tenure. Abstentions will not be considered in calculating the percentage. The results of the tenure vote, along with the ratings for each evaluation area, will be conveyed in the letter to the candidate for both informal and formal reviews and to the Department Chair for formal reviews. Recommendations for improvement will be included as appropriate. The faculty member will be notified of the committee's decision and will have the right to appeal the recommendation prior to the submission of the recommendation to the Department Chair in accordance with the Agreement.

### **Promotion Policy and Process**

1. As detailed in the Agreement, the candidate will submit appropriate documentation to the Department Chair prior to the Promotion Committee meeting, and the Chair will make these documents and the Letter of Appointment available to the members of the committee at the first meeting.
2. In considering faculty specialist candidates for promotion, areas of evaluation include professional competence and professional service. Expectations relative to these two areas will be consistent with the contents the letter of appointment.
3. For traditionally-ranked faculty, external review in the area of professional recognition may be initiated by the candidate, the Department Promotion Committee, or the Department Chair. At least four (4) letters from external peers or experts in the candidate's field will be sought from a list that is mutually agreed upon by the tenure candidate and the tenure review Committee Chair. If the candidate and the Committee Chair fail to reach an agreement on external reviewers, each will select an equal number of reviewers. The process for obtaining external recommendations will be as described in the current Agreement.
4. Traditionally-ranked faculty will be evaluated for promotion in the areas of professional competence, professional recognition and professional service. Faculty Specialists are evaluated for promotion based upon professional competence and professional service. Recommendations are based on the following criteria, the first two are of primary significance while the last criterion is considered to a lesser extent:
  - a. Professional competence: A high degree of competence in teaching, curriculum development, continuing self-education and research. Competence in the classroom will be based on numerical summary data of student ratings, perusal of course syllabi and materials, and additional evidence of competence provided by the candidate, in accord with the current Agreement. Competence in the supervision of master's thesis, doctoral dissertations and advising graduate students will also be considered.

- b. Professional recognition: Research publications and review articles in professional journals, monographs and books, organization of scientific symposia, research presentations at local, regional, national and international venues and invitations to speak at national and international agencies and institutions, professional awards and recognition by national and international associations. Preparation of proposals and acquisition of externally funded grants constitute forms of recognition. The quality and quantity of scholarly achievements will be considered and evidence of having established a successful and sustainable research program that contributes to the department's mission will be given substantial weight.
  - c. Professional service: Holding offices by appointment, election or voluntarily in relevant professional organizations, and professional services of value to the department, to the university and community.
5. Members of the Promotion Committee will meet to discuss the candidates and vote at a meeting scheduled for that purpose. The committee Chair will inform all members of the meeting at least three business days before it is scheduled to take place. If a member is on leave, or is otherwise absent when the voting occurs, the member may submit a ballot to the Chair of the committee before the balloting occurs. Under no circumstances will a member be permitted to vote after the deadline has passed and in no case will the deadline conflict with the timetable specified in the Agreement. Proxy votes will not be permitted.

Voting will be by private ballot. Committee members will vote for promotion, against promotion, or abstain. Committee members will also vote to recommend a rating of performance in each area of evaluation (i.e., "outstanding", "substantial", "significant", "satisfactory", or "unsatisfactory" as related to Professional Competence, Professional Recognition, and Professional Service).

The Committee will recommend promotion if two-thirds of the committee vote for promotion. Abstentions will not be considered in calculating the percentage. The results of the vote, along with the ratings for each evaluation area, will be conveyed in the letter to the candidate, the Department Chair and the College Promotion Committee in accordance with the procedures and timeline specified in the Agreement. The faculty member will be notified of the department committee's decision and will have the right to appeal the recommendation prior to the submission of the recommendation to the Department Chair and the College Promotion Committee in accordance with the Agreement.

### **Appeal Procedure**

A faculty has a right to appeal recommendations for tenure and promotion to the committee responsible for the recommendation. The committee will notify the faculty member in writing prior to submitting its recommendation to the Department Chair. The timeline will be in accordance with the Agreement. The faculty member must request an appeal meeting in writing and will have the prerogative of appearing before the committee with the support and guidance of another faculty member of the department.



The faculty member may first request an informal verbal explanation of the decision from the Chair of the faculty review committee, and on this basis, may decide to initiate the appeal process. If the faculty member appeals in writing per the Agreement, the individual is then entitled to a written notification of the decision and the reasons for that decision prior to appearing before the committee so that the faculty member can organize an appropriate appeal. The committee will inform the faculty member of its decision following the appeal and provide written clarification of the issues discussed in the appeal meeting provost renders a decision. In cases where an appeal results in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the tenure file unless the candidate requests otherwise. In cases where the appeal does not result in any change or only in partial change, the original recommendation and appeal materials will remain a part of the tenure file.

In general, the appeal meeting is intended to review the decision of the committee based on evaluation and interpretation of the candidate's material that was originally reviewed by the committee. The meeting is not intended as an opportunity to submit new materials and information, although the committee will not deny the candidate's right to indicate the change in status of previously submitted documents, e.g. announcement of a funded grant proposal, the acceptance for publication of a manuscript, or the receipt of an award or honor for which the faculty member was nominated.

The intent of the appeal process is to provide every opportunity for the faculty member and the department review committee to reach an understanding of the committee's decision and to use public disclosure to guarantee compliance with University procedures and the protection of individual rights. The appeal process is restricted to the review of the decision and recommendation of the committee relative to the position of the individual faculty member.

### **Evaluation of Faculty**

Faculty in the Department of Psychology adhere to the purposes and procedures to be followed in the evaluation of teaching/professional competence as specified in the Western/WMU-AAUP Agreement (see Article 16). Faculty evaluation practices within the department shall conform to the contractual agreement between the University and the AAUP, to include student ratings of faculty (16.3.1 and 16.4), instructional portfolios (16.3.2) and classroom visitations (16.3.3). Evaluations of term appointees (see 16.6) and faculty teaching in extended university programs (see 16.7) shall likewise conform to the Western/WMU-AAUP Agreement. Faculty in the Department of Psychology choose not to recommend requirements in the faculty evaluation arena, to include frequency of collecting student rating data, that extend beyond those specified in the Western/WMU- AAUP Agreement.

### **Sabbatical Leave Policy**

A sabbatical leave is intended to provide the faculty member with an opportunity to pursue advanced study in an area which is related to his/her present major academic interest, to develop expertise in a new area of the discipline, or to complete a research project or other creative activity which makes a contribution to the advancement of knowledge within the discipline. Proposals for sabbatical leave shall be reviewed in terms of academic and professional merits of the proposal, and the potential contribution to the individual, department, and the University. Specifically, the review committee will consider the proposal in terms of:

1. The clarity of the written presentation describing the proposed activity.
2. The degree of specificity of the arrangements for the sabbatical leave, in terms of the location or locations for the activity and the activity to be undertaken.
3. The relationship between the planned activity and the professional goals of the faculty member and the degree to which the planned activity constitutes professional advancement.
4. The relationship between the planned activity and the role of the faculty member within the department and the University and the degree to which the planned activity constitutes a potential contribution to the academic mission of the Psychology Department.

Members of the Executive Committee will vote by secret ballot on whether to approve the application, with their options being to approve, disapprove, or abstain. A simple majority, with abstentions not considered, is required to recommend approval. If two or more applications are approved, the Committee will rank-order and inform all candidates in writing of how their individual proposals were ranked. Candidates and the Department Chair will be informed in writing of the Committee's recommendation. The timeline for sabbatical submissions and recommendations will be in accordance with the Agreement.

### **Summer and EUP Teaching Distributions**

#### **Summer I and Summer II Teaching Assignments**

1. Each academic year and as soon as possible the Departmental Chair, with advice from relevant faculty committees, and upon approval of the Dean, will determine summer 1 and summer 2 course offerings for that year.
2. **Faculty must inform the Chair that they want to be scheduled for summer teaching by the date specified in the Agreement.** As soon as summer offerings are determined, the Department Chair will survey the faculty to determine which members prefer a summer I or summer II assignment and the class they would like to teach; faculty who prefer not to teach in these sessions will not be assigned. Ranked faculty have priority over faculty holding other types of appointments in selecting courses. Faculty are limited to courses deemed by the Departmental Chair to be appropriate assignments. If more faculty are available than course assignments, preference is to faculty who taught the fewest summer courses in the previous three years. When two or more people tie for the fewest courses taught, course assignment will be rotated between or among those individuals.

#### **EUP Teaching Assignments**

1. The Department Chair coordinates the department's activities in the various programs and offices of the Extended University Programs (EUP). The Chair will survey faculty with regard to EUP teaching assignments and consult with the Executive Committee to arrange an equitable and effective distribution of teaching opportunities. Faculty will list EUP courses they can and wish to teach and assignments will be consistent with faculty preferences where

possible. If two or more faculty wish to teach the same course, assignment will be rotated between or among them.

2. Faculty may be assigned one EUP course once during either the fall or spring semester as part of their regular workload (Article 42). Outside of regular workload assignments, faculty have preference for up to one EUP course per semester, if available, at the EUP rate (Article 41).
3. To the extent feasible, the academic expectations and faculty assignment criteria in EUP courses are identical to those used on the Kalamazoo main campus.

### **Workload and Assignments**

Workload will be determined by mutual agreement between the Board-appointed faculty and the Department Chair in a manner consistent with the Agreement. Activities and accomplishments in each of the three areas of Professional Competence, Professional Recognition, and Professional Service are considered in assigning workload. They are considered in light of the needs of the Department and how the faculty member can best contribute to meeting those needs. Program Committees and the Executive Committee shall assist the Department Chair as necessary to determine the relative importance of particular activities and accomplishments (e.g., publications, awards, editorships, Chaired searches) and the relative time and effort required to produce them. Equitable assignment of tasks and workloads is fundamental, but the complexity of the Psychology Department dictates that different faculty will do different things.

Adjustments of classroom teaching will be based on consideration of factors such as teaching large classes; heavy advising responsibilities; evident substantial creative and scholarly activity and research; chairing/supervising doctoral dissertations; directing M.A., M.S. theses, or specialist projects; and supervising field experiences, studios, laboratories, clinics, or other situations which result in contact hours significantly in excess of the nominal credit hours of a faculty member's load; graduate-level instruction; upper level courses; new or multiple preparations; individual student projects (such as independent study and reading); supervision of Honors College courses or theses; mentoring new faculty; course or program development and improvement for the department or college; participation in and service to professional and academic organizations; department, college, University or community service, or service to the Chapter. Adjustments will be based on the time and effort required for an activity relative to the time and effort required to teach a typical undergraduate course in the Department.

### **Policy Statement Changes**

Changes in this policy statement shall be made by a majority vote of the full-time faculty with the approval of the University administration as required in the Agreement between the unit and the University.