

**The Graduate School of Applied and Professional
Psychology By - Laws**

BYLAWS
of the
DEPARTMENT OF CLINICAL PSYCHOLOGY Graduate School of
Applied and Professional Psychology Revised January 22,
1996

I . PREAMBLE

The primary objective of the Department of Clinical Psychology is to provide advanced training for the practice of clinical psychology. Clinical psychology is defined as the application of valid psychological principles to the solution of problems generated within individuals, groups, or systems. There is a special commitment to active community' involvement, and the promotion of human rights and dignity without regard to sex, race, social status or ethnic background. The Department prepares carefully selected students for professional careers as direct service clinical psychologists trained to incorporate available knowledge and critical thinking into the creative delivery of psychological services.

These Bylaws are intended to govern the affairs of the Department of Clinical Psychology in accordance with the provisions set forth in the articles that follow and with all applicable sections of the University and Graduate School of Applied and Professional Psychology regulations. In the event of conflict or inconsistency, University or Graduate School of Applied and Professional Psychology regulations shall prevail.

Throughout these Bylaws, unless otherwise indicated, IIFacultyll refers to the Faculty of the Department of Clinical Psychology.

II. MEMBERSHIP IN THE FACULTY COUNCIL

A. Members of the Faculty of the Department of Clinical Psychology shall include:

1. The President of the university, the Senior Vice-President of Academic Affairs, and the New Brunswick Provost.
2. The Dean of the Graduate School of Applied and Professional Psychology.
3. Members of the University faculty who hold full-time appointments in the Graduate School of Applied and Professional Psychology Clinical Psychology Department: faculty who hold at least a 40% appointment on a clinical faculty line of the Graduate School of Applied and Professional Psychology.
4. Adjunct Faculty are appointed annually. Appointment shall be by the Dean of the Graduate School of Applied and Professional Psychology upon the nomination of the Department Chairpersons, and the recommendation of the

Appointments and Promotions Committee. Adjunct faculty shall include the following who may serve on all committees, unless specifically exempted, with the privilege of vote on such committees.

- a. Participatory (Joint) Faculty who hold a full-time position with the University of Medicine and Dentistry of New Jersey, Livingston College Psychology Department, the Graduate School, Graduate School of Education or the Graduate School of Social Work. They will maintain the same rank.
 - b. Visiting Faculty who teach, supervise, actively serve on committees, and have maintained a special relationship with the Graduate School of Applied and Professional Psychology. Rank is to be determined by the Dean upon the recommendation of the Appointments and Promotions Committee; e.g., Visiting Professor of Clinical, Visiting Associate Professor of Clinical, Visiting Assistant Professor of Clinical.
 - c. Contributing faculty shall apply to community coadjutants who teach a course. No rank will be assigned but specially designation will be indicated, e.g., contributing Faculty member in Clinical Psychology.
5. Field Supervisory Adjunct Faculty appointed annually. Appointment shall be by the Dean upon the nomination of the Department of Clinical Psychology Chairperson and the recommendation of the Appointments and Promotions Committee. Field Supervisory Adjunct Faculty shall include on-site field supervisors who shall be members of the Faculty with the privilege of voice only in meetings of the department. Members may be appointed to serve on all committees (unless specifically exempted) with the privilege of vote unless specifically exempted.
 6. Officers of the University and representatives of other colleges who are invited by the Department Chair.
 7. Sections 1 through 6 notwithstanding, no person shall hold faculty membership who is a candidate for a degree program in the Graduate School of Applied and Professional Psychology.
 8. Voting membership in the Clinical Department meetings shall include faculty members listed in Bylaws IIA, items 1 through 4.

III. POWERS OF THE DEPARTMENT FACULTY

- A. Recommending to the GSAPP Faculty Council such requirements for admission as deemed necessary for entrance into the clinical curriculum.
- B. setting up the requisite curricula for its academic work and providing for the schedule of courses.
- C. Encouraging the professional activities and research work of faculty members and of students.
- D. Recommending additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course and other appropriate matters.
- E. Recommending specific requirements for degrees for the purpose of recommendation to the GSAPP Faculty Council.
- F. Recommending to the Dean those candidates who have fulfilled the requirements for the Doctor of Psychology degree.
- G. Adopting regulations governing its own procedures, faculty and students.
- H. Making recommendations to the Dean of the Graduate School of Applied and Professional Psychology respecting any phase of GSAPP activity.
- I. Proposing through the GSAPP Faculty council amendments to the university regulations to be adopted by the Board of Governors. In the exercise of these powers of determining basic policy questions the Faculty must ensure that the rights of faculty and students are protected and that the individuals most affected by a change in organizational structure be consulted prior to such change.

IV. ADMINISTRATIVE OFFICERS OF THE DEPARTMENT OF CLINICAL PSYCHOLOGY

A. Chair

The Department Chair shall be elected by all members of the voting faculty for a term of three years. Nominations shall be submitted to the Department Secretary by March 15 of the third year and closed balloting completed by May 1 of that year. Under the Dean, it shall be the duty of department chairperson to have general administrative responsibilities for the program of the department; to plan

with its members a progressive program for the department; to evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report these evaluations as required; in consultation with the tenured members of the department to recommend appointments, reappointments, promotions, and dismissals; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; and generally to promote the effectiveness of the department, college, and university by every appropriate means.

B. Secretary

The Secretary is a full-time employee of the Graduate School of Applied and Professional Psychology. The duties of the Secretary include:

1. At the direction of the Chair, compilation of an agenda, with additional supporting materials such as resolutions, reports, nominations, etc., for all Departmental Faculty meetings.
2. Maintain a record of all actions taken by the faculty.
3. Make the minutes of meetings available to any Clinical faculty member upon request.
4. Maintain and hold available for reference an up-to-date compilation of the Bylaws.

V. MEETINGS OF THE CLINICAL PSYCHOLOGY FACULTY

A. Meetings

1. Regular Meetings. At the call of the Chair, a minimum of two regular meetings shall be held each semester, according to a schedule to be announced by the Chair at the beginning of each academic year.
2. Special Meetings. special meetings of the Clinical Psychology faculty may be held at the call of the president of the University, or of the Dean, or of the Chair, or shall be held at the call of the Chair on written request of at least 20% of the voting members of Faculty of the current academic year. Unless the Chair proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least 72 hours has elapsed from the time of the call was issued. Resolutions and supporting data for

consideration at the special meeting shall be transmitted to the Faculty as expeditiously as possible in advance of the meeting date.

3. Quorum. A quorum for all meetings shall consist of at least 51% of the voting members of the Clinical Department faculty for the current academic year, as defined in LIB of the GSAPP Bylaws.
4. Agenda. The Department Chair prepares the agenda for each meeting. Any member of the Faculty may request an item to be included on the agenda.

B. CONDUCT OF MEETINGS

1. Presiding Officer. The Chair, or in the absence of the Chair, the Secretary or a faculty member appointed by the Chair for this purpose, normally shall preside at all regular or special meetings of the departmental faculty. In the event no designated presiding officer is in attendance, the Faculty present shall elect a presiding officer for that meeting.
2. Rules of Order.
 - a. The Chair may require that a formal report, motion, or amendment shall be presented in writing to the Secretary of the Faculty upon its introduction.
 - b. All resolutions, reports, and motions that will commit the Faculty to any new departmental policy position shall normally be referred for consideration to a select committee where individuals most affected by basic changes may have the opportunity to present their views. Policy changes affecting students shall take effect only for those students who are admitted after the passage of such change of policy. Policies established during the first year of operation of the Department shall not be limited by this.
 - c. When a voting member is prevented by official Department, GSAPP or University responsibilities from attending all or part of a Faculty meeting *she* may submit a signed ballot to the Secretary designating the date of the meeting, the question to be voted upon, and the side on which the absentee's ballot is to be cast. All absentee ballots shall be in the Secretary's hand at the start of the voting on a given issue. (While the ballot may be counted, this does not contribute to the necessary quorum of 51%J

VI. COMMITTEES OF THE FACULTY OF THE DEPARTMENT

Structure

Ad hoc committees are to be appointed by the Chair in relation to a specific problem which requires a solution.

VII. AMENDMENTS

These Bylaws may be amended at a regular meeting of the Clinical Psychology Faculty with the approval of two-thirds of the members present and voting, provided the written text

of the amendment has been sent to each member at least one week prior to the meeting. Amendments may be offered by any voting member of the Departmental Faculty who submits a proposal in writing to the Clinical Department Faculty.

... voted upon and approved by the
Department of Clinical Psychology on
January 22, 1996

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