

The Derner Institute of Advanced
Psychological Studies

Adelphi University
Garden City, New York 11530

By-Laws

Operating Procedures

ADELPHI UNIVERSITY
The Derner Institute of Advance Psychological Studies
Faculty By-Laws

Article I. Name

The Derner Institute of Advanced Psychological Studies

Article II. Purpose

Section A. Subject to the ultimate authority of Broad of Trustees, including the authority delegated to the President by the Board of Trustees, the Derner Institute of Advanced Psychological Studies Faculty, in accordance with the University's Article of Governance and Provisions for Peer Review, is organized to act on educational matters within the scope of its academic domain. This document specifies the authority and governing policies for assuming such responsibility.

Section B. The faculty has primary responsibility for the curriculum, methods of instruction, research, faculty status and those aspects of student life which relate to the Derner Institute of Advanced Psychological Studies' programs.

Article III. Membership

During any academic year, the voting faculty of Derner Institute of Advanced Psychological Studies shall consist of a full-time, clinic faculty and clinical faculty (as defined by the CBA). Voting privileges are simultaneous with the date of initial appointment and terminate with date of severance, for whatever reason, from the Derner Institute of Advanced Psychological Studies. The Dean of Derner Institute of Advanced Psychological Studies is the chief executive officer.

Article IV. Meetings

1. Meetings may be called by:
 - a. The Dean.
 - b. Any 20% of the voting members of the Faculty.
 - c. A schedule specified in the Operating Procedures.
2. The Dean of the Derner Institute of Advanced Psychological Studies or Dean's designated representative shall preside at all meetings of the faculty.
3. A recorder of the minutes and a parliamentarian shall be designated for each meeting of

the faculty, as specified in the Operating Procedures.

4. Fifty percent, plus one, of the voting faculty shall constitute a quorum.
5. All decisions of the faculty shall be determined by majority vote except as stated in other sections of the by-laws.

Article V. Standing Committees

Standing Committees, charged to carry out the regular business of the Derner Institute of Advanced psychological Studies are:

1. Undergraduate Curriculum Committee
2. Doctoral Curriculum Committee
3. Master's Program in School Psychology Curriculum Committee
4. Master's Program in General Psychology Curriculum Committee
5. Research Committee
6. Minority Affairs Committee
7. Unit Peer Review Committee
8. Quality of Life Committee

Specific committee responsibilities and functions are enumerated in the Operating Procedures of the Derner Institute of Advanced Psychological Studies in compliance with the Collective Bargaining Agreement. Ad hoc committees may be established by the Dean as needed.

Article VI. Referenda

Fifty percent of the voting faculty may petition the Dean for a referendum by the faculty on any specific issue. Moreover, the Dean may conduct a referendum. To be valid, referendum requires that fifty percent of the voting faculty participate. A majoring vote shall prevail and supersede any existing policy.

Article VII. Parliamentary Authority

Section A. Robert's Rules of Order shall govern the faculty in all cases in which they are applicable and in which they are not inconsistent with the University's By-Laws or Special Rules.

Section B. The Dean shall appoint the parliamentarian who shall serve for the academic year. The person may be reappointed.

Article VIII. Ratification and Amendment

As specified by the Articles of Governance of Adelphi University, Article VII, these By-Laws and any amendments of them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following a majority vote of the eligible faculty (as defined in Article III) who cast ballots. Amendments to this document may be proposed by at least 35% of the voting members of the faculty, or by a majority of the faculty with a rationale prepared by the sponsoring body two weeks prior to a vote. To pass, an amendment must receive the affirmative vote of a majority of the faculty eligible to vote.

Approved by BOT: June 13, 2005

ADELPHI UNIVERSITY
The Derner Institute of Advance Psychological Studies
Operating Procedures

Article 1: Purpose

The purpose of these operating procedures is to provide a framework for the effective functioning of the Institute. These operating procedures recognize the ultimate authority of the Adelphi University Board of Trustees, including the authority delegated to the President as well as the Collective Bargaining Agreement by and between the Board of Trustees and the Adelphi University Chapter of the American Association of University Professors. As specified by the Articles of Governance of Adelphi University, Article VII, these operating procedures and any amendments of them become effective upon approval by the Board of Trustees.

Article II: Membership and Voting Privileges

A: Membership of the Faculty of the Derner Institute consists of all Professors, Associate Professors, Assistant Professors, Instructors, Clinic Faculty, and Clinical Faculty (as outlined in the Collective Bargaining Agreement) who have at least half of their teaching responsibility in the Institute as determined by their workload. When voting is appropriate, each faculty member has one vote.

B: Administrators who have faculty appointments are recognized as members of the faculty and have voting rights. The Dean or her/his representative may serve as members and/or chairs of committees with the exception of the Unit Peer Review Committee.

C: Adjunct and Senior Adjunct faculty as defined by the Collective *Bargaining Agreement* may attend faculty and/or committee meetings, but may not vote.

Article III: Organization of the Institute

A. The Institute is divided into five programs, the Undergraduate Program, the Master's Program in General Psychology, the Master's Program in School Psychology, the Doctoral Program in Clinical Psychology, and the Postgraduate Programs in Psychoanalysis and Psychotherapy. The Undergraduate Program is led by its Chair, while the other four programs have Directors who are appointed by and report to the Dean of the Institute.

B. The Administration of the Institute consists of the Dean, the Associate Dean, the Chair of the Undergraduate Program, the Director of the Master's Program in General Psychology, the Director of the Master's Program in School Psychology, the Director of Clinical Training, the Director of the Psychological Services Center, the Director of Research, the

Director of the Postgraduate Program, and the Director of the Postgraduate Clinic.

1. The Dean is the chief executive officer of the Institute and has ultimate responsibility for all its functions including academic and administrative. The Dean can delegate authority to members of the Institute when appropriate.

2. The Associate Dean is appointed by and reports to the Dean. The Associate Dean assists the Dean in all aspects of administration and is assigned by the Dean to be responsible for such tasks as, but not limited to, organizing and directing recruitment and admissions for the Doctoral Program, monitoring graduate assistant activities, supervising advisement of doctoral students, recruiting and supervising adjunct faculty, and working with the Dean on the budget and program schedules.

3. The Chair of the Undergraduate Program is responsible for all aspects of that program and duties assigned by the Dean that may include such matters as:

- a. setting up course schedules
- b. participating on the Executive Board
- c. recruiting and supervising adjunct faculty
- d. coordinating recruitment activities
- e. supervising registration and advisement
- f. supervising program relevant activities of faculty who teach undergraduate courses
- g. supervising clerical staff who work for the program.

4. The Director of the general Master's Program is responsible for all aspects of that program and duties assigned by the Dean that may include such matters as:

- a. setting up course schedules
- b. participating on the Executive Board
- c. recruiting and supervising adjunct faculty
- d. coordinating recruitment activities
- e. supervising registration and advisement
- f. supervising program relevant activities of all faculty who teach in the program
- g. supervising clerical staff who work for the program.

5. The Director of the Master's Program in School Psychology is responsible for all aspects of that program and duties assigned by the Dean that may include such matters as:

- a. setting up course schedules
- b. participating on the Executive Board
- c. recruiting and supervising adjunct faculty
- d. coordinating recruitment activities
- e. supervising registration and advisement
- f. supervising program relevant activities of all faculty who teach in the program
- g. supervising clerical staff who work for the program.

6. The Director of Clinical Training is responsible for all aspects of that program and duties assigned by the Dean that may include such matters as:

- a. setting up clinic schedules of the Psychological Services Center
- b. participating on the Executive Board
- c. recruiting and supervising adjunct faculty
- d. supervising activities of all faculty who teach relevant doctoral courses
- e. supervising clerical staff who work in the Psychological Services Center.

7. The Director of the Research, elected by members of the research committee, is responsible for all aspects of research in the Institute and duties assigned by the Dean that may include such matters as:

- a. chairing the research committee
- b. participating on the Executive Board
- c. proposing and implementing policies for research in all programs; in the doctoral program this includes requirements for second year projects and dissertations
- d. implementing department policy concerning research requirements for internship applications
- e. overseeing the Clinic Research project (jointly with the Director of Clinical Training)
- f. coordinating and leading the Research Conference
- g. assignment of first year students to research groups

8. The Director of the Postgraduate Program is responsible for all aspects of that program and duties assigned by the Dean that may include such matters as:

- a. setting up course schedules
- b. participating on the Executive Board
- c. recruiting and supervising adjunct faculty
- d. coordinating recruitment activities
- e. supervising registration and advisement
- f. supervising program relevant activities of all faculty who teach in the program
- g. supervising clerical staff who work for the program.

9. The Director of the Psychological Services Center is responsible for all aspects of the Center and duties assigned by the Dean that may include such matters as:

- a. setting up supervision schedules
- b. participating on the Executive Board
- c. coordinating patient recruitment activities
- d. supervising patient assignment
- e. recruiting and supervising adjunct supervisors
- f. supervising advisement for externships
- g. supervising the program relevant activities of all faculty who perform clinical
- h. supervising clerical staff who work for the Center

- i. supervising response to patient crises and emergency calls
- j. overseeing the Clinic Research project (jointly with the Director of Research).

10. The Director of the Postgraduate Clinic is responsible for all aspects of the center and duties assigned by the Dean that may include such matters as:

- a. recruitment activities
- b. participating on the Executive Board
- c. supervising the program relevant activities of all faculty who perform clinical
- d. supervising clerical staff who work for the center.

C. The primary governing body of the Institute is the Executive Board. This Board consists of the Dean, The Associate Dean, the Director of Clinical Training, the Director of the Master's Program in General Psychology, the Director of the Master's Program in School Psychology, the Chair of the Undergraduate Program, the Director of the Psychological Services Center, the Director of the Postgraduate Clinic, the Director of Research, and senior faculty members appointed by the Dean. The Executive Board reviews policy recommendations by Institute committees, makes recommendations on disciplinary actions for students, decides on issues of academic standards, and serves as the primary search committee for all hiring. If they deem it appropriate, the Executive Board can recommend establishing one or more separate search committees for any open faculty or administrative position except for the position of Dean. The Executive Board and all other interested faculty who attend requisite meetings will vote and make recommendations to the Dean for all hiring.

Article IV: Faculty Teaching Assignments

Although faculty may teach more of her/his courses in one program, all faculty should be willing to teach in all programs of the Institute and will be hired on that basis. Assignment of courses in the Undergraduate Program, Master's Program in General Psychology, the Master's Program in School Psychology, and Doctoral Program is based on expertise and seniority and is done by the Dean. Assignment of courses in the Postgraduate Program is also based on expertise and seniority and is delegated by the Dean to the Director of the Postgraduate Program. The primary concern in course assignment is to ensure full-time faculty participation in all programs of the Institute. Course assignment will be made in accordance with the principles spelled out in the Collective Bargaining Agreement.

Article V: Faculty Meetings

A. Regular meetings of the Institute faculty will be held at least twice a semester during the academic year. The Dean will solicit items for the agenda from the faculty and be responsible for distributing an agenda some time before the meeting. All faculty are expected to attend all faculty meetings and/or notify the Dean in case of circumstances when attendance is

not possible.

B. Special meetings may be called by the Dean who may respond to requests from faculty or administration concerning important issues.

C. Meetings will be held only if one half of the voting faculty, plus one, is present. In situations where a quorum does not exist, the Dean will reschedule the meeting.

D. Any voting faculty member may make a motion for an issue to be voted upon. Votes will be decided by a majority unless specified in the motion or some other part of these operating procedures. The issue will be presented to the Dean for a final decision.

Article VI. Committees

In order for the Institute to appropriately discharge its responsibilities for its academic programs, standing and ad hoc committees will be established for each academic year. Each committee will have a specific purpose and responsibility.

A. All decisions of each committee shall be submitted to the Faculty by the committee Chair for faculty vote at a meeting or by a mail ballot. Mail ballots will ask faculty to vote, *yes*, *no*, or *needs to be discussed at a meeting*. A non-response to a proper notification of a vote will be considered a yes vote to the committee's recommendation. All recommendations will be submitted to the Dean for final decision. In all cases, committees will seek appropriate input from students, faculty and other relevant persons before presenting decisions for faculty vote. The Executive Board and/or the Dean may suggest sources for appropriate input.

B. Chairs of each committee shall submit a final report of the committees' activities at least one week prior to the final faculty meeting of the academic year. These reports will be reviewed by the Executive Board and presented to the faculty.

C. Before the last faculty meeting of the academic year, the Dean will solicit from the faculty members a list of volunteers for each committee. The list of committees will include both Institute Committees and University Committees. The University Committees for which faculty may by participate include, but are not limited to: University Assessment Committee, Campus Planning Committee, Cultural Affairs Committee, Faculty Committee on Tenure and Promotion (FCTP), Faculty Senate, At-Risk Committee, and the Campus Security Committee.

The Dean will prepare a list of faculty who express interest in joining each committee. All faculty are eligible to participate on all committees except the UPRC which is restricted to tenured faculty. The faculty will vote on the Committee list and the final decision on committee membership shall be made by the Dean. Each committee will elect a chair or director except in cases designated below.

D. Students will be *non* voting members of some committees as indicated below. The committee will decide about how many students are appropriate and how the students will be chosen. If the Committee is unable to find students willing to serve on it, this provision can be waived by appeal to the Executive Board.

Standing Committees

1. Undergraduate Curriculum Committee

a. Function: This committee monitors the undergraduate curriculum and formulates and recommends policy to the Dean on issues dealing with the undergraduate curriculum.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be Chair of the Undergraduate Program. This committee will have at least two student representatives.

2. Doctoral Curriculum Committee

a. Function: This committee monitors the doctoral curriculum and formulates and recommends policy to the Dean on issues dealing with the doctoral curriculum.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be the Director of Clinical Training. This committee will have at least two student representatives.

3. Master's Program in General Psychology Curriculum Committee

a. Function: This committee monitors the curriculum for the Master's Program in General Psychology and formulates and recommends policy to the Dean on issues dealing with the master's curriculum.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be the Director of the Master's Program in General Psychology. This committee will have at least two student representatives.

4. Master's Program in School Psychology Curriculum Committee

a. Function: This committee monitors the curriculum for the Master's Program in School Psychology and formulates and recommends policy to the Dean on issues dealing with the master's curriculum.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be the Director of the Master's Program in School Psychology. This committee should have at least two student representatives.

5. Research Committee

a. Function: The Research Committee advises the Director of Research on all aspects of the Institute Research programs, as outlined in Article III, item 7.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be the Director of the Research, and elected by the Research Committee.

6. Minority Affairs Committee

a. Function: This committee works with the Minority Caucus* and arranges multicultural events. The committee also prepares evaluations of minority candidates who are applying for admission to the doctoral program in clinical psychology.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be elected by the committee. This committee will have at least two student representatives.

*The Minority Caucus is composed of all minority students. They meet to provide support for each other, help run relevant events, and assist in doctoral admissions.

7. Unit Peer Review Committee (UPRC)

a. Function: This Committee gathers the appropriate information and makes recommendations to the Dean for faculty who are applying for research release, promotion, tenure, and reappointment.

b. Membership: All tenured faculty members are eligible for membership on this committee. The committee is elected by the faculty and the chair shall be elected by the committee.

8. Quality of Life Committee

a. Function: This committee deals with all issues related to the quality of life of students, faculty, administrators, and staff. The committee will be the source of information on quality of life issues as well as the recipient of informal and formal complaints. The committee will also be responsible for initiating dialogue on issues related to quality of life.

b. Membership: All faculty members are eligible for membership on this committee. The chair shall be elected by the Faculty. This committee will have at least two student representatives.

Ad Hoc Committees

As the need arises, the Dean may appoint an ad hoc committee to accomplish a specific purpose. Faculty will be asked to volunteer for these committees. The Dean may appoint members to a committee in order to ensure that there is an appropriate number of faculty on the committee and, also to ensure that the committee has the necessary expertise to accomplish its task.

Article VI. Graduate Student Organization

The Institute shall provide financial support and other resources necessary for the formation and effective functioning of a graduate student organization. The organization's purpose is to provide a forum for students to discuss issues of common concern, provide input to the Institute committees and administration and to contribute to the life of the program.

Article VII: Amending the Operating Procedures

Proposals for changes to these operating procedures may be made by any faculty member at a Faculty meeting. Proposed changes will be voted on by the faculty and those changes that receive 2/3 vote of those present will be given to the Dean for final approval.

Approved By: BOT – June 13, 2005 .