

The Gordon F. Derner School of Psychology Adelphi University

By-Laws

Article I. Name

The Gordon F. Derner School of Psychology.

Article II. Purpose

Section A. Subject to the ultimate authority of the Board of Trustees and the powers delegated to the President, the Derner School of Psychology faculty, in accordance with the University's Articles of Governance, is organized to oversee educational matters within its academic domain. The governance of the faculty operates in coordination with the Dean's Office, which provides administrative oversight and ensures alignment with university policies. This document defines the faculty's authority and governing policies in fulfilling these responsibilities.

Section B. The faculty holds primary responsibility for academic matters within the Derner School of Psychology, including curriculum development, instructional methods, and academic and research standards. Additionally, faculty contribute to faculty-related affairs—such as hiring, promotion, and professional development—in accordance with university policies and under the oversight of the Dean, Provost, and Board of Trustees, as outlined in the Articles of Governance and Collective Bargaining Agreement.

Article III. Membership

During any academic year, the voting faculty of the Derner School of Psychology shall consist of full-time faculty and clinic faculty (as defined by the CBA). Voting privileges begin with the date of initial appointment and terminate with date of severance, for whatever reason, from the Derner School of Psychology. The Dean of the Derner School of Psychology is the chief executive officer.

Article IV. School Leadership

Section A. The primary governing body of Derner is the Executive Board, which is comprised of the academic deans, program directors, committee chairs and additional faculty as defined below in section E. The Board reviews policy recommendations by training programs and standing committees, considers issues of academic and professional standards, credentialing and elections, and advises on faculty searches and administrative appointments. Faculty contributions are integral to shaping these policies, and any major structural or policy changes affecting faculty governance, curriculum, program status, or accreditation shall be subject to faculty review and ratification by majority vote (see Article V, Section E), with final approval by the Board of Trustees when necessary (see Article IX).

Section B. The Dean provides strategic leadership and administrative oversight for Derner, ensuring alignment with university-wide objectives while fostering faculty collaboration in decision-making. Areas of oversight include budgetary planning, faculty appointments, workload distribution, and the implementation of university policies. The Dean is supported in all aspects of school administration by Associate and Assistant Deans. Faculty serve as essential advisors in policy development and workload distribution, offering recommendations that the Dean reviews carefully in decision-making processes to ensure broad-based input

and institutional alignment.

Section C. After soliciting interest from all full-time Derner faculty, program directors are appointed by the dean with consent from the appointee for each of the school programs (including those for Undergraduate BA, Neuroscience BS, General MA, Mental Health Counseling MA, School Psychology MA, School Psychology PsyD, Clinical Psychology PhD, Postgraduate, and Institute for Parenting).

Section D. Committee chairs for the Diversity Council and Research Standards Committee (see description below) are elected by their respective committee members and also serve on the Executive Board, precluding them from running in Section E elections.

Section E. Faculty representatives who would otherwise not be included in the Executive Board (three additional members, at least one tenured faculty, and at least one teaching/clinical and/or one pretenured faculty) are elected by the faculty each year to serve on the Executive Board. If there are not enough self-nominations from any particular category, then the position(s) could be filled by willing faculty from other categories. Votes conducted during Executive Board meetings would be conducted anonymously.

Article V. Meeting Protocol

Section A. Meetings may be called by the Dean (or delegate, such as associate or assistant deans, program directors or committee chairs, in the case of meetings defined in Article VI) or any 20% of the voting members of the relevant faculty.

Section B. The Dean (or Dean's designated representative) shall preside over all full faculty meetings. Program directors or committee chairs shall preside over other standing meetings.

Section C. A recorder of the minutes shall be designated for each standing faculty or committee meeting. If possible, meetings should be electronically recorded (from which minutes can be derived). Minutes should be distributed no later than one week after the meeting.

Section D. For full faculty meetings of the Gordon F. Derner School of Psychology, a quorum shall consist of fifty percent plus one (50% + 1) of the eligible voting members of the full faculty, as defined in Article III. For program-level, standing committee, or other subunit meetings, a quorum shall consist of fifty percent plus one (50% + 1) of the eligible voting members assigned to that specific program, committee, or subunit. A quorum must be present for any meeting in which official business is conducted, including discussion or voting. If quorum is not met, the meeting may continue for informational purposes only, but no official actions, motions, or votes may be taken.

Section E. Any voting faculty member may make a motion for an issue to be voted upon. All decisions of the faculty shall be determined by majority vote (50% + 1) of those present (once quorum is met). Votes at full faculty meetings will be collected anonymously (manually or electronically), following standards to protect security, transparency and confidentiality.

Section F. The Dean shall call at least one meeting of the full faculty each semester. Faculty will be notified via email at least 2 weeks prior to scheduled meeting. The faculty may waive this notice rule by a majority vote.

Section G. All action items from administration shall be formally brought to the faculty's attention at least 7 calendar days prior to the meeting. Faculty will be asked for agenda items in writing at least 7 calendar days prior to meeting. The faculty may waive this notice rule by a majority vote.

Article VI. Standing Meetings or Committees

Standing meetings or committees, charged to carry out the regular business of the Derner School of Psychology are:

- A. Undergraduate Psychology and Neuroscience Programs: Responsible for curriculum and policy for undergraduate psychology and neuroscience.
- B. Ph.D. Program in Clinical Psychology: Responsible for curriculum and policy (including subcommittees for admissions and financial aid).
- C. Master's and Psy.D. Programs in School Psychology: Responsible for curriculum and policy (including subcommittees for admissions and financial aid).
- D. Master's Programs in General Psychology and Mental Health Counseling: Responsible for curriculum and policy (including subcommittees for admissions and financial aid).
- E. Research Standards Committee: Responsible for research activities and requirements across all programs, including research conducted in Psychological Services (in collaboration with its director); establishes research guidelines within Derner, while ensuring alignment with university-wide policies set by the Faculty Senate and Provost.
- F. Diversity Council: Responsible for school climate and the state of equity and inclusion (representation from each program is required); may implement internal school initiatives but requires full faculty vote for broader policy changes.
- G. Unit Peer Review Committee: Responsible for coordination of appropriate information (as per CBA), annual dissemination of UPRC guidelines, and recommendations to the Dean, Faculty Committee on Retention, Tenure, and Promotion (FCRTP), and the Provost, ensuring faculty input is central to personnel decisions (as delineated in the CBA).
- H. Unit Academic Affairs Committee: Responsible for approval of curricular changes established at the program level by faculty before submission to University Academic Affairs. Membership consists of program directors. If the Unit Academic Affairs Committee rejects a proposal from the Program faculty, this would go to a unit-wide faculty meeting for a vote on approval.

Specific committee responsibilities and functions shall be in compliance with the Collective Bargaining Agreement and the university Articles of Governance. Program directors serve as chairs for their respective program meetings. Chairs for all other committees are elected annually by their respective members. Faculty are expected to attend meetings of programs in which they teach or supervise, and attendance by advisors is based on specific program needs. Membership of other committees (E and F) is determined annually (by interest and need) and approved by full faculty vote. Ad hoc committees may be established by the Dean or associated Chair/Program Directors as needed.

Article VII. 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 and will preside over a meeting regarding any referendum. To be valid, a referendum requires participation of a quorum of the voting faculty. A majority vote shall prevail and supersede any existing policy. Decisions requiring a full faculty vote include any recommended amendment to faculty governance policies, structural modifications to Derner's curricula that impact accreditation, changes in faculty appointment procedures affecting tenure and promotion, policy updates or changes regarding school climate (proposed by the Diversity Council) and research requirements (proposed by the Research Standards Committee).

Article VIII. 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 consistent with the University's Articles of Governance and the Collective Bargaining Agreement.

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

Article IX. Ratification and Amendment

As specified by the Articles of Governance of Adelphi University, Article VIII, these By-Laws and any amendments to them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following approval by at least two-thirds (2/3) 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, with a rationale prepared by the sponsoring body at least two weeks prior to a vote. To pass, an individual amendment must receive the affirmative vote of a majority (50% + 1) of the faculty eligible to vote. Votes will be collected electronically, following standards to protect security and confidentiality. Any revision that affects university-wide faculty governance must be reviewed and discussed by the Faculty Senate Executive Committee and AAUP Adelphi Chapter prior to implementation to ensure alignment with broader university and CBA policies.

Ratified by the school faculty: June 6, 2025

Approved by the university BOT: Jun 13, 2025