



Department of Psychology Executive Committee Bylaw Section University of Texas, Austin

Purpose: The purpose of the Executive Committee is to foster a system of faculty self-governance that is open, participatory and reduces the general burden on Department faculty. The EC will provide faculty input and advice to aid in the administration of the Department.

Composition and terms: The executive committee consists of the Associate Chairs, the Director of Clinical Training, Undergraduate Advisor and 6 additional members of the faculty – 4 full professors, 1 associate and 1 assistant for a total of 10 voting members. A representative of the professional faculty will also serve on the committee in a non-voting advisory position. The Chairperson is also a non-voting ex-officio member of the Executive Committee and will call, set the agenda and conduct meetings. The elected tenured members and professional faculty representative serve for two years, the assistant professor serves for one year. Generally, three members are elected each year, one assistant professor and two from the ranks of professor and associate professor. The goal is to have overlapping terms for the tenured members in order to provide some degree of continuity.

Eligibility: Successive terms are precluded. Any faculty member known to have a Faculty Research Assignment, College Research Fellow award or Special Faculty Assignment for the forthcoming academic year or known to be on leave of absence for all or part of it, is not eligible to be on the ballot. If any of these or similar situations arise for an EC-elect prior to the beginning of the academic year, then the EC-elect is to be replaced by the next indicated candidate in the most recent EC election, who then serves a two-year term. The replaced faculty member is eligible for the next ballot.

Election Procedures: The election process, which is by secret ballot, takes place at the end of the Spring semester, usually by the first week of May and is to be concluded, and the outcome reported, by the end of the final exam period. The professor and associate professor members are elected by the professors and associate professors, while the assistant professor is elected by the assistant professors and the professional faculty member by their peers. A full list of eligible faculty will be used for the ballot and each faculty member will be asked to select their top 6 choices from full and associate professors – selecting at least one associate professor and no more than 2 individuals from their “area”. Assistants and professional faculty will be asked to select their top 2 choices from their respective lists. Tie votes will be settled by random selection.

Vacancies: If a vacancy occurs after the beginning of the academic year, it shall be filled by the next indicated candidate in the most recent EC election, who then serves the remainder of the two-year term. Neither the original EC member nor their replacement is eligible to be on the EC ballot at the expiration of the term.

Meeting Frequency: Meetings of the Executive Committee will be called monthly during each of the 3 full months of the Fall and Spring semesters, with additional meetings as needed and called by the chair. Agenda and meeting minutes will be posted in a location that is accessible for all tenure track faculty members to review.

Functions: The EC shall work closely and cooperatively with the Department Chairperson in the administration of the Department. This embodies being the primary source of advice and consultation across a range of topics including, but not limited to, hiring, promotion and budgeting. In addition, the EC consults with and informs the faculty at large. The EC can be consulted on any topic determined by the Chair, but some specific functions of the EC include:

1. Faculty Appointments without Tenure: Working together, the Chairperson and the EC decide about recommendations to the Dean of the College for appointments to the rank of Assistant Professor without tenure. Salary and related negotiations are handled by the Chairperson.
2. Faculty Promotions: If an Assistant or Associate Professor desires to be considered for promotion at a time not stipulated as a “right to be considered for promotion” by University policy, the full Professors of the EC and the Chairperson working together shall decide on whether to initiate the process of consideration.
3. Faculty Retentions: If a faculty member receives an outside offer, the chair will consult with the EC about the specifics of a suitable counter offer.
4. Faculty Salary Merit Increases: The EC will formulate and implement procedures for determining merit increases. The Chairperson shall forward these recommendations to the Dean in addition to his/her own recommendations.
5. Recommendations for Chairperson: The Department’s response to a request by the Dean for recommendations for a new Chairperson shall be organized by the EC. The EC shall ensure that the views of all members of the faculty are taken into consideration.

The budget council has the authority to issue additional duties to the EC.

It is preferred that all EC decisions be made by consensus. In the case of a less than unanimous agreement, any decision that has majority support but lacks 2/3rds of EC support will be brought to the full budget council for resolution.