

THE COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES (CPBS) CONSTITUTION

Preamble

This Constitution is established for a productive and intellectual community; to cultivate collaborative and cooperative relations among faculty, administration, and students; to affirm and assure academic freedom; to advance the general welfare of the rights of individuals; promote the rules of governance for carrying on the educational responsibilities of the College of Psychology and Behavioral Sciences (CPBS); effect closer coordination among the various faculties, campuses, and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and College; and offer opportunities for using special and creative competencies of the faculty in the formation and implementation of the educational programs of the College of Psychology and Behavioral Sciences (CPBS) of National Louis University. The CPBS constitution does not supersede the Faculty Association Constitution.

Article I - Name

The governance agency for the College of Psychology and Behavioral Sciences shall be known as the College of Psychology and Behavioral Sciences (CPBS) Faculty.

Article II - Jurisdiction and Powers

Section 1: The Powers of the College of Psychology and Behavioral Sciences Faculty

- A. The powers of the CPBS Faculty are delegated by the President of National Louis University as the Chief Executive Officer of the University under the authority granted by the Board of Trustees. The President delegates responsibilities to the Provost, who delegates to the Dean. The Dean is the lead executive of the College and is accountable for outcomes. All Faculty recommendations must be approved by the Dean, and are forwarded to the Provost and President for further approval, as appropriate. The CPBS Constitution is intended to govern at the College level and is superseded by the Faculty Association Constitution. The CPBS Faculty, through its governance structure, retains the following powers to:
 - a. Investigate all matters within its areas of jurisdiction.
 - b. Make recommendations for policies regarding matters within its areas of jurisdiction.
 - c. Implement those policies formulated and approved through and according to the articles and amendments of this Constitution.
 - d. Make recommendations to the Dean of CPBS on matters of general interest to the faculty and students of the College.

Section 2: Jurisdiction

- A. The College Psychology and Behavioral Sciences Faculty, led by the Dean of the College and acting with shared governance practices, shall have general legislative oversight on all matters pertaining to its meetings and committees; to the admission requirements, curriculum, instruction, examinations, grading, dismissal of students from programs, and granting of authorized degrees; academic freedom; the supervision and regulation of research and CPBS Faculty and/or in conjunction with the CPBS Dean's office shall administer the programs of the College of Psychology and Behavioral Sciences. The faculty exercise their voice by making recommendations on all such matters to the Dean of the College, who shall take all approved recommendations through appropriate channels for final approval to ensure no recommendations are in opposition to university policy or practices and that no such recommendations supersede faculty governance processes for the university.
- B. Jurisdiction of policies pertaining to promotion, tenure, salaries, sabbaticals, leaves of absence, and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University. The CPBS faculty shall reserve the right to submit written recommendations regarding these matters to the Faculty Association, the Senate, and the President of the University. With the Dean's approval, such recommendations may be forwarded on to the Faculty Association, the Senate, and the President of the University. However, the Dean of the College has the authority and accountability to either forward or deny any requests presented at the college level on any of these matters.

Section 3: Constitution

- A. The CPBS Faculty shall establish and maintain an up-to-date Constitution. This Constitution shall govern all official actions taken in the name of the CPBS faculty. The Chair of the College shall be responsible for the annual dissemination of the current Constitution to the faculty.
- B. The CPBS faculty affirms its commitment to democratic decision-making and the full expression, consideration, representation, and counting of all faculty voices. Faculty members who believe a specific action or structure that is being recommended does not abide by this commitment can invoke this clause in a motion to reconsider. Such a motion shall be approved with an affirmative vote of a majority of those present.

Article III – Membership

- A. Academic personnel in CPBS who meet one or more of the following qualifications shall have full voting membership in the College:
 - a. Full-time appointment to the faculty of CPBS by the Provost of the University as evidenced by signing a faculty contract.
 - b. Assignment to at least a half-time faculty position in CPBS or its equivalent.
- B. Administrators are included in the CPBS faculty according to the following criteria:

- a. The Dean of the CPBS, as leader of the college and accountable for its success, shall be a non-voting member of the College of Psychology and Behavioral Sciences faculty.
- b. CPBS Administrators and staff with faculty rank appointed by the Academic Administration, including the President, Provost, or Dean, shall be non-voting members of the College of Psychology and Behavioral Sciences faculty.
- c. CPBS Administrators and staff without faculty rank shall not be considered members of the College of Psychology and Behavioral Sciences faculty.
- C. The directory shall be distributed by the CPBS Dean or designee annually in the Fall to all members of the CPBS faculty and the Chair of the Faculty Association. Membership for faculty and administrators is continuous until a change in status occurs at the University.
- D. Other personnel and students may be invited by the officers of the CPBS faculty to attend meetings and to take part in the deliberation of the meetings but shall not vote.

Article IV - Faculty Appointment Procedure

The following procedure shall apply to the search for candidates for faculty positions in the CPBS in accordance with the hiring policies of the University:

- A. The program, in collaboration with the Dean and the Office of Human Resources, will develop job descriptions for hiring faculty positions and provide this information to the search committees.
- B. The search committee shall receive and evaluate the credentials of the candidates, and present a slate of its preferred candidates to the Dean of the College. The search committee shall then conduct interviews, arrange contact between candidates and the CPBS faculty and other interested members of the institution, and make its final recommendation to the Dean of the CPBS who will forward final candidates to the Provost and President for final approval.
- C. Part-time appointments shall be made by the Dean of the CPBS or Dean's designee pursuant to the recommendation by the Program Chair or Director of the program, which is hiring, along with an account of the search process used.

Article V - Amendments

This Constitution may be amended by a two-thirds vote of the CPBS Faculty at any regular monthly meeting, provided that notice of the proposed amendment or amendments has been given at the preceding regular meeting or in writing distributed to CPBS at least two weeks before the meeting.

Article VI - Ratification

This Constitution shall go into effect upon ratification of two-thirds of the CPBS faculty and approval by the Dean, Provost, and President.

BYLAWS OF THE COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

Section 1: Officers

- A. The College of Psychology and Behavioral Sciences faculty shall have the following officers: Faculty Chair, Faculty Chair-Elect, the Past Faculty Chair, and the Secretary. The Faculty Chair-Elect and Secretary shall be elected by ballot before the end of the last regularly scheduled meeting of the CPBS faculty each academic year. They shall take office at the conclusion of the last spring meeting and shall serve for one academic year. If an election cannot be completed by the end of the last regularly scheduled meeting, the CPBS Faculty Chair shall conduct the remaining elections by electronic means before the first fall meeting.
- B. The officers of the CPBS faculty plus the Dean or Designee(s) shall serve as the Executive Board. At least one CPBS Senator shall also serve. The CPBS Faculty Chair shall convene Executive Board meetings.

Section 2: Duties of Officers

- A. **The Faculty Chair** in collaboration with the Dean or Dean's designee shall jointly create the agenda. The Faculty Chair shall preside at all meetings of the CPBS faculty, be responsible for the general conduct of the CPBS faculty business and shall appoint committees that are not otherwise selected by provisions in this Constitution.
- B. **The Faculty Chair-Elect** shall have all the powers and perform all the duties of the Faculty Chair in the absence of the Faculty Chair, and shall be the Faculty Chair when the normal term as Faculty Chair-Elect ends. The Faculty Chair-Elect shall request a membership list of the faculty in CPBS from the CPBS Dean's office and distribute it at the start of each academic fall term. The Dean's office shall inform the Faculty Chair-Elect of any changes as they occur so that the Faculty Chair-Elect can update the list as changes occur and inform the CPBS faculty of any changes at a regular CPBS meeting.
- C. **The Dean's Designee/Secretary** works in cooperation with the Faculty Chair to facilitate the business and with communicating actions and recommendations across the college, including but not limited to the following:
 - a. Supports the Faculty Chair with the organizing and facilitation of college meetings.
 - b. Either take or provide for the taking of minutes and submission of the minutes for approval at following meeting, and then submitting the approved minutes (with corrections) to the appropriate files.
 - c. Records motions, (and when requested reads back prior to voting) seconds and voting results of business items. (Faculty members make and submit the motions and seconds following the direction of the Faculty Chair's conducting of business.
 - d. Supports the Faculty Chair with keeping available the constitution, bylaws, rules of order, and agenda while in college meetings.

- e. Works in coordination with the Faculty Chair to communicate/distribute the agenda to the members and appropriate staff and guests.
 - f. Works in coordination with the Dean to maintain the records of meetings, including recommendations and reports provided by guests or committee chairs.
- D. **The Past Faculty Chair** shall assist with the transition and provide advice and counsel during the year.

Section 3: Meetings

- A. **Regular Meeting Schedule** - Regular meetings of the CPBS faculty shall be held monthly, from September to June, at the time and place (including virtually) as designated by the Executive Board, or Dean, unless determined otherwise by a majority vote of the CPBS faculty.
- B. **Special Meetings** - Special CPBS faculty meetings may be called by the Executive Board, Dean, or by signed petition of one-third of the CPBS faculty members by giving written notice thereof, stating the time, place, and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
- C. **Participation by Proxy** - All CPBS faculty with instructional assignments at a time and location that make participation impractical shall have the opportunity to present brief written position statements on announced agenda items, to vote by proxy or other absentee ballot arrangements, and to request reconsideration of any actions taken without reasonable opportunity for extended site participation. A written proxy statement must be presented to the Faculty Chair before the start of any meeting where the proxy is in force.
- D. **Quorum** - A majority (>33% or 1/3) of the voting membership of the CPBS faculty (excluding those on leave and emeritus faculty) shall constitute a quorum for the transaction of business at any regular or special meeting. This includes those members participating by proxy or either means of extended site communication or representation.

Section 4: Motions and Voting

- A. All motions presented for consideration by CPBS College faculty shall be put forward at a CPBS Faculty meeting at which a quorum is present. When a vote is taken on any matter at a meeting of the CPBS faculty, a quorum being present, a majority of the votes shall be sufficient for decision-making purposes.
- B. **Proxy Voting** - A written authorization to act on another's behalf may authorize representation of all matters coming before the faculty or be limited to specific items. The Faculty Chair shall rule on any questions arising from the interpretation of proxy voting specifications and such actions will be recorded in the minutes of the meeting. All

proxies must be submitted to the Faculty Chair no later than the beginning of the meeting.

- C. **Electronic Voting** - When a vote is taken by electronic ballot, it is not considered decisive unless the total number of properly submitted ballots received by the Faculty Chair-Elect as of the deadline date is at least equal to the quorum. The results of a vote taken by electronic means shall be reported to the membership within seven (7) days following the deadline and shall be recorded in the minutes of the next CPBS meeting. After being counted, the submitted ballots shall be secured by the Faculty Chair-Elect at the next CPBS meeting.

Section 5: Agenda and Minutes

- A. The upcoming agenda and minutes from the previous CPBS faculty meeting shall be distributed to all members of the CPBS faculty at least one week before the meeting. The Dean's Designee/Secretary shall take the lead in the preparation and dissemination of minutes and records, with support from the Faculty Chair(s)-Elect.
- B. The Faculty Chair shall prepare the agenda; the CPBS faculty shall approve the minutes at each meeting. All business shall be carefully recorded.
- C. All official minutes of meetings of CPBS and its committees shall be kept in an indexed format by the office of the office of the Dean of the CPBS and be available to any member of the CPBS faculty via electronic storage means in use at the time (e.g., the CPBS drive, etc.).
- D. **Rules of Order** - The rules of parliamentary procedure in *Robert's Rules of Order* (latest edition) shall be used in deliberations on all questions of procedure not covered in this Constitution, unless a motion is made and approved to abide by alternate rules of order for a particular matter.

CPBS Committees

Section 1: General Functions and Limitations of Committees

In carrying out the functions specified herein, each committee shall have all the powers, authority, and responsibilities held by the CPBS faculty. Each committee shall elect its Chair during its last meeting of the previous academic year and shall function for the subsequent academic year. Committees may adopt and follow rules and policies as they find useful, necessary, and in accordance with this Constitution, subject only to the following provisions:

- A. The faculty shall be kept informed of committee actions by the submission of reports to the CPBS Secretary who in turn shall distribute copies to the CPBS faculty and to the Dean and by publication in writing of any policies adopted, which will then become effective 30 days after publication, subject to review procedures described in items B and C below.
- B. The CPBS faculty may, by majority vote at any regular meeting, request a review of any action taken, a policy adopted, or a decision made by any CPBS committee and may,

based on such review, call for the action or policy to return to the committee for reconsideration.

- C. A petition signed by one-fourth of the members of the CPBS faculty shall call for a review of any action, policy, or decision of any CPBS committee. The final disposition of any review shall be decided by a majority vote of the CPBS faculty at its regular or special meeting. This action is specific to the College level only.
- D. The Dean of CPBS or their designated representatives shall be ex-officio members of all committees and informed of scheduled meetings.
- E. Members of any committees shall be selected by the College at large, according to democratic procedures established, unless otherwise indicated in this Constitution.
 - a. Term of office shall be for three years unless otherwise determined by the CPBS Constitution with approximately 1/3 of the positions changing annually.
 - b. Faculty members may serve a maximum of two consecutive terms, unless there are no other faculty available to serve on the committee.
 - c. Faculty members of the standing committees shall be CPBS faculty whose appointments are at least one-half time in the CPBS.
 - d. A list of committee membership, including designated Chairs and each representative's term of service, shall be distributed by the Faculty Chair of the College to the CPBS faculty and the Dean's office during the Fall term.
 - e. No member of a committee may have more than one vote. Members listed as advisory, liaison, ex-officio, Dean, or Dean's designees are non-voting members whose primary roles are advisory and communication.
 - f. Each committee will determine their meeting schedule and inform the Faculty Chair of the meeting schedule for the year. Committees with ongoing, regular business should hold meetings no less than once per month. Committees with business that arises as needed (e.g. appeal reviews or promotion reviews) may schedule meetings as needed.
 - g. Each committee shall distribute to the faculty the agenda in advance of each meeting and shall distribute to the faculty the approved minutes. At the end of each academic year, each committee shall post its archives to the College shared drive which shall contain a folder for committees in which each committee shall have a folder with fixed subfolders such as minutes, reports, correspondence, and year-end report in which to identify in chronological order in each folder a record of all official, non-confidential proceedings and a brief year-end report which summarizes the year's major initiatives, highlights projected goals, and indicates who shall assume responsibility for calling the first meeting of the following year.

Section 2: Election of Committee Members

- A. **Spring Elections** - Senate and University committee members will be elected at large by CPBS faculty. It is the duty of the CPBS Faculty Chair-Elect in consultation with the Governance Committee to certify that all elected representatives meet criteria as prescribed by this Constitution as well as the Constitution of the Faculty Association.

- B. The names of the candidates for the annual election shall be gathered by the CPBS Faculty Chair-Elect. The list of nominees shall be distributed to members of the CPBS faculty at least seven days before the election. Additional nominations may be made from the floor, provided the consent of the nominee has been secured. The Governance Committee can provide support to the Faculty Chair-Elect during elections.
- C. **Special Circumstances**
 - a. The CPBS Faculty Chair shall appoint a temporary replacement for a Senator or any member of a committee who will be on sabbatical or a leave of absence for less than or up to one (1) year. For absences of more than (1) year, an election shall be held to replace that individual at the next scheduled College meeting. If a replacement is necessary prior to the next scheduled meeting, the Faculty Chair may appoint someone until such time that a replacement is elected by the college.
 - b. Vacancies of one term or longer caused by the absence of an elected member on the Institutional Promotion and Tenure Committee (IPTC) must be filled by an election of an eligible candidate at the next CPBS meeting.
 - c. Vacancies of one term or less caused by recusals or inability to meet as many committee criteria as feasible must be filled by the Faculty Chair in consultation with the Governance Committee.

Section 3: Specific Functions of Committees

All committees carrying on the work of the CPBS faculty are limited in their powers to recommend actions, policies, or decisions to the CPBS. Regular attendance at committee meetings is expected, and failure to do so is grounds for replacement by the Faculty Chair of the College or Dean.

A. Curriculum Committee

The Curriculum Committee shall govern, support, review and approve all graduate courses including courses cross-listed for undergraduate credit and programs proposed by these academic units in the CPBS (including academic requirements for program and degree completion). It shall review and monitor existing CPBS graduate and undergraduate online, blended, and face-to-face courses and programs in the CPBS.

a. Responsibilities & Membership

- i. It is the responsibility of the Curriculum Committee to ensure that all existing CPBS programs, curriculum, and course proposals are submitted and endorsed by program faculty Subject Matter Experts and the Program Chair or Director.
- ii. The Curriculum Committee shall ensure that proposals submitted by individuals or entities other than faculty as described above are not accepted, reviewed, or approved.
- iii. The Curriculum Committee shall provide timelines of curriculum updates, programs, and course proposals.

- b. The membership of the Curriculum Committee shall consist of five full-time faculty representatives from the CPBS. The Registrar and the Dean or their representative shall be non-voting ex-officio members.
- c. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

B. Academic Standards and Appeals Committee

The Academic Standards and Appeals Committee shall be responsible for enforcing academic standards for CPBS students. It shall also act as an appeal body for decisions relating to students made at the school, program, or college level within CPBS.

a. Responsibilities & Membership

- i. The program directors shall be charged with the responsibility of setting academic standards and the Academic Standards and Appeals Committee will be responsible for enforcing academic standards for CPBS students. It shall also act as an appeal body for decisions relating to students made at the school, program, or college level within CPBS. It is further charged with reviewing policy for the monitoring of student retention, determining the admissions standards in the CPBS, and making policy or procedural recommendations to the CPBS faculty and Dean. In collaboration with the Office of Admissions and Records, it is charged with determining the standards of admission and respond to exceptions that the admissions would like to have considered.
- ii. Timely admission of students into individual programs in the CPBS is primarily the responsibility of those specific programs and program directors/chairs. Decisions will be made in a time sensitive manner.
- iii. The membership of the Academic Standards and Appeals Committee shall consist of four full-time faculty representatives from the College. Non-voting members include the Dean of CPBS or their representative, and representatives from the Office of the Registrar, Student Affairs and Other University offices that may be of value as deemed by the committee.
- iv. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

C. College Promotion and Tenure Committee

- a. Pursuant to the Constitution of the Faculty Association, it is the duty of the CPBS Faculty to elect four full-time faculty members to serve on the College Promotion and Tenure Committee.
- b. Responsibilities:
 - i. It is the responsibility of the committee to review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
 - ii. All deliberations and actions of the college committee shall remain confidential.

- iii. At the end of each year, the committee shall review the current National Louis University Promotions and Tenure Policy including any amendments made to it regarding the specific needs and concerns of CPBS faculty. The Promotion and Tenure Committee will make recommendations for additions and/or changes to the full CPBS faculty. Any action taken by the CPBS faculty is advisory. The report, along with the actions taken by the CPBS faculty, will be submitted to the IPTRC and the Provost.
- b. Membership:
 - i. The membership of the College Promotion and Tenure Committee shall consist of four (4) members to consider applications for promotion and/or tenure of its faculty.
 - ii. All CPBS member representatives of this committee shall be full-time faculty members.
 - iii. All members of the College Promotion and Tenure Committee shall hold the rank of Associate Professor or Professor from any track.
 - iv. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.
 - v. No members of the College Promotion and Tenure Committee shall serve successive terms.
 - vi. A faculty member who applies for promotion while a member of the College Promotion and Tenure Committee shall be replaced by a special election for the remainder of their term.

D. College Governance Committee

- a. The College Governance Committee shall be the body responsible for reviewing and suggesting amendments and revisions to this Constitution (not abrogating the right of any CPBS Faculty to bring forward amendments).
 - i. The Governance Committee shall meet and review the Constitution each Fall and make any recommendations no later than the January college meeting.
 - ii. It shall meet and consider changes at other times as the College Faculty Chair directs.
 - iii. The Governance Committee shall be responsible also for advising the Faculty Chair on matters concerning the jurisdiction of committees and committees set forth in this Constitution.
 - iv. It shall advise the Faculty Chair in matters of interpretation of articles and amendments and procedures related there unto and shall also be responsible for advising the Faculty Chair on procedural questions of rules of order.
- b. The membership of the Governance Committee shall consist of four full-time faculty representatives elected from the CPBS. The Dean of CPBS shall be a non-voting member and Other University offices may be invited.
- c. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

E. CPBS Administrative Committee

- a. The Administrative Committee shall act in an advisory role to the Dean on matters of policy and administration, in particular, those matters of college-wide interest pertaining to personnel, resources, and facility allocation. Matters considered by the Administrative Committee may be initiated by any of its members.
 - i. The CPBS Dean shall serve as the Chair of the CPBS Administrative Committee and will be responsible for the agenda.
 - ii. The Administrative Committee shall meet on a regular monthly schedule.
 - iii. Additional meetings may be held at the request of the Dean or on request of at least two (2) members of the Administrative Committee.
- b. The membership of the Administrative Committee shall consist of the Dean, Assistant and/or Associate Deans, Faculty Program Directors/Chairs, CPBS Faculty Chair, and CPBS Faculty Chair-Elect.