

# Bylaws for the Clinical Area

## Area

### Membership

Membership in the Clinical Area shall consist of members of the faculty constituency of the Department Senate who signify their intent to participate in this Area and who are formally approved by an Area vote; and all members of the graduate student constituency of the Department who are formally enrolled in, and in good standing in the Graduate Program in Clinical Psychology. Core clinical faculty are defined as Area members with full-time lines in the Psychology Department and have 1 full vote, whereas those with half-time lines have ½ vote. Adjunct faculty without Psychology Department lines do not have voting privileges.

### Duties

The Clinical Area shall consider, transact, or delegate such business as it sees within the scope of its responsibilities, and as designated by the By-laws of the Department and the Area; shall formulate policy to achieve the aims and objectives of its Programs; shall review and approve all requirements of its specialized Programs; shall advise and counsel the Area Head on all matters of policy implementation in the Area; and shall create appropriate ad hoc committees. The actions of all ad hoc and standing committees of the Area shall be subject to review and approval by the Area.

### Meetings

1. Fifty percent (50%) of the faculty members of the Area who are currently on active status at the University shall constitute a quorum of the Area. Faculty members who are on leaves of absence shall not be counted for purposes of establishing a quorum, although they may attend meetings and vote if they choose. Faculty area members may, at their option, define themselves as not part of the quorum count.
2. The graduate student constituency of the Area shall elect two representatives each September as non-voting members of the Area.
3. A majority of those present and voting shall carry, unless the house decides otherwise in advance of the vote. Closed ballots shall be used for the election of members to standing committees of the Area and Department, and for votes on faculty hiring. Voting on other matters shall be conducted by a show of hands, unless a closed ballot is requested by three voting members. A ballot by mail may be used in voting on any issues if requested by a majority of the voting members.

4. The Area Head or his/her designee shall preside at Area meetings.
5. Regular Area meetings shall be held monthly during each semester of the academic calendar. Additional meetings shall be called at the discretion of the Area Head, or by petition of 25% of the voting membership. Written notice of meetings, listing the agenda shall ordinarily be distributed to all Area members at least five days in advance of the meeting date. Any member of the Area may add to the agenda by submission of a written notice to the Area Head at least three days prior to a regularly scheduled meeting.
6. These by-laws become effective upon approval of at least two-thirds of the Area voting in a mail ballot, and may be amended by a vote of two-thirds of the voting members of the Area, voting in a mail ballot, provided that the proposal to amend has been discussed at a meeting of the Area.
7. Minutes of all Area meetings shall be kept and retained by the Area, to include all formal reports by committees of the Area. Minutes of Area meetings shall be distributed to members of the Area following all meetings; faculty may submit corrections or additions to the minutes that would be subject to approval at the next Area meeting.
8. At the end of each semester, the full faculty from the area meet for a Student Guidance Meeting to assess student progress and provide guidance for further development and training. Faculty mentors are responsible for writing feedback letters to each of their students within two weeks of this meeting. These letters are cosigned by the Area Head. In some circumstances a formal meeting will be held with the mentor, Area Head, and student to convey the feedback.

## **Adjunct Faculty**

Adjunct faculty are appointed on the basis of the individual's ability and willingness to make a meaningful contribution to the clinical training program. For example, Adjunct Faculty might provide supervision in the Psychological Services Center or provide expertise as an additional committee member on Second and Third Year Projects. Adjunct appointments to the Clinical Area are approved by an Area vote.

Adjunct faculty with sustained external funding may be approved to take on a clinical doctoral student provided that the faculty commits to providing at least three years of funding and agrees to offer a graduate course (in most circumstances a clinical elective) or provide supervision within the Psychological Services Center for at least one semester per student. Adjunct faculty with doctoral students may attend Area Meetings; they are required to represent their students at Student Guidance Meetings.

# Administration

## Head

In conformity with Department By-laws, the chief administrative officer of the Area shall be the Area Head. The Head shall present business for action at meetings of the Area; shall appoint appropriate ad hoc committees in consultation with the Area; and shall administer all policies of the Area.

## Committees

The Area shall have two standing committees: Admissions and Governing Board for the Psychological Service Center.

### Admissions Committee:

**Membership and Election:** The Admissions Committee shall be comprised of the Area Head, ex officio, and two members of the faculty constituency of the Area, plus two student members elected by and from the graduate student constituency. Members shall be elected in September.

**Duties:** The Admissions Committee shall formulate, recommend, and implement admissions policy and procedures for the Area.

### Governing Board: Psychological Service Center:

**Membership and Election:** The Governing Board for the Psychological Services Center shall be comprised of the Director of the Psychological Services Center, ex officio, three members of the core clinical faculty, elected each September for two-year terms, staggered such that no more than two members need be elected annually; Members may succeed themselves.

**Duties:** The Governing Board shall formulate and recommend to the Area all policies and procedures governing the operation of the Psychological Services Center; and shall annually report to the Area on the condition and progress of Center in contributing to Area training objectives and APA professional standards for practice.

# Curriculum

The Clinical Curriculum involves a set of Core Courses that are taught every year, including Psychopathology, Research Methods, Psychological Assessment, Multivariate Statistics, Clinical Treatments - Adult, and Clinical Treatments - Child/Family, and Clinical Electives. Core Courses provide students with foundation knowledge and skills in clinical psychology and are essential to American Psychological Association Accreditation, whereas Clinical electives provide more specialized knowledge and skills related to the expertise of our faculty. In order to meet American Psychological Association requirements for accreditation, faculty agree to infuse each of the Core Courses with topics and readings related to: (1) cultural diversity; (2) individual differences, and (3) ethics.

The Clinical Area offers two electives each academic year. In order for students to have choice in their selection of these specialized courses, electives need to be offered by different faculty each year. Clinical electives are defined as any course taught by one of the core clinical faculty that is not a Core Course. In addition, some courses offered by adjunct clinical faculty may be approved as electives on a case-by-case basis. In order for any course to be approved as a clinical elective, it must be open to all students in the clinical program.