Department of Psychology: Policies and Procedures

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Psychology Tenure Track Faculty (TTF), Career Non-Tenure Track Faculty (NTTF), and Adjunct Non-Tenure Track Faculty in the development of department policies and practices. Future policies, and revisions to this governance policy, will also be developed with appropriate participation by TTF and all NTTF. The policies and procedures specified in this document are relevant for all TTF and NTTF faculty. However, time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

A. DEPARTMENT MEMBERSHIP

For purposes of governance, the membership of the Department of Psychology is defined as tenure-track faculty (TTF) as well as career non-tenure track faculty (NTTF), plus emeritus faculty. Participation in department governance (including voting rights) by faculty who are on leave or on sabbatical is determined on a case-by-case basis between the faculty members and the department head or his/her designee.

B. DEPARTMENT MEETINGS

1. Department meetings are called by the Department Head or his/her designee as needed. The function of department meetings is to provide a forum for discussion of all issues relevant to the department’s operation and to vote on motions.

2. Meetings are open, but can be restricted by the Department Head at his/her discretion, and in consultation with the executive committee, to those department members with voting rights on the specific issue under discussion (e.g., in order to adhere to confidentiality restrictions in case of promotion/tenure votes, see C.15).

3. Announcements of faculty meetings are sent to all members of the department and the two graduate student representatives.
4. The Department Head or his/her designee sets the agenda for department meeting in consultation with the Executive Committee (see F.2).

5. The Department Head or his/her designee presides over the department meeting.

6. The department’s executive assistant or business manager will take attendance, record votes, and take minutes.

7. Minutes of department meetings are made available upon request to department members unless confidentiality restrictions apply (see C.14).

C. VOTING DURING DEPARTMENT MEETINGS

1. The following department members have a general right to vote:
   a. Tenure-track faculty members
   b. Career non-tenure-track faculty members
   c. Faculty members with emeritus status who are on the University payroll and serve actively in an instructional or research capacity.

2. The department votes on motions that express the department’s opinion on new TTF hires as well as candidates for promotion or tenure. The department also votes on the adoption of policies or the modification of existing policies that are specified in this document, unless specified otherwise (see section F).

3. All tenure-track and tenured faculty may vote on all matters, except as restricted in this document and/or by University policy (for example, only tenured faculty vote on tenure decisions). Instructional and/or research NTTF vote on policies that relate to matters relevant to their duties as determined by the Department Head in consultation with the Executive Committee.

4. For a general vote, a quorum of more than fifty percent (50%) of department members eligible for the vote in question (not counting emeriti faculty or faculty on leave or on sabbatical) is needed.

5. A vote is defined as either a "Yes" or a "No".

6. With exceptions noted below in point C.11, in order for a motion to pass, it is necessary for a majority (more than half) of the faculty that voted to be in favor of the motion. Only "yes" and "no" votes (not abstentions) are counted when tabulating a vote.

7. Voting is open except when a secret or ballot vote is requested by any qualified voter at or
before the meeting. In such cases, votes shall be kept secret by written ballot.

8. Department members that are eligible to vote on a motion may vote in absentia, if the department member places his/her vote early at the meeting, or before the meeting begins, in writing (e.g., via email). This written vote will express the department member's vote with explicit instructions as to which motion the vote is regarding. An absentia vote will not be counted if the motion in question is changed after his/her vote is received.

9. Voting by proxy is not allowed.

10. A general email vote may be held in lieu of voting at a regular faculty meeting with the following provisos: To allow sufficient time for discussion, the deadline for receiving email votes must be at least one week after the email motion has been distributed. If, in advance of the email voting deadline, at least two (2) eligible voters request that the motion be discussed and voted on at a regular faculty meeting, the email vote will be declared invalid. The motion will then be discussed and voted on at a regular faculty meeting. The identities of the voters making the request will not be revealed without consent of the individuals concerned. For an email motion to pass, a majority of more than fifty percent (50%) of eligible voters (excluding those who are on sabbatical or leave) must vote in favor of the motion.

11. Faculty members shall give four (4) days’ notice of any motions that are to be considered at the next meeting. Exceptions may be made in cases of promotion and tenure or hiring recommendations in which four days may not be possible, but motions should nevertheless be made as soon as feasible. Notice may be given in writing or via e-mail to all department members.

12. In voting for a new tenure-track faculty member hire, it is necessary that two-thirds (2/3) of the faculty members that voted approve the hiring of the new faculty member.

13. Voting for new tenure-track faculty hires is restricted to TTF.

14. Only associate and full professors shall vote on personnel matters regarding assistant professors; only full professors shall vote on personnel matters regarding associate professors.

15. Voting on promotion and/or tenure occurs on secret and signed ballots.

16. Voting regarding promotion and/or tenure shall be subject to the following confidentiality policy: The positions of personnel and other faculty members shall be kept in confidence. No person present at the meeting may discuss the contents of the meeting with the faculty member in question or anyone not officially connected to the tenure and promotion process. A brief summary of the discussion of the promotion and/or tenure meeting will be communicated to the appropriate faculty member by his/her promotion committee chair and/or the department head.

17. The Department Head is responsible for archiving all decisions. Unless subject to
confidentiality restrictions (see C.15) all TTF or NTTF will be provided easy access to these decisions.

D. THE DEPARTMENT HEAD

1. The Department Head is broadly responsible for the administration of the department, for implementing policies approved by the University administration and the department, and for coordinating the department’s teaching, as well as supporting the faculty’s research activities.

2. The Department Head is responsible for implementing the merit review and faculty review processes.

3. At the Department Head’s discretion, he or she is an ex-officio member of every committee specified in Section F.

4. The Department Head establishes and implements priorities for the purchase of equipment, supplies, contractual services, and assignment of space in accordance with agreed upon policies and goals.

5. The Department Head or his/her designee presides at department meetings and meetings of the executive committee.

6. The Department Head appoints an Associate Department Head (F.1).

7. If the Department Head cannot perform his/her responsibilities (e.g., because of travel, leave, or illness) he/she can assign some or all functions to a designee. The Associate Department Head functions as the default designee.

8. The Department Head can serve a maximum of two consecutive 3-year terms.

E. SELECTING THE DEPARTMENT HEAD

1. Before the nomination and election process begins, the psychology department devotes one faculty meeting to a discussion of the department's near future, addressing challenges, needs, opportunities, and plans for the upcoming three years.

2. The planning meeting has two functions: It helps identify the department's central themes and shared goals pertaining to the next department head's term, and it provides information about individuals' visions, positions, and plans. The Department Head should invite topics of discussion in advance of the meeting.

3. In the first phase of the election process, a candidate list of all senior psychology faculty (tenured associate and full professors) is created. Only exceptional circumstances would justify
a faculty member’s request to be left off the list. The decision about exceptional circumstances will be made by the Executive Committee by majority rule.

4. From the list of candidates, all TTF department members (in accordance with current departmental voting policy) select three candidates that they nominate for the position of department head. These nominations should be made with respect to candidates’ qualifications to be department head, irrespective of their perceived willingness to serve.

5. The department’s executive assistant or general business manager collects the nominations. Then the Executive Committee is responsible for meeting with the three to six nominees who have the largest number of nominations. (After three potential finalists have been selected, any further finalists would have to receive nominations from at least 10% of the department voting members.) The purpose of these meetings is to determine if the nominees are willing to be listed as finalists on the ballot for the position of department head.

E.6. A ballot with the names of all finalists (in randomized order) will be sent to all TTF department members. Voters will rank candidates in order of preference. These nominations should be made with respect to candidates’ qualifications to be department head, irrespective of their perceived willingness to serve.

E.7. The executive assistant and a faculty member (not among the finalists) who is appointed by the Department Head will tabulate the votes and determine the winner of the election using instant runoff voting (IRV). The specific IRV counting method will use zero elimination (all candidates receiving zero votes will be eliminated simultaneously) and backward tiebreaking (ties will be broken based on the vote count in a previous round; when candidates have been tied at all prior rounds, ties on non-final rounds will be broken randomly).

E.8. If the top finalist is not appointed to Department Head by the dean, the Executive Committee shall consult with the dean, repeatedly if necessary. If this consultation does not result in the top finalist being appointed, the Executive Committee identifies the second-place winner as the new top finalist.

F. FUNCTIONS AND COMMITTEES

This section reflects the structure of the department in terms of its major committees and functions. Changes to this structure or the appointment of ad-hoc committees/functions can be made by the Department Head in consultation with the Executive Committee. It is the responsibility of the Department Head or his/her designee to update this section periodically. All individuals who perform a specific function or chair a committee write an annual report (typically at the end of Spring term) that at a minimum details any policy decisions relevant to that function or committee. The Department Head is responsible for archiving these reports in a manner that makes them readily available to all NTTF and TTF.
1. **Associate Head**

The Associate Head is appointed by the Department Head from the pool of TTF and serves at his/her discretion. His/her role is to broadly support the Department Head in his/her administrative duties and to function as the default designee in the absence of the Department Head. The Department Head and the Associate Head, together, agree on the specific responsibilities of the Associate Head, including designating which employees are directly supervised by the Associate Head. The Associate Head should not be in the same research area as the Department Head.

2. **Executive Committee**

2.1. The Executive Committee is the elected advisory committee to the Department Head and Associate Head. This committee also evaluates faculty performance for merit raises, prepares contract renewal reports, and writes post-tenure reviews.

2.2. The Executive Committee consists of four tenure-related faculty and the career NTTF representative (see F.3). The career NTTF can be present at all meetings except when TTF faculty’s evaluations (e.g., in the context of merit increases, contract renewals, retention negotiations, or post-tenure reviews) are discussed. Tenure-related members of the Executive Committee are elected each spring for a two-year term beginning in the subsequent fall, with two members rotating off the committee each year. The career NTTF representative is determined through a separate nomination/election process (as specified in F.3).

2.3. To initiate the Executive Committee election procedure, an initial memo is sent to tenure-track faculty in order to determine who is eligible and willing to serve on the executive committee. TTF members who will be on sabbatical or leave of absence at any time during the relevant two-year period are not eligible for nomination. Similarly, the Associate Head for the coming year is ineligible. In addition, individuals who have just completed a term on the Executive Committee are not eligible for re-nomination for the immediately following term. Otherwise, all tenure-track and tenured faculty are eligible, including those who are teaching under the Tenure-Reduction Program through the two-year period. Occasionally, there may be other compelling reasons why a faculty member does not wish to be included in the nomination process. The current Executive Committee must review and approve such requests for exclusion.

F.2.4. A ballot with the names of all eligible candidates will be sent to all TTF department members. Voters will rank candidates in order of preference. Votes will be counted and the winners determined using a single transferable vote with the Meek method.

2.5. In the event that a member of the Executive Committee becomes unable to complete the full two-year term (e.g., the faculty member resigns or takes an unanticipated leave of absence), the Department Head and remaining members of the Executive Committee will devise a plan to find a replacement for the remainder of the term (e.g., appointing the third highest vote getter from either the previous or the next election, holding a special election, etc.).
2.6. The Executive Committee invites the NTTF representative (see 3.) to participate in meetings when issues relevant to NTTF are discussed.

3. **NTTF Representative**

3.1. Career non tenure-track faculty who are officers of instruction will elect a representative. NTTF will meet each spring to nominate their representative for the following year by group consensus or through election. In case of an election, voting may be held by email.

3.2. The NTTF representative or his/her official designee will serve to coordinate communication between NTTF and the executive committee or the Department Head on issues impacting NTTF.

4. **Graduate Admissions Committee**

4.1. The Graduate Admissions Committee (GAC) oversees admissions to the graduate program. It fulfills the following specific functions:
   a. Advises the department on all matters pertaining to the graduate admissions process.
   b. In early Fall, presents to faculty a proposal regarding future class size and number of offers of admission.
   c. In Fall term, oversees review of applicants to the doctoral program.
   d. In Winter term, plans and carries out interview and recruitment procedures and events.
   e. In Spring term, oversees review of applicants to the masters program.
   f. In Spring term, reviews recruitment procedures and proposes possible changes for the next year.

4.2. The GAC Chair has additional responsibilities (done in consultation with the committee, as necessary):
   a. Oversees interview and recruitment procedures and events.
   b. Oversees allocation of admissions offers among faculty and research areas.

4.3. Membership of the GAC consists of:
   a. Committee Chair, recruited from tenure-track faculty.
   b. Tenured faculty members (4-5), ideally one representing each research area.
   c. Graduate student volunteers representing each research area (8-10).

4.4. The Chair is appointed by the Department Head or his/her designee; the remaining members are appointed by the Department Head or his/her designee in consultation with the Chair.

4.5. Membership for the Chair is at least two years; membership for the remaining members is typically at least one year.
5. Graduate Education Committee

5.1. The Graduate Education Committee (GEC) oversees the department’s graduate programs. It fulfills the following specific functions:
   a. Advises the department on all matters pertaining to the graduate program as a whole.
   b. Recommends and reviews departmental policies regarding requirements for the master’s and doctoral degrees and suggests to the department improved policies and implements approved changes.
   c. Monitors and documents graduate students’ academic progress, research, and teaching.
   d. Coordinates and reviews graduate student applications for departmental, university, and non-university awards.
   e. Serves in an advisory capacity to both graduate students and faculty who advise or work with graduate students, providing suggestions about effective collaboration and conflict resolution.

5.2. The GEC Chair has additional responsibilities, done in consultation with the committee, as necessary:
   a. Makes GTF work assignments, in concert with UEC chair, departmental undergraduate secretary, and departmental executive assistant.
   b. Approves graduate student committees and graduate student completion of degree requirements: First Year Project, Master’s Project (for terminal Master’s degree students), Preliminary Exam, Supporting Area Project, and in accordance with University and Department policy.
   c. Updates Graduate Duties and Responsibilities Statement (GDRS) as necessary.
   d. Makes decisions about allocation of GEC Travel and Research funds.
   e. Address graduate complaints or issues that have not been resolved in conversation with the instructor or advisor.

5.3. The GEC consists of:
   a. Committee Chair, recruited from tenure-track faculty.
   b. Tenured faculty members, ideally one representing each research area.
   c. Graduate secretary.
   d. Can include a career NTTF who has substantial teaching or supervisory responsibilities related to graduate education.
   e. Two graduate students (ideally 1 in clinical psychology, 1 in another area of psychology).

5.4. The Chair is appointed by the Department Head or his/her designee; the remaining members are appointed by the Department Head or his/her designee in consultation with the Chair.

5.5. Membership for the Chair is at least two years; membership for the remaining members is typically at least one year.

6. Undergraduate Education Committee
6.1. The Undergraduate Education Committee (UEC) oversees the department’s undergraduate programs (major and minor) and undergraduate advising. It fulfills the following specific functions:
   a. Advise the department on all matters pertaining to the undergraduate program as a whole.
   b. Formulate and review requirements for undergraduate majors and minors.
   c. Recommend improvements/changes in the curriculum, major/minor requirements, or other aspects of the undergraduate program to the department (generally by contacting the department head, who may bring some recommended changes to the faculty as a whole for a vote).
   d. Submit proposed changes in courses (additions, renumbering, deletions) or program requirements to the CAS curriculum committee.
   e. Design and oversee program assessment.
   f. Advise teaching staff on grading practices, syllabus requirements, and best practices for teaching.
   g. In coordination with the Director of the Honors Program, nominate students for awards and review undergraduate student applications for departmental, university, and non-university awards.
   h. Serve in an advisory capacity to graduate students, faculty, and instructors who teach undergraduate classes.
   i. Oversee undergraduate advising.
   j. Assist with planning and support for graduation ceremony.

6.2. The UEC Chair has additional responsibilities (done in consultation with the committee, as necessary):
   a. Address undergraduate complaints or issues that have not been resolved in conversation with the instructor.
   b. Determines faculty teaching assignments to cover the curriculum.
   c. Recruit adjuncts to cover classes, and coordinate with the Graduate Education Chair for assignment of graduate student GTFs.

6.3. The UEC consists of:
   a. Committee Chair, recruited from tenure-track faculty.
   b. Additional TTF or career NTTF members, but with a minimum of two TTF faculty.
   c. Head advisor (career NTTF position).
   d. Undergraduate secretary.
   e. Can include a graduate student assigned to advising or to other duties in support of the committee.

6.4. The Chair is appointed by the Department Head or designee; the remaining members are appointed by the Department Head or designee in consultation with the Chair.

6.5. Membership for the Chair is at least two years; membership for the remaining members is
typically at least one year.

7. Committee for an Inclusive Community

7.1. The core mission of the Committee for an Inclusive Committee (CIC) is to foster an inclusive environment in the Department of Psychology. Its specific objectives are to:
   a. Provide opportunities for the Department to discuss diversity and inclusivity via twice yearly town hall meetings, discussion sessions during recruitment meetings and interim newsletters.
   b. Integrate these values into our research, teaching, and mentorship by making resources (e.g., teaching materials) and information available.
   c. Inform department members about additional campus resources (e.g., Center on Diversity and Community, VP of Equity and Inclusion, TEP), and the services they provide for dealing with diversity and inclusivity issues.
   d. Survey departmental attitudes about diversity and inclusivity on an annual basis, chart trends, and report the results to the department.

7.2. Membership of the CIC consists of:
   a. Committee Chair, recruited from NTTF or TTF faculty.
   b. At least three additional faculty members, recruited from NTTF or TTF faculty and with balance across research areas in the department.
   c. At least one graduate student (supported by a GE).
   d. Additional faculty, staff, or graduate student volunteers.

7.3. The faculty members are appointed by the Department Head or his/her designee and the graduate student(s) is selected by the CIC faculty in consultation with the GEC chair.

7.4. Membership for the Chair is one year, after which another faculty member from the committee takes over as Chair; membership for the graduate student GE is expected to last at least one year.

8. Colloquium and Speaker Committees

8.1. The Colloquium Committee plans and organizes colloquia. Two or more committee members are appointed by the Department Head or designee from the pool of TTF. Appointments may span multiple academic years and/or be staggered to allow committee members sufficient time to plan speakers throughout the academic year.

8.2. Members of named speaker committees (e.g., Attneave, Littman, Tyler) are selected in accordance with donor directives. When such directives do not provide guidance about membership, members (including chairs) are appointed by the Department Head or designee.

9. Human Subjects Director

The Human Subjects Director is appointed by the Department Head or his/her designee from the pool of TTF and serves as the department’s primary liaison with the UO Institutional Review
Board (IRB) and staff of UO Research Compliance Services, to provide a coordinated response to human subjects issues that affect multiple labs, and, when necessary, to assist individual PIs in their dealings with the IRB. To facilitate this role, it is expected that the Human Subjects Director will also serve as a member of the IRB. The Human Subjects Director also provides oversight of the Psychology Human Subjects Pool and the Human Subjects Coordinator (the GTF responsible for the day-to-day operation of the Pool), and serves as the PI of the Human Subjects Pool IRB protocol and other associated protocols (e.g., the Prescreen and General Survey protocols).

10. Library Liaison

The Library Liaison is appointed by the Department Head or his/her designee from the pool of TTF. His/her primary role is to work with UO Library staff, in particular the Psychology Librarian, to ensure that the UO Library system’s current holdings, electronic subscriptions, and database subscriptions adequately support the Department’s scholarly needs. To facilitate this role, the Library Liaison regularly queries the Department’s faculty and graduate student communities about current library holdings, in particular, to solicit input about needed scholarly resources or about resources that are no longer needed.

11. Developmental Data Base Supervisor

The Faculty Supervisor of the Developmental Database is appointed by the Department Head or his/her designee from the pool of TTF. He/she provides oversight regarding the functioning and administration of the Developmental Data Base, and oversees the Developmental Database Coordinator, a GTF position. The supervisor's duties and responsibilities include ensuring the smooth operation of the database software, training and confidentiality certification, conflict resolution, expanding recruitment, outreach activities, and communication with the Developmental Database membership.

12. Psi Chi Liaison

The Psi Chi Liaison is appointed by the Department Head or his/her designee from the pool of TTF or career NTTF and his/her primary role is to work with the President of the UO chapter of Psi Chi and other officers (e.g., membership coordinator, publicity director) to further its mission to recognize scholastic achievement and to encourage research, creativity, and leadership in undergraduates interested in psychology. Duties include advising and assisting chapter officers in organizing and publicizing events, encouraging undergraduate participation in research, and participating in the annual induction ceremony.

13. Summer Session Coordinator

The summer session coordinator is appointed by the Department Head or his/her designee from the pool of TTF or career NTTF and is responsible for:
a. Scheduling summer courses based on departmental teaching needs.
b. Determining GTF teaching assignments based on preferences, experience and
availability.
c. Mentoring graduate instructors through their teaching experiences.
d. Liaisons with CAS summer term coordinator.

14. Public Relations and Fundraising Coordinator

The public relations and fundraising coordinator is appointed by the Department Head or his/her
designee from the pool of TTF and is responsible for:

a. Creating the annual departmental newsletter (composing stories and compiling high-
resolution photographs about new faculty, graduate student awards, alumni activities,
donor involvement, notable faculty accomplishments, etc.) with the assistance of UO
Design and Editing Services.
b. Updating the departmental Facebook page with current news, events, and photographs
on a regular basis.
c. When appropriate, updating departmental website content (including with current news,
events, and photographs).
d. Coordinating all donor- and alumni related activities and serving as the interface with
both CAS and university-level development offices.

15. Search Committees for New Tenure-Track Hires

15.1. Search committees are created ad-hoc by the Department Head or his/her designee and
in consultation with the Executive Committee to carry out the department-level tasks relevant for
a given, new-faculty hire in close consultation with the Department Head or his/her designee. A
search committee fulfills the following specific functions:

a. Ensures that the entire search process is carried out in accordance with current
University-level affirmative action guidelines.
b. Formulates an ad that reflects the search criteria the department had decided on and
works together with the executive assistant to disseminate the ad.
c. Evaluates the incoming applications relative to the specified criteria and decides on a list
of candidates that will be invited to campus.
d. Works together with the executive assistant to schedule and manage campus visits.
e. Collects department input on the candidates and recommends to the department which
candidates are “above threshold” and should be ranked to receive an offer. This
recommendation is formulated in terms of a motion (or a set of motions) for the
department to vote on.

15.2. A search committee consists of:

a. Committee Chair, recruited from tenure-track faculty.
b. Tenured faculty members, typically three members representing the search area, and
one member from a different area.
c. Typically, one graduate student member (without voting rights in the final, department-
16. Promotion and Tenure Committees

16.1. Promotion/Tenure committees are created ad-hoc by the Department Head or his/her designee and in consultation with the Executive Committee to carry out department-level tasks for a specific tenure and/or promotion decision process in close consultation with the Department Head or his/her designee. A promotion/tenure committee fulfills the following specific functions:
   a. Ensures that the entire tenure process is carried out in accordance with the guidelines specified in Article 20 of the Collective Bargaining Agreement.
   
   b. Works with the candidate and the executive assistant to ensure timely preparation of all relevant documents.
   
   c. Assembles a list of external reviews, invites external reviewers, and ensures that a sufficient number of adequate external reviews are received.
   
   d. Provides an evaluation of the candidate based on all relevant material, which is formulated as a motion that the department votes on (see C.14-16).

16.2. When the candidate for promotion is a TTF, the Promotion/Tenure committee typically consists of:
   a. A Committee Chair, who needs to be at least at the same rank to which the candidate may be promoted.
   b. Two tenured faculty members, who need to be at least at the same rank to which the candidate may be promoted.

16.3. When the candidate for promotion is a career NTTF, the Promotion/Tenure committee typically consists of:
   a. A Committee Chair, who needs to be at least at the same rank to which the candidate may be promoted.
   b. Of the three committee members (including the chair) at least one needs to be a career NTTF faculty at or above the rank sought by the candidate.

17. Director of Clinical Training

The Director of Clinical Training (DCT) is appointed by the Department Head or his/her designee after consultation with the members of the clinical faculty from the pool of clinical TTF. The DCT is responsible for the administration of the clinical program according to the guidelines specified in the Clinical Program Governance document. The term is normally three years, which coincides with the Department Head’s term. The DCT and Department Head work together on program needs and allocation of resources.
G. SALARY-RELATED POLICIES

Merit Increase Procedures for Tenure-Track Faculty and Non-Tenure Track Faculty

Tenure-Track Faculty (TTF)

1.1. Prior to merit raises all TTF will be asked to submit a standardized report detailing accomplishments in three general categories: research, teaching/instructional support and service (see Appendix: Merit Review Forms for Tenure-Track Faculty). Department staff will assemble additional material, such as student teaching evaluations and peer teaching reviews for each faculty, as well as all reviews (e.g., annual reviews, third-year reviews, etc.) conducted during the relevant period. Merit reviews will be based on performance during the last three years OR the period since the last time merit ratings for raises were conducted (whichever is longer). Faculty members who have arrived since that date will focus on their accomplishments since arrival at the UO.

1.2. Ratings will be 0-4 (0 = unsatisfactory contribution, 1 = fully satisfactory contribution, 2 = average contribution, 3 = above average contribution, 4 = superior contribution), made by each member of the Executive Committee and the Department Head (who do not rate themselves). Ratings will be made under three headings: Research accomplishments, teaching (undergraduate and graduate), and service (including department, university, and professional service). Raters will be instructed to anchor their ratings around a score of 2, which represents average performance within the department.

1.3. As a default, ratings in the three categories will be averaged to determine a single merit point score. In cases where faculty members have officially sanctioned teaching releases (e.g., for buyouts or committee work), their teaching evaluations should be based on the quality, not the quantity of their remaining teaching.

1.5. The total dollar amount available for TTF merit increases will be divided by the sum of all TTF average ratings to arrive at a unit increment. Each TTF’s suggested merit increase will be determined by multiplying his/her average merit rating score with the unit increment. The merit score of TTF with less than 1.0 FTE will be prorated by their actual FTE.

1.6. The Department Head will use these suggested merit increases as a basis for his/her final merit increase recommendations to the CAS Dean. The actual merit awards will be based on funding availability and University criteria.

1.7. Merit ratings will be retained for at least 7 years so that they may be taken into account when considering possible salary inequities.

1.8. The Department Head and the Executive Committee will annually review the Merit Review Forms for Tenure-Track Faculty and make adjustments when necessary.

2. Equity and Retention Situations

2.1. When determining equity adjustments to salaries, the Department Head, in consultation with the Executive Committee, will conduct an analysis of whether there is evidence of gender-based inequities. This policy does not preclude consideration of other bases of inequities.
2.2. When an outside offer creates the possibility that a retention rise, or other adjustments to compensation or resources may be offered to a faculty member, the Department Head will ask the Executive Committee to evaluate the merit basis for making a retention offer. The Department Head may waive this policy when expediency or other unusual circumstances require it, but shall notify the Executive Committee as soon as is practical.

2.3. When hiring new faculty, or when an outside offer creates the possibility that a retention raise or other adjustments to compensation or resources may be offered to a faculty member, the Department Head will ask the Executive Committee to evaluate the impact on equity. The Department Head will determine whether to ask the administration for additional funds or other resources to correct inequities created by a retention offer or a new hire. Such a request may be made in conjunction with a retention request or promptly after it is resolved.

Non-Tenure Track Faculty (NTTF)

1.1. Prior to merit raises all NTTF will be asked to submit a standardized report detailing accomplishments in the area of their main professional emphasis. Thus, instructional non-tenure track faculty report on teaching and instructional support; research-oriented non-tenure track faculty report on research-related activities (see Appendix: Merit Review Guidelines for Instructional/Research-Oriented Non-Tenure Track Faculty). In addition, the faculty member has an opportunity to detail possible additional contributions outside their main professional emphasis (e.g., service). The department staff will assemble additional material, such as student teaching evaluations and peer teaching reviews for instructional NTTF, as well as all performance reviews conducted during the relevant period. Merit reviews will be based on performance during the last three years OR the period since the last time merit ratings for raises were conducted (whichever is longer). Faculty members who have arrived since that date will focus on their accomplishments since arrival at the UO.

1.2. Ratings will be 0-4 (0 = unsatisfactory contribution, 1 = fully satisfactory contribution, 2 = average contribution, 3 = above average contribution, 4 = superior contribution), made by each member of the Executive Committee and the Department Head. Ratings should reflect mainly an individual’s core professional area (research or teaching) and to a lesser degree contributions outside the main area. Raters will be instructed to anchor their ratings around a score of 2, which represents average performance within the department.

1.3. Given the differences in the way instructional and research-oriented NTTF are reviewed, the total dollar amount available for NTTF merit increases will be divided into an instructional and a research-oriented share, proportional to the total base salaries in each category. Within each category, the total dollar amount available for merit increases will be divided by the sum of all NTTF ratings to arrive at a unit increment. Each faculty’s suggested merit increase will be determined by multiplying his/her merit rating score by the unit increment.

1.4. The Department Head will use these suggested merit increases as a basis for his/her final merit increase recommendations to the CAS Dean. The actual merit awards will be based on funding availability and University criteria.

1.5. Merit ratings will be retained for at least 7 years so that they may be taken into account when considering possible salary inequities.
1.6. The Department Head and the Executive Committee will annually review the Merit Review Forms for Instructional/Research-Oriented Non-Tenure-Track Faculty and make adjustments when necessary.

**Merit Report Guidelines for Tenure-Related Faculty (2019)**

Please provide a list of activities within your main area of professional emphasis between January 1st, 2020, and today.

I. **Research**
   a. Peer-reviewed journal articles published, in press, or accepted in the review period. (In progress work may be briefly described in Section IV).
   b. Books (authored or edited)
   c. Book chapters
   d. Other publications
   e. Grants received: title, agency, mechanism (e.g., R01, R21), your role, total support, duration
   f. Grants submitted: title, agency, mechanism (e.g., R01, R21), your role, score if available
   g. Awards and honors
   h. Other research activities (e.g., open-science related activities and products)

II. **Teaching**
   a. Courses taught
   b. Teaching awards
   c. Other teaching activities
   Note: Teaching evaluations, grade distributions, peer teaching reviews, completed theses, and student committees are supplied by staff.

III. **Service**
   a. Departmental service (e.g., committee memberships, special initiatives, mentoring of colleagues)
   b. University service (e.g., committee memberships, special initiatives)
   c. Service to the field (e.g., review/editing activities, grant review activities)
   d. Service to the community (e.g., outreach, membership in boards)

IV. **Other comments**
   Succinctly describe any other activities or circumstances you want the merit review committee to know and that are not readily apparent from the above or from the CV (e.g., special service assignments, cross-unit assignments, child birth or special care-giving demands).
Merit Report Guidelines for Instructional Non-Tenure Track Faculty:

Please provide a list of activities within your main area of professional emphasis between January 1st, 2020, and today.

I. Teaching-oriented activities
   a. Courses taught (Note, that teaching evaluations, grade distributions, peer teaching reviews, completed theses, and student committees are supplied by staff.)
   b. Teaching innovations
   c. Teaching awards
   d. If relevant, describe
do. any other teaching activities (e.g., advising, mentoring):

II. Other comments or contributions
   Succinctly describe any other activities (e.g., in the areas of service or research) or circumstances you want the merit review committee to know and that are not readily apparent from the above.
Merit Report Guidelines for Research-Oriented Non-Tenure Track Faculty:

Please provide a list of activities within your main area of professional emphasis between January 1st, 2020, and today. It is understood that job descriptions among NTTF research faculty differ widely and not all of the categories listed below will apply to each faculty member. It may be useful to also consult your annual evaluation to ensure inclusion of key components of your job that are not listed here.

Please submit your report to your direct supervisor, who will provide the executive committee with his/her own rating. The executive committee will make the final revaluation.

Name of faculty member:

I. Research-oriented activities
   a. Major research-related activities (e.g., recruitment, IRB, data management, data analysis, coding, supervision and training others)
   b. New skills acquired
   c. Publications and grants (submitted or received)
   f. Awards and honors
   g. Other research activities (e.g., open-science related activities and products)

II. Other comments or contributions
    Succinctly describe any other activities (e.g., in the areas of service or research) or circumstances you want the merit review committee to know and that are not readily apparent from the above (e.g., special service assignments, cross-unit assignments, child birth or special care-giving demands).

Evaluation through supervisor:
Consider in evaluating this NTTF faculty:
   - the information provided above
   - the job description of this faculty member
   - your own observation of this faculty member

Please provide a score on the following scale, keeping in mind that the median and average score across all evaluated NTTF faculty should be 2.

0 = unsatisfactory contribution
1 = fully satisfactory contribution
2 = average contribution
3 = above average contribution
4 = superior contribution
H. SPACE

1. The Psychology Department will attempt to provide facilities for all of the University educational and research functions of members of the Department. It is the ethical responsibility of each member of the Department to efficiently use his or her assigned space and to notify the Department Head when any previously assigned space is no longer being fully exploited and to surrender this space for other uses.

2. Our educational and research needs for space may at times exceed the space available. When this occurs, space will be allocated according to the following priority system:

2.1. Tenure-track faculty (including faculty eligible for reduced tenure) will be assigned single large (>100 sq. ft.) offices.

2.2. Non-tenure-track faculty and Department staff will be assigned offices of size appropriate for the assigned functions.

2.3. Doctoral students and post-doctoral fellows on Department training grants will be assigned to shared offices or small (<100 sq. ft.) offices.

2.4. All Masters students will be assigned to a single large office.

2.5. Retired faculty who are not eligible for reduced tenure will be assigned to small (<100 sq. ft.) or shared offices.

2.6. Space will be allocated for public use laboratory facilities (defined as laboratories available for use by any member of the Department on a publicly accessible sign-up system; reasonable priorities for use of this space may be established).

2.7. Tenure-track faculty on regular appointments with a productive research program will be assigned a minimum laboratory space (~330 sq. ft.; 3 laboratory rooms).

2.8. To comply with the commitments made to funding agencies, additional laboratory facilities will be assigned for funded faculty research not capable of being conducted within the assigned minimum laboratory space.

2.9. Additional laboratory facilities will be assigned for unfunded faculty research conducted by tenure track faculty (including faculty eligible for reduced tenure).

2.10. Laboratory facilities will be assigned for unfunded research conducted by non-tenure track faculty and other members of the Department.

3. In case a department member occupying laboratory space shows sustained unsatisfactory research productivity, as determined during merit ratings or other periodic reviews, the Department Head, in consultation with the Executive Committee, can assign all or part of the
space to other functions. Such reassignment of space can occur:

a. No sooner than one year after the faculty member has been notified by the Department Head that the research productivity is not satisfactory; and,

b. If during that year no significant increase of research productivity has occurred as determined by the Department Head in consultation with the Executive Committee.