

Program By-Laws
Clinical Child Psychology Program
University of Kansas,
Lawrence, KS

Approved by the Clinical Child Psychology Faculty on March 27, 2007.

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Note: These By-laws were informed in word and spirit by the By-laws of similar programs at the University of Kansas, specifically, the Women's Studies Program.

Overview and Purpose of the By-Laws

The Clinical Child Psychology Program (CCPP) is an initiative jointly affiliated with the Departments of Psychology and Applied Behavioral Science and is accredited by the American Psychological Association (APA) as a doctoral (Ph.D.) training program in the area of Clinical Psychology with a Child Emphasis. This interdepartmental program involves some of the faculty from both departments, as well as other departments on campus and at the KU Medical Center.

Founded in 1991, the Program's goals are to (a) contribute to the advancement of psychological science and its application to improve the lives of children, adolescents, and their families; (b) advance the knowledge base of clinical and developmental psychology through programs of research encompassing basic and applied science; and (c) propagate this knowledge through teaching, graduate training, consultation in the community, publication of scholarly works, and participation in professional organizations.

The purpose of these by-laws is to establish consistent methods and procedures for the conduct and operation of the CCPP (referred to hereafter as "the Program.") The Program recognizes that it is bound in its actions by University regulations and that these by-laws are supplementary to these regulations, in particular the [*Handbook for Faculty and other Unclassified Staff*](#). Further, as an interdepartmental program between the departments of Psychology and Applied Behavioral Science, the Program recognizes that in matters pertaining to faculty appointments, and promotion/tenure and merit reviews, the Program is bound by the by-laws and procedures of these two departments.

Article I. Program Structure

- A. Voting members of the Program shall be faculty holding tenure-track, visiting, and continuing appointments in the Program (hereafter referred to as core faculty).
 - 1. In all matters pertaining to faculty appointment, tenure, and promotion, voting is limited to tenured or tenure-track faculty members. Following policies in the two departments, students' input into these matters is solicited, but students are not permitted to vote.
 - 2. Except for when a faculty vote is specifically required by these by-laws, University or departmental procedures, or the Program Training Manual, policy and procedures shall be derived by consensus of the core faculty who are present.
 - 3. If a decision concerning program business cannot be made by consensus, the decision shall be made by a simple majority vote of the voting members of the Program who are present and voting.
 - 4. Unless otherwise indicated by these by-laws or University or departmental procedures, a quorum of 60% of the core faculty shall be sufficient for the execution of Program business at faculty meetings.
 - 5. Voting members who are absent from a faculty meeting shall forfeit their vote for the meeting.
- B. Advisory Members.
 - 1. Student Representation
 - a. A student representative, nominated and elected by the student body of the Program and approved by the Program core faculty shall attend the regular Program faculty meetings. This representative has both a voice and a vote at these meetings (unless otherwise indicated in these by-laws; see I.A.1 above).
 - b. The student representative is charged with the preparation of reports/minutes of the faculty meetings and distribution of these minutes to the student body and the Program Director.
 - c. The student representative is excused from meetings in which individual student progress and performance are discussed.
 - d. Students will have volunteer representatives (elected from among the student body and approved by the core faculty) on

the Admissions Committee and, when constituted, on any Faculty Recruitment Committees, as well as any ad hoc committees. The student representatives are charged with the responsibility of seeking student feedback on candidates from the student body at large and reporting such feedback to core faculty and committee members.

- e. The student representative may be recalled and replaced by a 2/3 majority vote of the student body. In such a case, the student body will again nominate and elect a student representative to be approved by the faculty.
- f. The faculty may require that the student body replace a student representative with an alternative if the student representative fails to perform adequately, or if the student representative's progress in the Program is hindered by her or his duties as student representative.
- g. If the student representative is unable to attend a faculty meeting, she/he is responsible for identifying a suitable substitute for the meeting. This should be done in consultation with the program director.

2. Program Staff Representation

- a. All full-time staff members of the Program shall attend the regular faculty meetings and will advise the faculty regarding policy and day-to-day operations of the Program.

Article II. Meetings, Special Committees, and Directorship

A. Meetings. The Program shall be operated via weekly faculty meetings as scheduled by the Program Director. All Program business, unless noted elsewhere in these by-laws, is conducted by a committee of the entire core faculty with input from the student representative and full-time staff members (i.e., "committee of the whole").

- 1. The core faculty is responsible for general educational policy, including the formulation and change of graduate requirements in the Program, and the introduction of new courses or programs or the change or removal of existing courses or programs. It also approves special seminars before they are offered.
- 2. Undergraduate course offerings by the core faculty are also the responsibility of the Program faculty through negotiations with the two departments.

- B. Ad hoc Committees. The ad hoc committees of the Program include Graduate Admissions Committees, Faculty Recruitment and Search Committees, Student Award Committees, and other ad hoc committees that the core faculty or Director determine are necessary.
1. Chairperson. The chairperson of Graduate Admissions Committees and Faculty Recruitment and Search Committees shall be the Program Director. The chairperson of the Student Awards committees may be selected from the core faculty or other appropriate outside members.
 2. Membership. Unless otherwise noted in these by-laws, it shall be the responsibility of the core faculty to select committee members from the core faculty, other appropriate outside members, and the student body (as indicated. See above).
 3. Committees shall report and consult with the core faculty members at the weekly meetings and attend program meetings.
- C. Committee Functions and Duties.
1. Graduate Admissions Committee
 - a. This committee shall be made up of three core faculty members and a student representative, to be selected by the core faculty from potential student representatives nominated by the student body.
 - b. The Committee is responsible for initial evaluation of application materials, coordination of student interviews, and initial rank ordering of viable candidates.
 - c. The final determination of admission shall be made by the core faculty (i.e., committee of the whole) with student input.
 2. Faculty Recruitment and Search Committees.
 - a. This committee shall be chaired by the Program director, with committee membership made up of core faculty representatives, representatives from the two departments, a tenure-track faculty member from outside of the two departments, and a (non-voting) student representative.
 - b. Committee responsibilities include preparation of faculty search criteria, preparation and dissemination of position descriptions, initial evaluation of application materials,

coordination of faculty interviews, and initial rank ordering of viable candidates.

- c. The committee chair (i.e., Program Director) is responsible for coordination with department chairs and CLAS and University administration through faculty negotiations and recruitment.
- d. To the extent that faculty appointments in the Program are joint appointments, this committee will coordinate with the appropriate parallel committees in the joint departments/programs of the candidate for review.

3. Student Awards Committees.

- a. These committees shall be convened to evaluate student applications for the available student awards, including the *Jerry and Willie McNeal Student Award for Outstanding Teaching*, the *Award for Outstanding Achievement in Graduate Studies in Clinical Child Psychology*, the *CCPP Pioneer Classes Dissertation Research Award*, and the *Brown Kirschman Award for Research Excellence*.
- b. Committee members will evaluate application or nomination materials and will report recommendations back to the core faculty for approval.

D. Duties and Functions of the Director.

- 1. Term of office. The term of office is determined by the Dean of the College of Liberal Arts and Sciences. Typically, the Director shall serve a five-year term. This appointment shall be made following the regular procedures for appointing heads of departments and programs in the College of Liberal Arts and Sciences. Incumbents are eligible for reappointment. If the director desires to be considered for reappointment, procedures for review are set out by the College of Liberal Arts and Sciences.
- 2. The Director shall represent the Program in relation to other departments/programs and the administrative offices of the University. The Director shall attend monthly College Chair meetings and monthly Social Science Brown Bags and any other meetings designated for chairs and directors.
- 3. With regard to the Program's standing as an APA Accredited Clinical program, the Director shall serve as the Director of

Clinical Training (DCT), and as such, shall represent the Program to other universities, to APA, and to the Council of University Directors of Clinical Psychology.

- a. The Program Director is responsible for overseeing the accreditation and reaccreditation of the Program, and shall delegate duties to the faculty, staff, and students as necessary to achieve this goal.
 - b. With input from the core faculty, the Program Director is responsible for the appointment and evaluation of the Director of the KU Child and Family Services Clinic.
4. With input from faculty colleagues, the Director shall set the agenda for, and preside over weekly faculty meetings and monthly program meetings.
 5. The Director shall have primary responsibility for the day-to-day running of the Program and shall perform the functions necessary to implement all phases of program operation, including space allocation, equipment procurement, secretarial staff, personnel decisions, and the overall functioning of the office.
 6. The Director shall assume responsibility for administering the Program budget.
 7. The Director shall be responsible for the coordination of courses and contacts with community agencies regarding practicum and employment positions.
 8. The Director shall chair the Faculty Recruitment and Search Committee and the Graduate Admissions Committee.
 9. In case of resignation, the Director shall inform the core faculty, the chairs of the two departments, the Associate Dean of Social Sciences, and the Dean of the College of Liberal Arts and Sciences.
- E. Duties and Functions of the Associate Director.
1. The Associate Director shall be appointed by the Director, and shall serve a five-year term. Incumbents are eligible for reappointment.
 2. If the Director is unable to conduct the affairs of the Program (i.e., due to travel, sabbatical leave, or other absences), the Associate Director shall temporarily perform the duties of Program Director until such time as the Director can resume active duty.

3. If the Director permanently leaves the position, the Associate Director shall serve in this capacity until such time as a new Director is appointed by the Dean of the College of Liberal Arts and Sciences.

Article III. Procedures

- A. Appointment of New Staff. New staff positions shall be filled at the instructor level and higher by the approval of the voting members of the Program who are present and voting.
- B. Procedures for Faculty Evaluation. Faculty members of the Program hold joint appointments in the departments of Psychology and Applied Behavioral Science. As such, Program faculty members are subject to the annual evaluation procedures for the departments of Psychology and Applied Behavioral Science.
- C. Merit Salary. Faculty members of the Program are subject to the review procedures for the departments of Psychology and Applied Behavioral Science in the determination of merit salary increases.
- D. Procedures for Tenure and Promotion. The procedures for tenure and promotion reflect our cooperative coordination with the departments of Psychology and Applied Behavioral Science to insure that the preparation of individual cases is completed in an effective manner. It is important that the Blue Form that is produced for tenure and promotion decisions be an integrated form that presents the full contributions of the faculty member in her/his joint appointment status.
 1. In the Spring semester, the Director solicits nominations for tenure and promotion cases for the following academic year. Candidates may be self-designated nominees, be nominated by another member of the faculty, or be identified by the College for mandatory tenure review. In preparation for an individual candidate's promotion to Associate or to Full Professor, the Director meets with the Chairs of the candidate's joint appointment Departments to discuss mutual participation and responsibilities. The Director works with the joint appointment departments to develop the list of outside reviewers and submits the list to the College.
 2. The preparation of the Blue Forms is the responsibility of the Program core faculty under the Program Director. One set of forms will go forward to the college consolidating the evaluations of the two departments with equivalence (i.e., there is no "lead"

department since all faculty have 50/50 appointments in the two departments).

3. The Director will act as a liaison between the Program and the joint appointment departments to ensure good communication and coordination between the two units regarding Promotion and Tenure procedures.
 4. Program faculty are subject to the Promotion and Tenure Procedures for the departments of Psychology and Applied Behavioral Science with exceptions as noted above.
- E. **KU Child and Family Services Clinic.** The Program maintains a mental health services clinic staffed by Program graduate student trainees and supervised by the Director of the KU Child and Family Services Clinic (hereafter referred to as the Clinic Director).
1. The Clinic Director is appointed by the Program Director to maintain and oversee the day-to-day functioning of the KU Child and Family Services Clinic (hereafter referred to as the Clinic).
 - a. Term of office. The Clinic Director shall serve a five year term, which may be renewed at the discretion of the Program Director, in consultation with core faculty.
 - b. Duties of Clinic Director. The Clinic Director has the responsibility of overseeing day-to-day functions of the Clinic, maintaining the Clinic budget, hiring and evaluating Clinic staff, and providing an annual report to the Program Director. The Clinic Director will collaborate with the Program Director to coordinate clinical supervisors for clinical trainees in the clinic.
- F. **Grievances Procedures.** Pursuant to Article XIV of the University Senate Code and Articles V and VI of the [University Senate Rules and Regulations of the University of Kansas](#), Lawrence, the Program establishes the following procedures to hear grievances arising within its unit. These procedures apply to those grievances arising from the graduate program, faculty and students in Clinical Child Psychology.
1. When a grievance arises with regard to undergraduate issues, then the procedures apply as established by the Department of Psychology or the Department of Applied Behavioral Science according to the course line number under which the undergraduate student is enrolled. When faculty members are functioning in the roles as professors for the undergraduate curriculum, the procedures for the respective Department will

apply. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

2. For disputes involving alleged academic misconduct, see the College of Liberal Arts and Sciences policy on academic misconduct. For alleged violations of student rights, the initial hearing normally will be at the Program level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6. 4.3.1).
 3. Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.
 4. The Program shall provide a copy of these procedures to anyone who requests them and these procedures will be published in the Training Manual.
- G. Grade Appeal Procedures. A graduate student in the Program or taking a Program course who believes that there has been an improper application of announced grading procedures should make an appeal in writing to the instructor. Should the matter not be resolved, the written appeal and a written response by the instructor will be forwarded to the Director. Matters not resolved in this manner will be forwarded to the College appeals procedure.
- H. Amendments to the By-Laws. Amendments to the by-laws are by a 2/3 majority vote, and can take place at a faculty meeting with at least 75% of the core faculty present. Amendments should be prepared in writing and circulated to all voting members of the Program at least two weeks prior to the meeting in which the amendments will be discussed.
- I. Adoption of the By-Laws. The original adoption of these By-laws shall be the amending process described in III.H. All rules and regulations stated in these By-Laws are valid only to the extent that they are in agreement with the University Senate Code, the Faculty Senate Code, rules and regulations adopted by the University Senate and the Faculty Senate, the regulations of the Kansas Board of Regents, and the policies and regulations of the College of Arts and Sciences and the Graduate School.