

Clinical Psychology Program Bylaws
Washington State University
Administrative Home: Department of Psychology
Last Revised – by Faculty: August 26, 2009
Faculty Senate Approval Date: _____

I. Objectives

- A. Degree offered: Ph.D.
- B. Discipline: Clinical Psychology focuses on the intellectual, emotional, biological, psychological, social, and behavioral aspects of human behavior across the life span, in varying cultures, and at all socioeconomic levels. The field of Clinical Psychology integrates science, theory, and practice to understand and alleviate maladjustment, disability, and discomfort as well as promote human adaptation, adjustment, and personal development. The Clinical Psychology Program at Washington State University is based on the scientist-practitioner model of training.
- C. Mission of the Program: The Clinical Psychology Program has seven basic objectives. These objectives are to graduate clinical psychologists who will have: (1) outstanding knowledge of the field of scientific psychology; (2) outstanding knowledge of the scientific foundations for the practice of clinical psychology; (3) outstanding knowledge and skills in the assessment and diagnosis of dysfunctional behavior; (4) outstanding knowledge and skills in the design, implementation, and evaluation of psychological interventions to promote healthy behavior and alter dysfunctional behavior; (5) sensitivity, knowledge, and skills in regard to the role of human diversity in the practice of clinical psychology; (6) an awareness that the field of clinical psychology involves a constantly evolving scientific and professional knowledge base and, as a result of this awareness, the motivation and skills to remain in contact with the evolving knowledge base across their professional careers; and (7) the theoretical and methodological skills to conduct and evaluate research.

II. Membership

- A. Graduate Faculty within the Clinical Psychology program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be “Initial Program Faculty” (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 - 1. WSU Campus Participation

- a. The doctoral degree in Clinical Psychology is offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver, Spokane and Tri-Cities support this program but are not approved and authorized by the HECB to directly advertise and offer the degree as individual campuses at this time.
 - b. The doctoral degree in Clinical Psychology received accreditation from the American Psychological Association in 1956. The program undergoes a yearly review by the American Psychological Association and a major onsite review every seven years.
 - c. Approved tenured and tenure track Clinical Psychology Graduate Faculty at all urban campuses and other affiliated university sites may participate equally in the Clinical Psychology program as supporting site faculty with full program rights and responsibilities. As such they are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; supervise clinical training; and serve as a Clinical Psychology Program committee member.
2. Graduate Faculty Participation
 - a. Graduate Faculty participation in Clinical Psychology is independent and separate from academic department, school, or college affiliations.
 - b. All active members of the Graduate Faculty of Clinical Psychology are eligible to vote on program issues.
3. Disciplinary Expertise

Graduate Faculty in Clinical Psychology are expected to have a PhD in Clinical Psychology or a doctoral degree in a similar mental health field. In addition, they must have demonstrated disciplinary expertise in Clinical Psychology, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments (detailed description of graduate faculty requirements is provided below in section B. 3.)
4. Active Research Appropriate to Clinical Psychology

Clinical Psychology Graduate Faculty must be actively involved in research related to Clinical Psychology as evidenced by one or more of the following: recent external grant or contract support, peer-reviewed publications, graduate student mentoring, teaching of relevant graduate level courses, including clinical practicum, or other relevant professional accomplishments (e.g., service to the field of clinical psychology).

5. Non-Tenure Track Graduate Faculty

a. Internal to WSU

Non-tenure track Clinical Psychology Graduate Faculty internal to WSU includes clinical faculty. These faculty may function in the same roles as WSU tenured and tenure-track faculty, including acting as chair or member of graduate student committees; teaching graduate courses; supervising research; supervising clinical training; and serving as a Clinical Psychology Program committee member.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Clinical Psychology if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Clinical Psychology Graduate Faculty are entitled to act as a member of graduate student committees, teach graduate courses, and supervise research. They may not serve as student committee chair or co-chair, Program Director, or as a Clinical Psychology Program committee member.

6. Graduate Faculty in the Ph.D. Program in Experimental Psychology

Individuals with Graduate Faculty Status in the Ph.D. program in Experimental Psychology may serve as chair, co-chair, or member of graduate student committees for clinical psychology Ph.D. students (see the by-laws of the Ph.D. program in Experimental Psychology for a list of these faculty).

7. Graduate Faculty in other WSU Departments

Individuals with Graduate Faculty Status in other WSU Departments may serve as a member of graduate student committees for clinical psychology Ph.D. students.

8. External Individual Committee Members

Individuals not officially participating as Graduate Faculty within Clinical Psychology (for example, a tenured or tenure-track faculty member from another program or university) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. If the faculty member is recently departed from the WSU Clinical Psychology faculty and is chair of a student's thesis or dissertation committee at the time of their departure, the faculty member may serve as co-chair of that student's committee after they depart WSU (if they are willing); however, another faculty member in residence at WSU must be added to the committee at the time of the exiting faculty member's departure from WSU, and new co-chair assignments specified. The Chair of Psychology must approve the co-chair or committee member status of all external individual committee members, and the nomination (with curriculum

vitae of the faculty member) is then forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within Clinical Psychology are listed in Section XI of this document and have been approved by the Clinical Psychology existing faculty, Clinical Psychology Program Director, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Clinical Psychology should be nominated by an existing Clinical Psychology Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and curriculum vitae for the nominee. The Clinical Psychology Program Director will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty.
3. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants must include one or more of the following:
 - a. History or reasonable expectation of an active, funded research program.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Clinical Psychology graduate program. This may include serving on graduate program administrative committees (e.g., admissions, awards, etc.); serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
 - c. History of publication of peer-reviewed manuscripts in the field of clinical psychology.

C. Continuation of Active Membership

1. Graduate Faculty appointments to Clinical Psychology will be reviewed for continuation of active membership by the Program Director every 4 years, concurrent with appointment (or re-appointment) of the Program Director. They will be evaluated for contributions to graduate instruction, research, and administration. Contributions to the Clinical Psychology program shall be a requirement for continued active membership. Contribution may take the form of:

- a. Committee chair, co-chair or member for Clinical Psychology graduate students
 - b. Teaching or co-teaching a graduate course in Clinical Psychology
 - c. Supervising research for graduate students in the Clinical Psychology Program
 - d. Serving in the administrative or committee structure of the Clinical Psychology Graduate Program
2. Faculty who do not make any of the contributions as stated in C.1 above to the Clinical Psychology program for four consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of the activities described in C.1 above will result in restoration of active Graduate Faculty designation.
- D. Discontinuation of Membership
Upon request of an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
- E. Membership Appeal Process
Faculty appeal of any membership decision in Clinical Psychology must be made in writing to the Psychology Department Chair within 30 calendar days of the decision. The appeal is determined by a majority vote of all Clinical Psychology Graduate Faculty (see Section IX for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Clinical Psychology Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Program Director with advice from the Executive Committee and subject to final approval by the Department Chair and Dean of the College of Liberal Arts.

IV. Graduate Program Director

- A. The Director of Clinical Psychology will be nominated by the Executive Committee and accepted by majority vote of the active Clinical Psychology Graduate Faculty. Final approval of the Program Director resides with the Psychology Department Chair and the Dean of the College of Liberal Arts.
- B. The Director shall serve a term of 4 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the chair and dean as described in IV.A above.

- C. The Director may be removed from office by a majority vote of the Clinical Psychology Graduate Faculty and with the approval of the chair and dean as described in IV.A above.

- D. Duties of the Director
 - 1. Provide overall academic leadership for the Clinical Psychology Graduate Program.
 - 2. Develop and implement policies for Clinical Psychology Graduate Program.
 - 3. Represent the interests of the Clinical Psychology Graduate Program to University administrators.
 - 4. Call and preside at meetings of the Graduate Faculty of the Clinical Psychology Program.
 - 5. Be responsible for coordinating all Clinical Psychology Graduate Program administrative matters within the Graduate School.
 - 6. Submit course or curriculum change or approval forms.
 - 7. Submit bylaws change or approval forms.
 - 8. Be responsible for the accuracy of all publications related to the Clinical Psychology Graduate Program including web pages and catalog copy.
 - 9. Coordinate graduate course teaching assignments with relevant faculty and the Department Chair.
 - 10. Coordinate graduate student admissions and recruitment process.
 - 11. Coordinate annual review of graduate students.
 - 12. Maintain program records regarding tracking of student progress.
 - 13. Supervise the activities of the Psychology Academic Coordinator (should there be one, in the future) as they relate to the program.
 - 14. Maintain and submit the necessary materials for the annual review of the accreditation status by the American Psychological Association.
 - 15. Coordinate periodic program assessment.

V. Committees

- A. Executive Committee
 - Coordinates and advises the Director in administering the Graduate Program in Clinical Psychology. The Academic Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy in Program Records.

 - 1. The Executive Committee shall be composed of all active, tenured and tenure-track as well as non-tenure track graduate faculty members in the Clinical Psychology Program at WSU.
 - 2. Areas in which the Executive Committee shall assist and advise the Director include:
 - a. Developing and reviewing long-range goals for Clinical Psychology. These ideas shall be presented at least once biannually to a meeting of the faculty.

- b. Serving as a sounding board for new ideas, changes, etc., in academic or administrative issues.
- c. Providing guidance on administration of the Program.
- d. Nominating members for service on other (ad hoc) committees.
- e. Participating in Clinical Psychology program assessment (annually).
- f. Reviewing the Clinical Psychology curriculum (at least every other year); making recommendations regarding curricular revision. Such recommendations need to be approved by a majority of the Clinical Graduate Faculty.
- g. Participating in annual review of clinical graduate students.
- h. Preparing drafts of course or curricular change forms for revision and submission by the Clinical Psychology Program Director.
- i. Annual recruitment of new graduate students.

B. Other Committees

Other ad hoc committees may be appointed by the Executive Committee and Program Director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

VI. Graduate Student Committees

A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and her/his advisor. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

B. The graduate committee of each student shall have a minimum of 3 members for the M.S. and for the Ph.D. (no more than 4 are recommended). At least half of the committee members (i.e, 2 for M.S., 2 for Ph.D.) shall be active Clinical Psychology Graduate Faculty members.

C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VII. Student Representatives

At the discretion of the Clinical Psychology Program Director and Clinical Faculty, student representation may be added or deleted from any committee structure. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

VIII. Graduate Faculty Meetings

- A. The Clinical Psychology Program Director shall call Clinical Psychology Graduate Faculty meetings as needed but at least twice per semester. All attempts will be made to provide a written agenda in advance.
- B. A special meeting of the Clinical Psychology Graduate Faculty may be called by 2 or more Clinical Psychology Graduate Faculty members.
- C. All items of interest, including notification of faculty meetings and voting on all curriculum changes and other issues relevant to administration of the program, will be communicated to the faculty via e-mail. Clinical Psychology Graduate Faculty Meetings shall be called with a minimum of 1 week's notice; faculty are expected to reserve the standard meeting time for such meetings until 1 week before.
- D. Faculty not present on the Pullman campus at the time of an Clinical Psychology Graduate Faculty Meeting are encouraged to participate by video- or telephone conference or other electronic means.

IX. Quorum

Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the simple majority of *active* Clinical Psychology Graduate Faculty.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every 4th year by the Executive committee and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible Clinical Psychology Graduate Faculty member. Proposed amendments must be forwarded to the Clinical Psychology Executive Committee and Program Director. After discussion, amendments shall be forwarded to the Clinical Psychology Graduate Faculty electronically at least 1 week prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 1-week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Clinical Psychology Bylaws require a positive vote from a simple majority of active Clinical Psychology Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

A. List of initial Clinical Psychology Graduate Faculty Participants:

Christopher Blodgett (Spokane)
Leonard Burns (Pullman)
Dennis Dyck (Spokane)
Douglas Epperson
JP Garofalo (Vancouver)
Masha Gartstein (Pullman)
Jan Kusch (Pullman)
Paul Kwon (Pullman)
Maureen Schmitter-Edgecombe (Pullman)
Robert Short (Spokane))
Elizabeth Soliday (Vancouver)
Paul Strand (Tri-Cities)
Bruce Wright (Pullman)

B. The Director of the Clinical Psychology Graduate Program is responsible for submitting an updated list of active and inactive Clinical Psychology Graduate Faculty participants to the Dean of the Graduate School for approval annually.