

Department of Human Services Bylaws

Approved: May 7, 2003

Amended September 29, 2006

Amended September 4, 2024

Amended April 11, 2025

I. Department Membership

A. Department Faculty (Voting Membership) - The voting membership of the department faculty comprises all TET and NTE bargaining unit faculty members (BUFMs), except as otherwise restricted in the CBA or in these Bylaws. References in these bylaws to “department faculty,” “bargaining unit faculty,” or “BUFMs” all refer to the voting membership of the department.

B. Department Chair - The department chair is a non-voting participant in department and committee meetings.

C. Adjunct Faculty - The Human Services department may include part-time adjunct faculty teaching variety of courses. Adjunct faculty are not voting members of the department faculty.

D. Emeritus Faculty Retired faculty who were granted emeritus status continue to be affiliated with the department and may teach on occasion. Emeritus faculty may also attend all official department functions and open meetings. They are not voting members of the department faculty.

E. Graduate Assistants - The Human Services department may include graduate assistants. Graduate Assistants are not voting members of the department faculty.

F. Support Staff - The Human Services department may include support staff, among them classified staff responsible for assigned duties in the department office. Support staff are not voting members of the department but may attend department faculty meetings if the department faculty (BUFMs) agree.

II. Department Procedures

A. Meetings

1. Regular Department Faculty Meetings

a) *The department faculty will meet monthly (except during Finals Week) during Fall and Spring Semesters.*

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b) *All reasonable efforts will be made by the Department Chair to schedule department faculty meetings at times that do not conflict with teaching schedules or other scheduled meetings.*

c) *Meetings will normally be scheduled in the afternoon in consideration of evening classes.*

d) *An annual schedule for the academic year of anticipated departmental faculty meetings will be provided in writing to all faculty by the Department Chair no later than the first week of classes in Fall Semester.*

e) *An effort will be made to avoid conflict between regularly scheduled meetings and yearly professional conferences (e.g., AOCC, ACA, NRA, ORA, etc.) usually attended by a majority of department faculty.*

2. **Unscheduled Department Faculty Meetings**

a) *Departmental faculty meetings may be called by the Chair of the department or the Chair of a departmental committee (such as Promotion & Tenure Committee) or by request to department faculty by two Bargaining Unit Faculty Members.*

b) *All reasonable efforts will be made to schedule these meetings at times that do not conflict with teaching schedules or other scheduled meetings.*

c) *The individual(s) who called the meeting will announce the purpose of the meeting at least 48 hours before the meeting.*

d) *Faculty requested items will be added to the agenda or the agenda shall contain a standard item titled "Faculty Issues" in which faculty may bring up issues of concern at the meeting.*

3. **Bargaining Unit Faculty Member's Special Meetings**

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a) *A minimum of two BUFMs may call a special Bargaining Unit Faculty meeting to be attended only by BUFMs.*

4. Voting at Meetings

a) *Voting will be open response unless a voting faculty member requests a secret ballot.*

5. Agendas for All Department Faculty Meetings

a) *Except in emergencies, agendas will be provided by the Department Chair or the Bargaining Unit Faculty Member requesting the meeting at least 48 hours prior to the meeting.*

b) *Faculty-requested items will be added to the agenda by the person requesting the meeting.*

c) *The agenda will contain a standard item titled, "Faculty Issues," which will allow faculty to address issues of concern at the meeting.*

d) *Because faculty are routinely assigned classes during late evening hours ending at 10:00 P.M. or later, meetings will be scheduled in the afternoon whenever possible.*

e) *Issues that affect the Department will be presented at regularly scheduled departmental faculty meetings when classes are in session during the academic year. Normally, faculty members must be informed through the agenda that a vote is anticipated on particular items.*

B. Records of Departmental Faculty Meetings

1. Minutes

a) *Minutes of all regular department faculty meetings and all unscheduled department faculty meetings called by the Chair will be taken by a department support staff member or other designee.*

b) *These minutes will be recorded and distributed to all department faculty members, to the department chair, and to the Dean of the College.*

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c) *Any changes in these minutes will be proposed at the next department faculty meeting, where the department faculty will approve the minutes as written or amended.*

d) *All approved minutes will be archived by the department support staff and will be available upon request.*

2. Special Meeting Minutes

a) *Minutes for special meetings called by Bargaining Unit Faculty Members will be taken by one of the Bargaining Unit Faculty Members calling the meeting.*

b) *These minutes will be distributed to all Bargaining Unit Faculty Members in the department and made available to other appropriate entities upon request.*

c) *Bargaining Unit Faculty members must approve the minutes before they are distributed outside the Bargaining Unit Faculty of the department.*

d) *All approved minutes will be archived by the Department support staff*

C. Faculty Appointment

1. Faculty Appointment See description of the procedures for the department search committee (3. 6)

D. Teaching Assignments and Class Schedules

1. Academic Course Schedule

a) *BUFMs may recommend to the Department Chair their preferred teaching assignments and class schedules including day and time of week, normally at least 12 months before the courses are to be taught.*

2. Draft of Course Schedule

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- a) *Bargaining Unit Faculty Members shall have the opportunity to review and provide input on the department's draft course schedules before they are publicly posted by the registrar.*
 - 3. Summer Course Schedule
 - a) *Assignment of summer teaching will be conducted in accordance with the CBA*
- E. Faculty Involvement in the Review of the Department Chair
 - 1. The Department BUFMs will provide comments on the Chair's performance when asked to do so. The BUFMs may also request that the Dean of the College call for a formal review of the Chair when serious concerns regarding the Chair's performance exist among a majority of the Department faculty.
 - 2. All reasonable efforts will be made to resolve any problems with the Chair before taking the concerns to the Dean.
- F. Departmental Faculty Role in the Selection of a Department Chair
 - 1. When the Chair position is available, bargaining unit faculty will constitute a majority of the search committee. In addition, the BUFMs will provide the Dean with a written recommendation. This recommendation will include the BUFMs' written list of each interested candidate's strengths and weaknesses. Those candidates whom the BUFMs find absolutely unacceptable at any level should be so indicated.
- G. Department Representation on College Committees
 - 1. Consistent with the college bylaws, the department faculty will nominate or elect a member of the faculty to serve on the College Steering Committee and other appropriate committees or constituency slots.
- H. Communication

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1. The department Chair will keep the department faculty informed regarding the disposition of requests or recommendations from a majority of Bargaining Unit Faculty Members. Responses to requests or recommendations will be provided in a timely manner that allows for faculty input when possible.
- I. Graduate Assistants Selection
 1. Faculty will provide input to the chair on the selection and assignment of graduate assistants.
- J. Department Committees
 1. Department Promotion & Tenure (P&T) Committee
 - a) *Membership*
 - (1) The Department Promotion & Tenure Committee will consist of all tenured Bargaining Unit Faculty Members in the department.
 - (2) The Department Chair will serve as a non-voting member of the committee.
 - (3) The members of the committee will elect their chair for the following year at a meeting during Spring Semester.
 - b) *Duties*
 - (1) Promotion and Tenure Reviews
 - (a) The Promotion & Tenure Committee shall provide each untenured TET BUFM with an annual statement summarizing the individual's cumulative progress toward tenure and promotion.
 - (b) When requested to do so, the Promotion & Tenure Committee shall provide each Associate Professor with a statement summarizing the individual's cumulative progress toward the next academic rank.
 - (2) Mentoring New Faculty

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- (a) The Promotion & Tenure Committee will assist in the professional development and mentoring of new TET Bargaining Unit Faculty Members.
 - (b) The P&T Committee will assign a tenured BUFM to serve as a mentor to each new TET BUFM.
 - (c) New BUFMs may request an additional mentor or a separate mentor for functions such as teaching, scholarship, and service.
 - (d) This mentorship will last as long as the Chair, mentor and mentee agree it is necessary.
- (3) Faculty Awards
 - (a) Award opportunities will be announced at department meetings as they arise by anyone with knowledge of the award.
 - (b) The chair of the P&T committee will solicit nominations from anyone in the department and coordinate voting should there be more than one nomination for a particular award.
 - (b) Nominators will utilize WSU, DHS, or outside organizational criteria, e.g., Ohio Counseling Association (OCA), Miami Valley Counseling Association (MVCA) to create the nomination package with the assistance of the nominee
- (4) Peer Evaluation of Teaching
 - (a) The P&T Committee shall carry out peer evaluation of teaching for all probationary TET BUFMS and for tenured BUFMS who request to be evaluated.

2. Student Relations Committee

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a) Membership

- (1) The Department Student Relations Committee will consist of three elected Bargaining Unit Faculty Members.
- (2) One graduate and one undergraduate student, selected by the committee Chair, will serve on the committee. Students will not be present for the discussion nor vote for scholarship candidates.
- (3) One Rehabilitation and one Counseling alumnus.
- (4) The Chair of the department will serve ex-officio, without a vote.
- (5) The faculty on the committee will choose by majority vote its own chair, who must be a faculty member.

b) Duties

- (1) Advise the Rehabilitation Club and Chi Sigma Iota or any other Human Services Department organization that is formed.
- (2) Provide advice and assistance in design, preparation, and distribution of any departmental newsletter or other publication directed toward students or alumni.
- (3) Provide leadership in establishment and maintenance of outreach activities for undergraduate and graduate students and alumni.
- (4) Make recommendations regarding departmental scholarships for undergraduate and graduate students.
- (5) Foster in all ways feasible student interest and involvement in the department and its programs and activities.
- (6) Report at least annually to the department faculty on its activities.

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(7) Recommend undergraduates, graduates, and alumni to receive annual departmental, college and university awards and recognition.

3. Curriculum Committee

a) Membership

(1) The Department Curriculum Committee will consist of four elected Bargaining Unit Faculty Members, at least one of whom shall be from the rehabilitation program and at least one from the counseling program.

(2) The committee will choose a chair from among themselves.

(3) When possible, at least two members of the committee shall continue from one academic year to the next, but no member shall serve more than three consecutive years without a break. The committee, upon recommendation of its chair, shall determine which of its members shall be rotated off the committee and make a request to the department regarding elected replacements.

b) Duties

(1) Review and make recommendations on all proposed new Department courses, suggested modifications to existing department courses and curriculum.

(2) Consult with the department Chair on course scheduling when feasible to assure that an appropriate distribution of courses by field, level, day, and time of meeting is provided.

(3) Assist the department Chair and program coordinators with annual program assessments.

4. Department Budget Committee

a) Membership

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(1) This committee shall be composed of at least three faculty members who volunteer to serve on the committee and the department Chair (non-voting).

(2) If three or more faculty do not volunteer, the department Chair will appoint faculty members to serve so as to bring the voting membership to three faculty.

(3) The committee chair will be elected by the committee members.

b) Duties

(1) Review the annual Department budget.

(2) Suggest methods to better utilize Department resources.

(3) Recommend prioritized expenditures for the Department.

(4) Based on previous years' expenditures, the Committee may recommend changes to amounts allocated for a particular item in the Department's budget. Budget reports will be provided to the committee upon request.

5. Search Committee(s), When Needed

a) Membership

(1) The Committee will have a minimum of three Department Bargaining Unit Faculty Members.

b) Duties

(1) The Search Committee assumes a major role in the faculty search process by recommending the responsibilities of the position to be filled; reviewing credentials; interviewing applicants; and recommending acceptable candidates to the Dean.

III. Annual Evaluation Criteria and Procedures for Human Services Department Faculty

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- A. The Department Chair annually evaluates the teaching and service of all Bargaining Unit Faculty Members, and the scholarship of TET BUFMS, following the procedures outlined in the CBA.
- B. Peer Evaluation of Teaching
 - 1. A peer evaluation of teaching is required for all NTE BUFMs.
 - 2. TET BUFMs may request peer evaluations.
 - 3. NTE faculty and untenured TET faculty peer evaluation is conducted according to criteria and procedures set forth in the CBA.
 - 4. TET faculty
 - a) *Tenured BUFMs may request peer evaluation.*
 - b) *BUFMs being evaluated will submit evidence of their teaching effectiveness to the Promotion & Tenure Committee.*
 - 5. The peer evaluation will include a review of course syllabi, tests, and other available materials and, at the discretion of the Promotion & Tenure Committee, classroom visits by peer evaluator(s).
 - 6. The Promotion and Tenure (P& T) Committee will submit a written peer evaluation of teaching report to the faculty member and the Department Chair in time for it to be incorporated in the Chair's annual evaluation.
- C. Evaluation of Teaching. Criteria are set forth in the CBA.
 - 1. Evidence for the Evaluation of Teaching
 - a) *At a minimum, evidence used for the evaluation of teaching shall include student evaluations and available peer evaluations. In addition, bargaining unit faculty may submit any materials to the department Chair including (but not limited to) the following:*
 - b) *Selected syllabi or other class materials (to demonstrate a particular classroom innovation, for example);*
 - c) *A written response to one or more of the required peer evaluations;*

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- d) *A description of a particular section or a response to the student evaluations for a particular section (if the BUFM believes the evaluations for that section need to be contextualized, for example);*
- e) *Evidence showing student learning success, for example the results of a pre- and post-evaluation.*

D. Evaluation of Scholarship (TET only)

1. Human services scholarship is a painstaking, multi-furcated, and time-consuming process. One must define, implement, complete, and submit a scholarly project in order to produce scholarly peer-reviewed articles and/or monographs. These standards recognize and reward all stages of this process.

2. Criteria for the Evaluation of Scholarship: In evaluating scholarship, the Chair should not only assess publications, but also the time and effort of preparation. Collaborative scholarship, for example, normally requires as much effort as individual scholarship and should be evaluated accordingly.

a) *A score of 0 (Unsatisfactory) in scholarship will be given to any faculty member who does not satisfy the requirements for an adequate evaluation.*

b) *To receive a score of 1 (Conditional merit) in scholarship, a faculty member must:*

- (1) Pursue a clearly defined scholarly agenda and present a clear blueprint or outline for publication and/or communication of scholarship.
- (2) Attend at least one professional conference.
- (3) To receive a score of 2 (Expected merit) in scholarship, in addition to satisfying criteria in the "Adequate" category, a faculty member must accomplish at least one of the following:
- (4) Present scholarship at two or more professional conferences, one of which is at the national level.

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- (5) Submit a proposal for an external grant.
- (6) Submit a scholarly article or book chapter to an external refereed publication.
- (7) Publish a scholarly article or book chapter in an external refereed publication.
- (8) Have internal grant funding of at least \$5,000 total costs.
- (9) Provide other comparable examples of scholarly activity (e.g., have published more than one external refereed scholarly article in the previous year).
- (10) To receive a score of 3 (High merit) in scholarship, in addition to satisfying criteria in the "Meritorious" category, a faculty member must accomplish at least one of the following:
 - (11) Have a scholarly article published (or accepted for publication) in an external refereed publication.
 - (12) Have external grant funding of at least \$25,000 total costs.
 - (13) Have a refereed book chapter published (or accepted for publication).
 - (14) Submit a scholarly book manuscript for consideration at a scholarly press.
- c) *To receive a score of 4 (Exceptional merit) in scholarship, in addition to satisfying criteria in the "Outstanding" category, a faculty member must accomplish at least one of the following:*
 - (1) scholarly article or book chapter in an external refereed journal or book.
 - (2) Publish or have in press a scholarly book.
 - (3) Have external grant funding of at least \$75,000 total costs.
 - (4) Evidence for the Evaluation of Scholarship:

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(5) In support of the annual evaluation of scholarship, the faculty member must submit the following:

(a) For all published works: a copy of the publication or a copy of the galley proofs or verification from the editor or publisher.

(b) For all works listed as accepted but not yet published:

(i) *galley proofs of the printed publication or verification from the editor or publisher.*

(6) In addition, all faculty may (if desired) submit a statement describing their scholarly programs and publication plans.

E. Evaluation of Service: Criteria are set forth in the CBA

1. Evidence for the Evaluation of Service:

a) *Faculty should submit to the department Chair:*

(1) A list of all service activities performed during the year;

(2) Any other materials relevant to the faculty member's service record.

IV. Promotion and Tenure (P&T) Criteria for TET BUFGMs

A. Voting Procedures

1. There must be a majority of all eligible faculty present to vote on promotion and tenure.

2. Only those present for discussions will be allowed to vote on promotion and tenure recommendations.

3. All voting shall be by secret ballot.

4. The Committee Chair will write a letter summarizing the committee recommendation.

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5. The faculty who voted will review and approve the letter summarizing the P& T Committee vote and the reasons for the vote before it is sent to the Chair and Dean.

B. Criteria for Promotion and/or Tenure

1. Candidates for promotion and/or tenure are expected to demonstrate productivity in teaching, scholarship, and service.
2. Candidates may present accomplishments dating from before their hiring at Wright State University. Scholarly work completed prior to the candidate's appointment at Wright State University will be considered on an equal level to scholarly work done while at this institution, but in no case shall all the scholarship assessed be done prior to arrival at Wright State. A record of ongoing scholarship at Wright State must be demonstrated.
3. In support of scholarship, the faculty member must submit the following:
 - a) *For all published works: a copy of the publication.*
 - b) *For all works listed as accepted but not yet published: a copy of the official letter from the publisher and/or editor along with a printed copy of the accepted manuscript or galley proofs of the printed publication.*
 - c) *For all unpublished papers: a printed copy of the manuscript.*
 - d) *For all conference papers: a printed copy of the manuscript.*
 - e) *For all grants funded or pending: a copy of the grant proposal and grant funding notice.*

C. Criteria for Promotion to Associate Professor with Tenure

1. Teaching
 - a) *Peer and student evaluations of teaching demonstrate that the faculty member is consistently effective in the classroom; and*
 - b) *Faculty member maintains membership in a relevant professional association(s), appropriate certification(s), and/or licensure(s); and*

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c) The faculty member regularly meets his/her assigned classes and is available during office hours; and

d) The faculty member participates and/or coordinates program advisory meetings, or

(1) successfully administers a curricular program(s), or

(2) serves on WSU masters/doctoral thesis committee(s).

2. Scholarship

a) Candidates must show that they have pursued a successful program of continuous and ongoing scholarship at Wright State University.

b) Success in scholarship sufficient for promotion and tenure will include a minimum of

(1) five (5) external refereed journal articles, up to two of which may have equivalent substitutions as specified below. In addition, the candidate must have completed at least 3 of the 5 articles (includes equivalent substitutions as specified below) while a BUFM at Wright State University. Letters from external reviewers will be used to affirm the quality of a candidate's scholarship.

(2) Five peer-reviewed publications in refereed external professional journals, or

(a) Three peer-reviewed publications in refereed external professional journals and 2 chapters in scholarly books or one scholarly book in the faculty member's field of specialization while he or she is employed at Wright State University, which may incorporate some work performed outside of Wright State University, or

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(b) Three peer-reviewed publications in refereed external professional journals and 1 chapter in a scholarly book in combination with at least two of the following: resource manual(s), video(s), software, program(s), game(s), or

(c) Four peer-reviewed publications in refereed external professional journals (a chapter in a scholarly book may count for one of these) in combination with membership on editorial review board(s) for at least 24 months before the P& T document is submitted to the department P&T Committee, or

(d) Four peer-reviewed publications in refereed external professional journals (a chapter in a scholarly book may count for one of these) in combination with funded grants

(i) *external grant funded for at least \$50,000 total costs, or*

(ii) *smaller external grants funded with a combined total of at least \$50,000 total costs.*

3. Service

a) *The candidate must provide evidence to document participation and effective leadership performance in Department, College, and/or University service, as well as in external service to the profession and/or community.*

b) *During the probationary period, the faculty member-*

(1) attends departmental faculty meetings and contributes to the goals of the department,

(2) serves on at least two departmental committees,

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- (3) serves on at least one college committee or university committee, and
- (4) performs some form of professional service, e.g.,
- (5) review manuscript(s) or book(s) in his/her field, or,
- (6) reviews external grants, or
- (7) reviews internal proposals for research or teaching development awards, or
- (8) serves as faculty advisor for student organization (e.g., Chi Sigma Iota or the Rehabilitation Club), or
- (9) provides leadership with professional association(s), or
- (10) serves on WSU master/doctoral thesis committee(s), or
- (11) serves on editorial review board(s), or
- (12) serves as a site visitor or self-study coordinator for the Council for Accreditation of Counseling and Related Education Programs (CACREP), or other professional involvement, or
- (13) serves on professional commission(s), or
- (14) serves on agency advisory board(s), or
- (15) serves on professional association committee(s), or
- (16) provides professional expertise to the community, e.g., applied professional service

D. Criteria for Promotion to Full Professor:

1. Scholarship

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a) The candidate must submit a minimum of seven (7) scholarly products beyond those required for promotion to Associate Professor. In addition, the candidate must have completed at least four (4) of the seven (7) products (including equivalent substitutions as specified below) while tenured at Wright State University. Letters from external reviewers will be used to affirm the quality of a candidate's scholarship demonstrating a reputation at the regional or national level.

b) The following is a list of acceptable submissions to meet the scholarship criteria

(1) Seven (7) peer-reviewed publications in external refereed professional journals, or

(2) Five (5) peer-reviewed publications in external refereed professional journals with at least two (2) of the equivalent substitutions as specified below.

(a) up to two (2) chapters in a scholarly book, or

(b) one scholarly book in the faculty member's field of specialization as author or editor (may be counted as two products), or

(i) funded grant(s) as specified below, or

(ii) external grant funded for at least \$50,000 total costs, serving as a P/I, Co-P/I, and/or confirmation of authorship, or

(iii) smaller external grants funded with a combined total of at least \$50,000 total costs serving as a P/I, Co-P/I, and/or confirmation of authorship

(c) other scholarly contributions deemed equivalent in contribution and effort to or

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(i) *specified equivalent substitutions, or one of the following*

(a) one resource manual, video, software program,

(b) membership on editorial reviews board(s) for at least 24 months with at least five (5) manuscripts reviewed

(c) participation as a grant reviewer

(d) leading or chairing committees at the University or professional levels leading to published research, such as a white paper prepared and submitted for expert congressional testimony, or other governmental entity, or any instances in which a manuscript was prepared for in a scholarly way such that:

(i) *any human subjects have been ethically consented, informed of the intention of data collection/analysis, and the audiences to whom their data will be disseminated,*

(ii) *analysis utilizes and documents rigorous qualitative, quantitative, or theoretical research methods, and*

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(iii) reporting is made public to an audience of peers who are provided opportunities to affirm or discount the quality of the work produced similarly to the outcomes of peer review.

(e) one peer-reviewed presentation co-authored and presented with at least one WSU student at a state, regional, national. or international professional conference.

2. Service

a) The candidate must provide evidence to document participation and/or effective leadership performance in Department, College, and/or University service, as well as in external service to the profession and/or community.

b) Since the last promotion, the faculty member must have

(1) regularly attended departmental faculty meetings and contributed to the goals of the department,

(2) served on at least three year-long departmental committees (in addition to P&T),

(3) served on at least three college and/or university committees for a term of one year or more, and

(4) performed professional service including at least three of the following:

(5) served as faculty advisor for an active student organization,

(6) served in a leadership capacity with a professional association,

(7) served on a master/doctoral thesis committee,

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- (8) served on a professional accreditation team,
- (9) served as a Council for Accreditation of Counseling and Related Education Programs (CACREP) site visitor, chair of site visitor team, CACREP-department liaison, or other professional involvement,
- (10) served on commissions,
- (11) served on agency, school, practice, or other organization advisory boards,
- (12) task forces, or other applied service,
- (13) served on professional association committees,
- (14) provided expertise to the community, e.g., applied professional service through guest speaking, key-note addresses, professional consultation, clinical supervision, etc.
- (15) service promoting interdisciplinary collaboration among professionals,
- (16) other service contribution deemed equivalent to the rank for Full Professor

V. Amendments

- A. Any of the Bargaining Unit Faculty Members of the department may make a motion at a departmental meeting to amend the departmental bylaws.
- B. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another Bargaining Unit Faculty Member.
- C. The department Bargaining Unit Faculty Members will then take the motion under consideration and discuss and vote on it at a subsequent departmental meeting.
- D. Voting for an amendment(s) will be conducted according to the CBA.
- E. Any amendments to these bylaws must be approved in accordance with the CBA.

BYLAWS APPROVAL FORM

The bylaws for the College/Department of Human Services,
dated 3/31/2025 are approved as follows:

Bargaining Unit Faculty Approval

The bargaining unit faculty approved the bylaws by a vote of 9 to

0

HKW

Bargaining Unit Faculty Representative

3/31/2025
Date Approved

Dean Approval

Marsha Sexton

Dean(s)

3-31-2025
Date Signed

Faculty Governance Committee Approval

Steven J. Piller

Co-Chair (AAUP Representative)

Carol S. Loranger

Co-Chair (University Representative)

4-15-2025
Date Signed

4/14/25

Date Signed