

## **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.<sup>1</sup> 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).

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<sup>1</sup> Watermark removed and all text color changed to black 02/10/2017

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 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 career 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.14, 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.16) 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.

6. A list with the selected finalists (in randomized order) is circulated among all voting psychology department members (as specified in C.1.). Within two working days of this list circulation, voters rank the finalists without using ties and with respect to candidates' qualification to be department head, irrespective of their perceived willingness to serve. Department voting members who are absent during this period and have no option of communicating their ranking can request an extension of up to one week of the voting deadline.

7. The executive assistant and a faculty member (not among the finalists) who is appointed by the Department Head compile all voting data and compute the average rank, the total percentage of first-place rankings (%top), and the total percentage of last-place rankings (%bot) for each finalist. Finalists are then ordered on the basis of their average rank. The finalist with the highest average rank is considered Department Head elect, and the Executive Committee forwards this name to the dean (with no additional information attached beyond the results of the ranking).

8. If the top finalists' average rank is equal, the tiebreaker is the higher ratio of:  $\%top / (\%top + \%bot)$ .

9. If the top finalist is not appointed to Department Head by the dean, the Executive Committee should consult with the dean, repeatedly if necessary. If this consultation does not result in the top finalist being appointed, the Executive Committee identifies the finalist with the next-highest average rank as the new top finalist (ties are again broken by the above formula).

## **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 career 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, prepare contract renewal reports, and write post-tenure reviews of TTF faculty.

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 for tenure-related members, 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.

2.4. A second memo is then sent to faculty listing all those eligible for nomination. TTF members then each rank their top five choices for inclusion on the final ballot. The five candidates receiving the highest number of nominations are then placed on the final ballot. In the event of ties, candidates' average ranks are used to determine who proceeds to the final ballot.

2.5. A third memo including the final ballot asks faculty to rank the final five candidates. The two candidates receiving the highest average ranking join the executive committee. In the event of ties, candidates' average ranks are used to determine who will serve.

2.6. 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.).

### **3. Career NTTF Representative**

3.1. Career NTTF who are officers of instruction will elect a representative. Career NTTF will meet each fall 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 Career NTTF representative or his/her official designee will serve to coordinate communication between career NTTF and the executive committee or the Department Head on issues impacting career 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. TTF 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 one additional faculty member, recruited from NTTF or TTF faculty.
- c. Graduate student, faculty, and staff volunteers.

7.3. The two faculty members are appointed by the Department Head or his/her designee.

7.4. Membership for the Chair is one year, after which the committee's second faculty member takes over as Chair; membership for the graduate student volunteers is typically at least one year and no more than two.

## **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 of 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. Typically three tenure-track faculty 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-level hiring decision).

#### **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.

