

**CCP Doctoral Training Program  
Program By-Laws**

**Clinical and Counseling Psychology (CCP) Doctoral Training Program  
College of Arts and Sciences, College of Education, and the Graduate School  
University of South Alabama  
(Adopted June 30, 2010)**

**ARTICLE I: Mission Statement**

The Clinical and Counseling Psychology (CCP) Doctoral Training Program (herein after referred to as the *Program*) is a collaborative effort between the Department of Psychology in the College of Arts and Sciences and the Department of Professional Studies in the College of Education. This Program prepares professionals to provide the most effective types of psychological care for individuals and communities. The program combines an asset-strength model from Counseling Psychology with a health/wellness model from Clinical Psychology. The core faculty for the Program is a group of mental health researchers, who are also licensed psychologists, dedicated to the creation and dissemination of knowledge and training to the next generation of mental health care practitioners. The Program is committed to furthering our understanding of the mind and behavior through the scientific method, as well as to the development of applications of the science of psychology to better the human condition and that of individual persons. In keeping with the mission of the University of South Alabama, the Program is committed to helping students acquire knowledge of psychological theories, research findings, and the methods used by both basic and applied mental health researchers. The Program sees its mission as serving graduate students by providing them with an understanding of the importance of the scientific approach in addressing issues of human behavior through the model of Evidence-Based Behavioral Practice for assessment and psychotherapy. The Program also sees its mission as training students to be researchers who dedicate themselves to the pursuit of knowledge, even as they use their training as scientist-practitioners to contribute to the solution of pressing human problems. The Program Faculty sees that an important part of our mission is to ensure students internalize the canons of ethics within the profession of psychology. The Program also values and promotes diversity of its students and faculty.

**ARTICLE II: Membership**

Upon the recommendation of the Program's Faculty, deans of the collaborating colleges may confer membership in one of the following classes of appointments to colleagues who wish to participate in the Program's activities.

- 1. Core Faculty** – The Core Faculty consists of faculty members who hold tenure-track appointments within USA in either the Department of Psychology or the Department of Professional Studies Core faculty members may hold fractional joint-appointments in a home department, along with their responsibilities to the Program. Core Faculty members must have at least .50 FTE committed to the Program. All Core Faculty have voting

privileges regarding programmatic issues. Each member of the Core Faculty must hold a current license as a psychologist in the State of Alabama or be license eligible and actively pursuing professional licensure in Alabama.

2. **Affiliated Faculty** – Faculty members who hold tenure-track appointments within USA may hold fractional joint-appointments in a home department, along with their responsibilities to the Program. Affiliated faculty will have less than .50 FTE committed to the Program and will not have voting privileges on programmatic issues.
3. **CCP Program Faculty Searches** – A search committee, which is appointed by the chair of the hiring Department, with input from the chair of the collaborative department, will conduct the search for a new Program Faculty member(s). All search committees will conduct searches consistent with Department(s), College(s), and University guidelines. All search committees will have at least one CCP Core Faculty representative(s) from the Department/College other than the one in which the new position will be assigned. The search committee will take a two step process in evaluating candidates. The first step is to make a decision as to the acceptability of the candidates for the position vacancy. Candidates considered unacceptable to the Program faculty will be dropped from consideration. The second step is to rank order the acceptable candidates. The chair of the search committee will present to the hiring home department the committees' recommendation as to the acceptability of the candidates and the recommended rank order of the acceptable candidates. All faculty in the home department will vote on the candidates considered acceptable to the Program faculty. The representative (or these representatives) will participate only in an advisory capacity (i.e., a non-voting member). The final decision as to which applicant will be interviewed, and/or hired, is made by the home Department and/or College and subject to administrative reviews as required by existing USA policies and procedures.

### **ARTICLE III: Governance**

The Program is administratively housed in the USA Graduate School, although faculty appointments of the Core Faculty are within either the College of Arts and Sciences or the College of Education. The Program is administered by the Director of Clinical Training, who is selected from among the Core Faculty to direct the day-to-day operations of the Program. The Core Faculty will generally make all decisions regarding the routine operations of the Program and, when necessary and as appropriate, make recommendations to the Department Chairs regarding the implementation and/or revision of any Program policies and procedures. Although decision-making by consensus among the Core Faculty is preferred, decisions agreed upon by a majority of those constituting a quorum shall be considered final. A quorum consists of 50% or more of the eligible faculty in residence, inclusive of absentee ballots submitted prior to any formal vote. A secret ballot may be taken if requested by any member of the Core Faculty either before or during the meeting. Decisions that remain unresolved at the Program level or that exceed the authority of the Core Faculty, will be resolved in order by the Department Chairs, the Collaborating Deans, the Dean of the Graduate School, and, where

necessary, the Senior Vice President for Academic Affairs, consistent with existing lines of authority and University policy.

### **CCP Program Coordinating Committee**

The Dean of the College of Arts and Sciences, the Dean of the College of Education, the Dean of the Graduate School, the Department Chairs of Psychology and Professional Studies, and the Director of Clinical Training comprise the Coordinating Committee. This committee will meet once annually to review program planning and budgeting and evaluate the overall effectiveness of the Program and its Core Faculty in achieving stated goals and objectives. The Committee may meet at such other times as there are institutional concerns (e.g., University-wide budget cuts) that require significant changes be made to the Program.

### **CCP Program Core Faculty: Roles and Responsibilities**

- A. Duties** - The Core Faculty are responsible for program oversight consistent with University Policies and Procedures, the *Graduate School Academic Standards*, the *Faculty Handbook*, and applicable professional standards of regional and national accrediting bodies. Specific responsibilities include but are not limited to:
1. Review and recommendations regarding the assignment of CCP graduate assistantships;
  2. Review and recommendations regarding admission and advisement of CCP students;
  3. Development, implementation, evaluation, and revision of CCP curriculum;
  4. Review and recommendations regarding faculty status within the Program;
  5. Review and evaluation of CCP students' academic progress and professional behavior;
- B. Roles** – Program faculty fill several roles in carrying out the mission of the Program. These roles include but are not limited to:
1. **Director of Clinical Training (DCT)** – Upon the recommendation of the Core Faculty, and subject to the approval of the Department Chairs, the Deans of the Graduate School, the College of Arts and Sciences, and the College of Education, will appoint the DCT in accordance with the USA Human Resource Department Policies and Procedures. The DCT will act as the official liaison between the Program and the Departments, Colleges, and University Administration. The DCT is appointed for a renewable 5-year term. The DCT serves at the pleasure of the collaborating Deans and may be relieved of the responsibilities of the office at their discretion at anytime without cause. The DCT may also ask to step down. In either case, the Core Faculty will discuss and nominate a replacement from the existing faculty or request that an external search for a replacement be conducted.

The DCT is responsible for the day-to-day operations of the Program, the preparation of and oversight for an annual budget, and the timely review and revision of the Program materials, manuals, policies, and procedures. The DCT will call and chair meetings of the Program faculty. The DCT will implement the curriculum recommendations of the

faculty and ensure that these recommendations are consistent with University policy. The DCT may create committees as deemed necessary to assist in the administration of the Program. The DCT will be primarily responsible for the supervision of all staff of the Program who assists in the administration of the Program.

- 2. Associate Director of Clinical Training (A-DCT)** - Following the procedures for the appointment of the DCT, a Co-DCT shall be appointed to serve contemporaneously with the DCT, with the exception that the DCT and Co-DCT shall not be assigned primarily to the same department. In the absence of or at the discretion of the DCT, the Co-DCT shall assume any or all of the duties of the DCT consistent with the role of the DCT outlined above. The primary role of the Co-DCT is to assist the DCT in the overall administration of the Program.
- 3. Program Assistant** - The Program Assistant is appointed jointly by the Chairs of the Departments of Psychology and Professional Studies consistent with current College and University policies and assists the DCT in the daily administration of the Program. The Program Assistant's duties will include, but are not limited to: (a) maintenance of fiscal records, (b) maintenance of enrolled student records, (c) taking and posting the approved minutes from meetings of the Core Faculty, (d) preparation of programmatic documents and other duties as determined by the DCT, and (e) preparation and dissemination of informational materials provided to the public (e.g., CCP Website).
- 4. Student Representative to the Faculty** - One CCP Program student will be selected annually to serve as their representative to the Program Faculty. Enrolled students will select their representative as defined in the CCP Graduate Student Association (GSA) Bylaws. The representative is designated as the GSA "President" and is expected to attend all Program faculty meetings. The GSA President is also expected to identify other enrolled Program students to be representatives on various Ad Hoc Committees. When any Program Committee meeting involves a discussion or documentation of confidential or personal information about any individual student or faculty member, the student representative will be excused and excluded from participation in that portion of the meeting consistent with University policy regulating confidentiality, student participation in University governance, and prevailing professional standards for the profession.

#### **ARTICLE IV: Meetings**

- A.** The DCT will convene the Program Faculty on a regular basis (i.e., at least once a month). Other meetings may be called by the DCT as needed.
- B.** Ordinarily, the DCT will chair the Program Faculty meetings. The DCT may make proposals and suggestions, participate actively, and lead discussions, and may vote as a member of the Program. Informality is desired in the conducting of the faculty meetings; however, in the case of unresolved disagreements, parliamentary procedure shall apply per *Robert's*

*Rules of Order – Newly Revised.*

- C. Minutes of each meeting will be kept by the Program Assistant. Minutes of all meetings will be distributed to the Core Faculty, the Chairs of the Department of Psychology and the Department of Professional Studies, the Dean of the Graduate School, the Dean of the College of Arts and Sciences, and the Dean of the College of Education. Meeting minutes will be kept as a permanent record in files maintained by the Program Assistant. These may be made available to the Core Faculty and/or members of the Coordinating Committee upon request. Actions taken regarding an individual student's academic status, Core or Affiliated Faculty status, and/or other personnel related matters are considered confidential and will not be included in the minutes of any Program meeting.

**ARTICLE V: Policies and Procedures**

The DCT will coordinate the maintenance of a *Program Graduate Student Training Manual (GSTM)* and will be responsible for updating the Manual annually. The Manual will include the Policy and Procedures related to the Program's Educational Mission and will be posted, along with all updates, on the Program's website. The Manual will incorporate documents adopted by the Core Faculty, or promulgated by the DCT on matters within the DCT's scope of authority.

At a minimum, the Manual will include the following documents:

1. Program Bylaws
2. Sample Program of Studies
3. Student Evaluation Procedures
4. Dissertation Research - Policies and Procedures
5. Student Grievance Procedures
6. Graduate Student Assistantship – Policies and Procedures

The DCT will be responsible for updating the GSTM annually.

**ARTICLE VI: Conflict of Interest**

Any member of the Program Core Faculty member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Core Faculty will offer to excuse him or herself voluntarily from the meeting, and must refrain from discussion and voting on said item.

**ARTICLE VII: Budget**

The funding of the Program is the joint responsibility of both the College of Arts and Sciences and the College of Education and exists in designated CCP Program account within the University accounting system. Each year, the DCT will submit a recommended budget, generated through consultation with the Core Faculty, to the Chairs of Psychology and Professional Studies. The budget will be reviewed and revised as necessary, and forwarded

with their recommendation to the collaborating deans for their approval.

#### **ARTICLE VIII: Amendments**

Any Core Faculty member may propose amendments to these Bylaws. The Core Faculty may refer the amendment for review by other program committees, as is deemed necessary. The entire review process must be concluded within 20 class days of the original request for an amendment. Upon the conclusion of the review, the amendment, accompanied by the comments of the committee(s), will be placed on the agenda for discussion and a vote by secret ballot within 10 class days of the conclusion of the review. A majority vote of all Core Faculty is necessary to recommend an amendment be adopted.

Date of Bylaws Amendment: June, 30, 2010

Martin L. Rohling

Director of Clinical Training

Clinical and Counseling Psychology Program