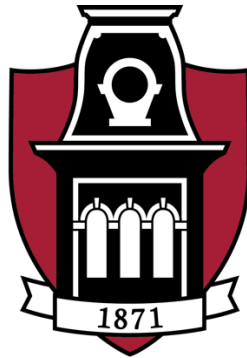


DEPARTMENT OF PSYCHOLOGICAL SCIENCE HANDBOOK

(Revised Spring, 2025)



UNIVERSITY OF ARKANSAS®

Department of Psychological Science Handbook

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Introduction

Purpose of the Department Handbook. The purpose of this Handbook is to acquaint the faculty and students with departmental functions and policies and to serve as a ready reference for procedures in the normal operation of the Department. However, nothing in this Handbook is intended to replace any of the policies or procedures specified in the University of Arkansas Faculty Handbook (<https://provost.uark.edu/faculty-handbook/>), Catalog of Studies (<https://catalog.uark.edu/undergraduatecatalog/>), Graduate School Catalog (<https://catalog.uark.edu/graduatecatalog/>), or any policies or procedures of the Fulbright College. Readers are directed to the relevant University of Arkansas websites for the most up-to-date information, including on the following important topics about which students, faculty, and staff are expected to be knowledgeable and compliant with current policy.

Updating the Handbook. The policies and recommendations contained in the Handbook is considered to be in effect at the time students start the program and to remain in effect throughout their tenure in the program. As the Department updates, adds, or modifies policies and procedures, you will be informed of these via memo/email.

The Department of Psychological Science Handbook will be updated annually no later than the first day of fall classes. This duty is currently designated to the department's vice-chair; see Appendix A: Annual Handbook Update and Archiving Checklist. Note that editorial changes may be made without faculty approval upon approval of the Chair. Faculty will be notified of any such editorial changes at the next faculty meeting and given an opportunity to provide feedback.

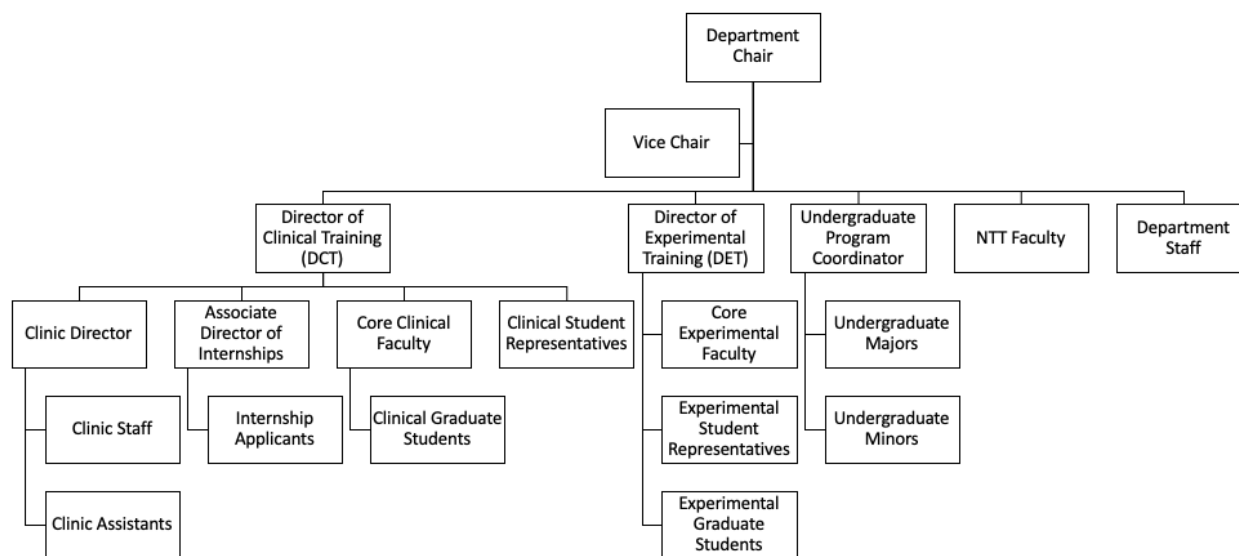
Proposed handbook changes will follow this procedure:

- (1) Any person affiliated with the program (faculty, staff, student) can suggest a handbook change by emailing the department chair. Committee recommendations come to the full faculty as a seconded motion
- (2) The change and the rationale for the change will be presented to the Faculty for comments, amendments, and a vote.
- (3) Approved changes will be integrated into the revised handbook, with the expectation that they will be implemented in the following academic year.

Commitment to Diversity, Equity, Inclusion, and Justice. The Department of Psychological Science is committed to fostering a climate that advances diversity, inclusion, respect, and social justice. Understanding individual and group differences, beliefs, values, and behaviors is core to psychological science. We believe that diverse perspectives, especially those from historically underrepresented groups, enhance our ability to meet our mission. We strive to (1) integrate diversity-related content into our curriculum and training; (2) provide opportunities for high-quality scholarship in diversity science and clinical opportunities to work with diverse populations; and (3) increase recruitment and retention of students, faculty, and staff from historically underrepresented backgrounds.

Department of Psychological Science Administration

Figure 1. Departmental Governance Structure



Chair. The Chair of the Department is appointed by the Chancellor of the University on the recommendation of the Dean of the College for a four-year term. There are no restrictions on the number of terms a Chair may serve. The duties and responsibilities of the Chair are specified in the Governance document. The Dean of Fulbright College is responsible for establishing and initiating procedures for obtaining departmental recommendations for Chair nominations.

Vice-Chair. The Chair may appoint a Vice-Chair to assist in the administration of the Department. The duties and responsibilities of the Vice-Chair are those delegated by the Chair.

Clinical Training Committee (CTC). The CTC consists of the entire clinical faculty and clinical graduate student representative(s). The Director of Clinical Training serves as chair of the CTC. The function of this committee is policy implementation and recommendation on matters pertaining to the Clinical Training Program. A complete description of the committee's structure and function can be found in the Clinical Program Handbook on the Department website. Also included here are committee-specific policies and procedures, changes to which can be made independent of full faculty input.

Director of Clinical Training. The Director of Clinical Training is elected by the Clinical Training Committee for a three-year term. There are no restrictions on the number of terms a Director may serve.

Clinic Director. The Director of the Psychological Clinic is responsible for overseeing the day-to-day operations of the Psychological Clinic, our in-house training clinic.

Experimental Training Committee (ETC). The ETC consists of the entire experimental faculty and a student representative with the Director of Experimental Training serving as Chairperson. The function of this committee is policy implementation and recommendation on matters pertaining to the Experimental Doctoral Program. A complete description of the committee's structure and function can be found in the Experimental Program Handbook on the Department website. Also included here are committee-specific policies and procedures, changes to which can be made independent of full faculty input.

Director of Experimental Training. The Director of Experimental Training is elected by the Experimental Training Committee for a three-year term. There are no restrictions on the number of terms a Director may serve.

Undergraduate Program Coordinator. The Chair appoints an undergraduate program coordinator. Duties include, but are not limited to, advising psychology students regarding their progress in the program, processing add/drop requests for courses, providing guidance about getting into graduate school, assisting with transfer credits, tracking course data to improve course offerings, making appropriate referrals in response to student concerns, communicating information about registration and program policies and advising the Chair on curricular questions and other matters related to the coordination of the undergraduate program.

Administrative Support Staff. The front office typically has three support staff. The lead Administrative Specialist typically is responsible for assisting the Chair with Departmental correspondence, reports, and business including purchase requests, travel authorizations, appointment forms, grant administration, and coordination of other necessary departmental functions. The Administrative Specialist II typically assists with preparation of course materials and examinations. When submitting test materials for preparation, a minimum of three working days should be allowed for regular tests and five working days for final examinations. In addition, the Administrative Specialist II assists in the preparation of course schedules, student registration issues, and is primarily responsible for library acquisitions, textbook orders, and travel authorizations. Finally, the Administrative Specialist I typically is responsible for providing training program materials to prospective applicants, for managing graduate admission applications (e.g., application forms, transcripts, letters of recommendation), for corresponding with applicants admitted to the department, and for maintaining the graduate student information data base. The individual will work closely with Directors of the two graduate training programs.

Elected Faculty Committees

The department will strive to elect committees with a balance of clinical and experimental faculty members. Any faculty member in the department is eligible to serve on any elected committee if they are tenured or tenure-track. With regard to non-tenure track faculty, any faculty member in their third (or greater) consecutive year of full-time appointment OR for whom service is stipulated in their appointment letter is eligible. The first item of business for each elected committee is to identify a chairperson at the first meeting of the academic year.

Election Procedures. The current constitution of the department's elected and appointed committees can be found below. At the last faculty meeting of the academic year (typically April), the Chair will present faculty with an update on committee membership (both appointed and elected), including which faculty are rotating off each committee, which faculty are continuing to serve on each committee, and which faculty are not currently serving on any committees.

Committee elections shall be held in-person unless the Chair deems there is a compelling reason for an electronic vote. Elections will proceed as follows:

1. Each vacant seat on each committee will be individually voted upon.
2. Initial nominations will be made using a secret ballot system.
3. Any candidates already serving on two or more committees or service roles (excluding graduate course committees) will be removed from nomination unless they chose to remain in consideration. Any candidates with 0% service workload (e.g. instructors) can choose to be removed from consideration from any service committee. However, having a 0% service workload does not preclude any willing faculty member from serving on a committee.
4. Any faculty member not wishing to be considered for a given committee may state their reason for declining the nomination. This statement may be taken into consideration by voters, but the individual will not be removed from the list of potential nominees.
5. The top two individuals who receive the most nominations will then be considered for the vacant position. The individual receiving the most votes will be elected to the relevant committee.

Voting eligibility. Any faculty member in the department is eligible to vote in department matters (including but not limited to decisions related to policy, procedure, curriculum, faculty searches, faculty interviews, and faculty hires) if they are tenured, tenure-track, or in their third (or greater) consecutive year of full-time appointment for non-tenure track positions. See "Personnel Policies and Voting" for details regarding voting procedures for personnel-related issues.

Diversity Committee. The Diversity Committee is charged with developing strategies and proposing actions and activities that enable the Department to meet its diversity and inclusion vision and goals. The Committee is appointed by the Chair and must consist of at least 3 faculty members with at least one from each training committee, as well as student representatives from each training committee.

Howell's Committee. The Howells Committee consists of four faculty members and is responsible for administering the Marie Wilson Howells Trust. Two members of the committee are elected by the Department at the end of each spring for two-year terms, with terms beginning at the start of the fall semester. The Chair of the Howells Committee is elected each fall by the members of the Committee. A student elected by the Graduate Colloquium serves as a non-voting member of the Committee. The Chair serves as a nonvoting, ex officio member of the committee. Additional information concerning the Howells Fund is presented in a later section of this Handbook.

Personnel Committee. The Personnel Committee, consisting of four tenure-track members and one non-tenure-track member, is elected by the Department at the end of each spring for staggered, two-year terms, beginning the day 9-month contracts begin each August. Its function shall be limited to handling personnel matters as specified in the Department's Personnel Document (e.g., merit evaluations, dismissal, grievances, etc.).

Promotion and Tenure Committee. When a faculty member is to be considered for tenure or promotion, a four-person Promotion and Tenure Committee will be formed. All members of the Promotion and Tenure Committee will be tenured faculty at or above the rank for which the candidate is to be considered. Members of the Personnel Committee who meet these criteria will serve ex officio on the Promotion and Tenure Committee; additional members will be elected as necessary by a vote of all tenured and tenure-track faculty, as specified in the Department's Personnel Document.

Appointed Faculty Committees

The Chair appoints members to the committees listed below. Annually, when the handbook is updated, the Chair will review current appointments to determine whether rotations are indicated.

Assessment Committee. The Assessment Committee is charged with developing evaluation instruments, administering the evaluations, and reporting back to Department and other administrative units regarding undergraduate students' achievement in the Psychology major. The Committee consists of at least three faculty members with at least one from each training committee.

Awards Committee. The Awards Committee consists of at least two faculty members, one from each committee. It is tasked with collating applications for departmental-level awards, facilitating faculty and student award applications, and selecting awardees for the Department's annual awards each Spring.

Chair Advisory Committee. The Chair may choose to appoint an advisory committee to provide ongoing consultation for Departmental issues. The Chair determines the composition of the committee but past membership has included the Vice-Chair, Program Directors for the CTC and ETC, and faculty with significant undergraduate student-related responsibilities (e.g., teaching, advising).

Graduate Course Committee. Graduate Course Committees are tasked with evaluating petitions from students to waive classes (e.g., that they have taken in another master's program). Details about how to apply for such a waiver are included in the Experimental and Clinical Program Handbooks.

Pre-Screen Committee. The Pre-Screen Committee typically consists of at least three faculty members. The primary responsibility of this committee is to coordinate the pre-screening process for General Psychology students each semester.

Subject Pool Committee. The Subject Pool Committee coordinates the Department's Subject

Pool, providing regular reports to the faculty regarding credit usage each semester, and constructing solutions to issues as they arise. This committee typically includes four faculty members and two graduate students.

Undergraduate Curriculum Committee. The primary responsibility of this committee is the overall planning and evaluation of the undergraduate program. To ensure proper representation, at least one member belongs to the ETC, one member belongs to the CTC, and one member to be selected by the Chair from individuals whose primary responsibility includes undergraduate teaching.

Website Committee. The primary responsibility of this committee is to oversee and update the Department's website. This typically consists of four faculty members.

2025-2026 Department of Psychological Science Administrative and Committee Work

DEPARTMENT CHAIR	Jim Lampinen	Term: July, 2023-2027
VICE CHAIR	Ellen Leen-Feldner	Term: July, 2023-2027
DIRECTOR OF CLINICAL TRAINING	Ana Bridges	Term: August, 2023-2026
DIRECTOR OF EXPERIMENTAL TRAINING	Darya Zabelina	Term August, 2023-2026
DIRECTOR OF PSYCHOLOGICAL CLINIC	Jessica Fugitt	

ELECTED COMMITTEES

DIVERSITY (3 faculty, 2 students; at least one faculty and student representative from each training committee)

Who	Ana Bridges	Matt Judah	Kate Chapman	Lin Tan
When Elected	April, 2024	April, 2024	April, 2025	April, 2025
Rotate Off	August, 2026	August, 2026	August, 2026	August, 2026

HOWELLS (4 faculty, 1 student representative)

Who	Denise Beike	Grant Shields	Stacey Makhanova	Josiah Leong
When Elected	April, 2024	April, 2024	April, 2025	April, 2025
Rotate Off	August, 2026	August, 2026	August, 2027	August, 2027

PERSONNEL (Four TT and One NTT)

Who	Bill Levine	Jenn Veilleux	Stacey Makhanova	Lindsay Ham	Katie Chapman
When Elected	April, 2024	April, 2024	April, 2025	April, 2025	April, 2024
Rotate Off	July, 2026	July, 2026	July, 2027	July, 2027	July, 2026

APPOINTED COMMITTEES

ASSESSMENT COMMITTEE (at least 3 faculty members with at least one from each training committee)

Who	Jenn Veilleux	Katie Chapman	Josiah Leong
When Appointed	August, 2014	August, 2015	August, 2023

AWARDS COMMITTEE

Who	Bill Levine	Jenn Veilleux	Katie Chapman
When Appointed	August, 2012	August, 2012	January, 2024

CHAIR ADVISORY COMMITTEE

Who	Ellen Leen-Feldner	Ana Bridges	Darya Zabelina	Katie Chapman	Nancy Alwood
When Appointed	July, 2023	July, 2023	July, 2023	July, 2023	January, 2025

PRE-SCREEN COMMITTEE

Who	Bill Levine	Scott Eidelman	Denise Beike
When Appointed	August, 2015	August, 2015	August, 2019

SUBJECT POOL COMMITTEE

Who	Bill Levine	Jenn Veilleux	Denise Beike	Scott Eidelman	Mitch Brown (<i>ex officio</i> , Sona administration)
When Appointed	August, 2018	August, 2021	August, 2018	August, 2018	May, 2021

TOP 50 COMMITTEE

Who	Grant Shields	Katie Chapman	Jeff Lin	Stacey Makhanova	Josiah Leong	Byron Zamboanga
When Appointed	August, 2024	August, 2024	August, 2024	August, 2024	August, 2024	August, 2024

WEBSITE COMMITTEE

Who	Stacey Makhanova	Jenn Veilleux	Lin Tan
When Appointed	August, 2019	August, 2015	January, 2024

OTHER DEPARTMENTAL SERVICE ROLES

SONA Supervisor	Mitch Brown	Began serving May, 2021
Psychology Club Advisor	<i>Not currently active</i>	
Psi Chi Advisor	Grant Shields	Began serving May, 2023
Webmaster	Jenn Veilleux	Began serving May, 2015
Ethics Tutorial Supervisor	Bill Levine	Began serving May, 2023

GRADUATE COURSE COMMITTEES

*Denotes chair

PSYC 4123: Perception	Lampinen*	Levine	Behrend
PSYC 5013: Advanced Developmental Psychology	Behrend*	Leen-Feldner	Zamboanga
PSYC 5033: Psychopathology Theory and Assessment	Ham*	Cavell	Veilleux
PSYC 5043: Assessment of Intellectual and Cognitive Abilities	Bridges*	Quetsch	Judah
PSYC 5063: Advanced Social	Eidelman*	Makhanova	Beike
PSYC 5073: Introduction to Clinical Practice: Core Skills & Ethical Guidelines	Fugitt*	Veilleux	Bridges
PSYC 5113: Theories of Learning	Leen-Feldner*	Lampinen	Behrend
PSYC 5123: Cognitive Psychology	Levine*	Lampinen	Behrend
PSYC 5133: Inferential Statistics	Levine*	Lampinen	Veilleux
PSYC 5143: Advanced Descriptive Statistics	Levine*	Bridges	Tan
PSYC 5163: Personality Theory and Assessment	Veilleux*	Ham	Fugitt
PSYC 5313: Introduction to Clinical Science: Research Design & Ethical Guidelines	Bridges*	Ham	Cavell
PSYC 6133: Advanced Behavioral Neuroscience	Judah*	Zabelina	Shields
PSYC 6163: Psychotherapy	Cavell*	Quetsch	Veilleux
PSYC 6213: Psychotherapy Outcomes	Quetsch*	Ham	Cavell

Fiscal and Operational Policies

Purchasing Options. Purchase of items for scholarly needs requires submission of a Purchase Order or use of a Purchasing Card (P Card) that can be issued to faculty members.

Purchase Order. A complete description of the item, its cost, and the name and address of the vendor should be provided to administrative staff, who will prepare an electronic requisition. The requisition will be sent to the Purchasing Department which will submit a Purchase Order to the vendor. Items on state contract must be purchased from the holder of the contract. If you are not absolutely certain of the procedures to be followed when making a purchase using University funds, ask the Chair or Administrative Assistant for clarification.

P-Card. Faculty who have been issued a P-Card may use that card for permissible purchases related to their professional activities. When using a P-Card, the faculty member **MUST** provide a receipt (electronic or hard copy) to the responsible staff member along with the account (WorkTag) to which the purchase will be charged. Repeated failure to do so can result in suspension of P-Card privileges by the Department or University. Faculty are responsible for adhering to P-Card policies; more information regarding P-Card policy and permissible purchases can be found at: <https://procurement.uark.edu/e-procurement/pcard/>

Personal Reimbursements. Every effort should be made to avoid the need to request reimbursements; there is no guarantee that reimbursements will be approved. However, some circumstances may require out-of-pocket expenditures by faculty or staff member. If possible, such expenditures should be discussed with the Chair and/or responsible staff member in advance; reimbursements may be denied if not properly handled. Special Reimbursement Claim forms are available from the Administrative Assistant. The original of the properly detailed claim form must be forwarded to Purchasing, along with the regular purchase request. The form must be properly signed, and all receipts must be attached. Claim forms submitted without supporting receipts will be returned without payment. **N.B. No reimbursements will be given for purchases made without prior authorization for purchases made from the Howells Fund.**

Travel Funding. Prior to taking any trips that are to be reimbursed with any University funds (including the Howells Fund), faculty members and students must receive travel authorization. To apply for travel authorization, you must contact the Administrative Specialist responsible for travel (if possible, no less than one month before your intended travel) and fill out a Travel Information Sheet so travel may be authorized. A Travel Authorization is required **PRIOR** to travel. After completion of the trip, the traveler must provide the appropriate person with any and all receipts for airline tickets, lodging, registration fees, and travel to and from airports and conference sites. Meal expenses, some local transportation, and other incidental expenses (e.g. airport parking) may also be claimed. However, please be aware that there are state-mandated per diem limits for food and lodging. All approved expenses will be submitted electronically for reimbursement. In some cases, travel advances may be received prior to the trip for some anticipated expenses; applicants for travel advances must agree to apply for reimbursements promptly after their return for the trip.

Graduate Student Travel Using Graduate School Travel Grants. In addition to the procedures described in the preceding paragraph, a graduate student requesting to use a Graduate School Travel Grant **must** also complete the Graduate School's Application for Doctoral Student Travel Grant Form and submit it, along with documentation of paper acceptance (or submission abstract if acceptance has not yet been received) to the Administrative Specialist responsible for travel, who will submit it to the Graduate School. This form should be submitted at least a month before the travel date.

Use of the Department Travel Card (T-Card). The Department also maintains a T Card which is a credit card used exclusively for purchases related to University-related travel. At this time, the T Card can only be used only for purchasing 1) Air Travel and 2) Conference Registration. Air travel using the T-Card must be purchased from Anthony Travel, the University's contracted travel agency. An individual who wishes to use the T-Card for a legitimate travel expense must check the card out from the Administrative Assistant and return it immediately after the purchase is made along with the receipt for air travel and/or conference registration. Failure to follow these policies may result in the individual being prohibited from using the T-Card indefinitely.

Duplicating Facilities and Policies. The Department of Psychological Science leases a photocopier for Departmental use. Photocopying for administrative use should be charged to the Department, and should be done using one of the Departmental copy codes. Each faculty member is given a 1000-page instructional allotment. The expectation is that the office staff will take care of the duplication (typically using Printing Services to avoid overuse/abuse of the Department's copying machine) of standard class materials (e.g., course syllabi, reading lists, review sheets, quizzes, examinations); these normal charges will be assumed by the Department's Maintenance Account and other funds. Each faculty member can make the final decision about how to use this allotment. Instructors of Research Methods or Advanced Research courses that might require the duplication of data collection materials for course assignments should coordinate these tasks with the office staff to make sure that the expenses are charged to the appropriate accounts. Once a faculty member has exhausted his or her instructional allocation, that individual's maintenance account PIN number will be deactivated. Duplication of research materials and any copying in excess of the 1000-page allotment can be charged to an individual's Howells Research Facilitation account using an assigned Howells PIN number until those funds have been exhausted.

With prior approval from the appropriate Administrative Staff, photocopying services are also available at one of the Printing Service sites. Copying charges may be significantly higher at Printing Services. Under some circumstances, copying done at these facilities, including printing or posters, may be charged to an individual's Howells Research Facilitation fund.

Publication Costs. Faculty may request money for publication costs (e.g., page costs, Open Access Charges) from the Howells Fund; more information about this can be found in the Howells Fund section of this document.

Exam Proctoring. Ideally, instructors will have methods of administering make-up exams without the help of the front office. In the unusual circumstance that front office staff are asked to proctor a make-up exam, an online reservation system will be employed for proctoring. In the past, instructors typically left the exam in a locked cabinet for a period of time during which the student could take the exam. In the

online system, the instructor will similarly be responsible for ensuring the exam is delivered to the front office. The student is responsible for setting up their make-up appointment via the Outlook booking page

<https://outlook.office365.com/owa/calendar/DepartmentofPsychologicalScienceFrontOffice@uark.onmicrosoft.com/bookings/>. Here, the student will select a date and time as approved by the instructor, enter their contact information, and create an appointment. The system is set up to limit the number of appointments to the maximum that the front office can manage at one time.

MEMH Room Reservations. Room reservations will be carried out using Microsoft Outlook's calendar function. This process will be used to reserve only MEMH 130, MEMH 109, and MEMH 314. This process will not replace the process of reserving classrooms for courses, which will still be handled by the front office. Instructors and students will log into Outlook calendar, create a new event, and in the location field, type PSYC. The three rooms will auto-populate, indicating whether they are available or booked and the scheduler can select the appropriate room (if available). It is the responsibility of instructors and students to include an appropriate date (and refrain from reserving any room for more than one semester). A confirmation email will be sent indicating whether the booking was accepted or denied. The latter may occur if someone was simultaneously attempting to book the room.

Instructional Support. As noted above, ordinary costs of handling a course (course outlines, reading lists, study guides, etc.) are provided by the Department's maintenance budget. TELE funds may be used to provide instructional support for Research Methods and Advanced Research courses and for other courses with approval of the Department Chair. Other special classroom and laboratory equipment used for teaching may also be purchased using the TELE funds. Any requests for these funds must be approved by the Department Chair. A Scan-Tron optical scoring machine for objective tests is available in the Department. Students must provide their own Scan-Tron forms; forms will not be available from the department.

Procedures for Textbook Requisition. Early in each semester, the Administrative Specialist and/or the University Bookstore will request textbook orders for the following semester from all faculty members; the bookstores' deadlines for submitting these requests will be indicated. Recently, the Bookstore has developed an online textbook adoption procedure. In accordance with state law, book orders that are not made by November 1 for the Spring Semester and April 1 for the Fall Semester and Summer terms require the additional submission of a Late Textbook Adoption Form that may be obtained from the office staff. Any changes, additions, or late orders made after the original requisition has been submitted are the responsibility of the individual faculty member; however, it is vitally important that the office staff be kept fully informed of these actions.

Extramural Grants and Contracts. Faculty members or students with grants or contracts from College, University, or extramural sources are personally responsible for the grant budgets. Therefore, it is the responsibility of each faculty member to be familiar with Departmental and University policies regarding the use of grant funds. Typically, Administrative Support Staff are available to help coordinate grant accounting; these duties will be assigned by the Chair in consultation with the Principal Investigator and other involved parties. It is important to recognize that all items purchased with any grant funds that have are the property of the University.

Personnel Policies and Voting. Any faculty member in the department is eligible to vote in department matters (including but not limited to decisions related to policy, procedure, curriculum, faculty searches, faculty interviews, and faculty hires) if they are tenured, tenure-track, or in their third (or greater) consecutive year of full-time appointment for non-tenure track positions. Any voting-eligible faculty member can vote on any matter outside of promotion and tenure cases, in which case only the Unit Personnel Committee and Unit Promoted faculty are permitted to vote. Additional details can be found in the Department of Psychological Science's Personnel Document (https://fulbright.uark.edu/_archive/deans-office/faculty-and-staff/_resources/fulbright_personnel_documents/psyc_personnel_document_2021_05.pdf).

Academic Programs and Responsibilities

Academic Duties and Obligations of Faculty Classroom Teaching. The classroom is a primary concern of each faculty member. Teaching effectiveness is essential and shall be a principal consideration in tenure and promotion cases. Classes are to meet at the times listed in the Schedule of Classes; changes in regular class meeting times must be approved by the Chair. Classes should start promptly at the beginning of the period and should conclude at the end of the scheduled period. Instructors should be prepared for class activities. Examinations should correspond to the course material and provide valid assessments of students' mastery of that material. Office hours should be made available for students and to the Departmental office staff for referral of telephone calls and student inquiries. During times of travel or illness, the instructor should make diligent efforts to find an appropriate substitute or to arrange alternative class activities; in addition, the Chair (via appropriate Administrative Staff) should be notified in writing of all planned absences and the arrangements that have been made to cover the classes that will be missed. When comprehensive final examinations (not necessarily "last tests") are given for undergraduate courses, they must be given at the times indicated on the official final examination schedule. All graded course materials not returned to students must be retained for at least one year. Grade books (and/or other grade records) for all courses are the property of the University of Arkansas and are to be returned to the Department upon termination of employment.

Individual Instruction. To provide undergraduate and graduate students with specialized training opportunities that would otherwise be impossible to offer within standard course offerings, individualized instruction may be offered using one of the "independent readings/research" courses. Each faculty member is assigned a section of PSYC 207V for undergraduate students and PSYC 611V for graduate students each semester and is responsible for insuring appropriate and professional supervision of all course activities. Credit should be commensurate with the amount of work required. In many cases, it will be advisable for instructors to develop explicit written "contracts" that describe the expectations for the courses and the grading criteria that will be used. Credit or letter grades may be assigned for these individual instruction courses. Instructors may assign both credit and grades on the same grade roster. Criteria for assigning such grades should be made explicit on course syllabi. During summer sessions, faculty may request their own sections of these courses, otherwise all 207v and 611v students will register under the section for which the Chair is listed as the instructor.

Advising. The Advising Coordinator is responsible for management of the advising office, which provides advising services to all psychology majors. When necessary, the Coordinator may enlist the aid of other faculty members to deal with specific advising functions or to help particular students, such as Honors students. The Advising Office is located in Memorial Hall 203. The Coordinator's hours are posted on the bulletin board outside the office door. Information regarding class schedules, graduate schools, cooperative education, jobs, and financial aid is available in the Advising Office. The room is also available for meetings, studying, or relaxing.

Commencement. University regulations state that one-third of the members of each Department must attend each graduation exercise. The Chair will distribute the names of the faculty members scheduled to attend commencement each May and December. Announcements concerning rental of regalia will typically be distributed several months in advance of the date. If a faculty member will be unable to attend commencement, it is his/her responsibility to find a substitute and to inform the Chair or of the schedule change.

Summer Teaching. Summer teaching is **not** guaranteed. Summer teaching opportunities may be offered to faculty and graduate students. Faculty assignments to summer courses will be based on projected course enrollments, programmatic considerations, and on faculty's contributions to the Department during the academic year. If the minimum enrollment criterion for a course is not met, the course may be canceled. Faculty members who have had a course canceled may choose to assume teaching responsibility for a course that has been assigned to a graduate student.

General Psychology Research Pool. The Department has organized a research pool for research from General Psychology (PSYC 2003). To ensure compliance with the legal and ethical rights of human participants in research: (1) Information provided to students at the beginning of each semester should clearly state that students have the option of writing a paper or other alternative activity in lieu of serving in experiments. This option is to be kept available throughout the semester. (2) Information provided to students should indicate that the student may discontinue at any point during an experiment without penalty. (3) Credits are currently tracked through the Sona Systems website. It is the joint responsibility of the students and the researcher to ensure that credits are assigned in the system accurately and in a timely manner. (4) The final decision of assigning a grade of "I" to a student for not meeting the research requirement remains the responsibility of the instructor.

General Policies for the Clinical and Experimental Doctoral Programs

Readers are directed to the Clinical Program Handbook or the Experimental Program Handbook for program-specific policies and procedures.

Equitable and Respectful Treatment of Graduate Students. Consistent with APA guidelines (<https://www.apa.org/about/policy/guidelines-equitable-treatment-students.pdf>), the Department strives to treat graduate students equitably and with respect. This includes: 1) supporting the psychological, physical, and financial wellness of students, including promoting personal and interpersonal safety; 2) fairness and consistency in the development, implementation, and enforcement of Departmental policies and procedures, including soliciting student feedback in the creation and revision of policies; 3)

supporting professional socialization; and 4) being socially and politically responsive (e.g., making visible the sociopolitical context that informs training; culturally responsive practice of psychology).

Professional Ethics. All students are expected to behave in accordance with the ethical standards of our profession as delineated by the American Psychological Association. A copy of the APA code of ethics can be found at <https://www.apa.org/ethics/code>.

Uses of Human and Animal Participants. All students who use human or animal subjects in experiments are expected to be familiar with Principle 6 of the APA's Ethical Principles of Psychologists and also with the procedures of the University committees that oversee research with human or animal subjects (the Institutional Review Board for human subjects and the Institutional Animal Care and Use Committee for animal subjects). The guidelines and regulatory procedures for these committees can be found at the Office of Research Integrity and Compliance: <https://rsic.uark.edu/>

Student Records. The Experimental and Clinical Training Committees maintain student records using an electronic filing system on a secure university platform. These records include tracking sheets documenting student progress through the program, evaluation letters, and procedural paperwork. Each student has viewer/uploader access to their own materials. Records will be maintained for a minimum of 10 years; program directors will back up these files onto a university-provided, password-protected computer on at least an annual basis, and students are encouraged to back up their files as well.

Academic Integrity Policy. All students are expected to behave in accordance with the University's guidelines regarding academic integrity and research misconduct.

(<http://honesty.uark.edu/index.php>; <http://vpred.uark.edu/units/rscp/responsible-conduct-of-research.php>).

Discrimination or Sexual Harassment. The University of Arkansas is committed to a policy of providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of race or color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; marital or parental status; military or veteran status; genetic information; and any other characteristic protected under university policy or via state or federal laws or executive orders. The University of Arkansas does not condone discriminatory treatment of students in any activities or programs conducted upon this campus. All members of the campus community are asked to be sensitive to issues relating to diversity, affirmative action, and nondiscrimination. The Office of Equal Opportunity and Compliance has been designated to coordinate efforts to comply with the laws and regulations relating to affirmative action, nondiscrimination and sexual harassment. If you have questions about what constitutes discrimination or sexual harassment, believe that you may have experienced it, or wish to report it, please visit the Office of Equal Opportunity and Compliance website: <https://oeoc.uark.edu/reporting/index.php>

Grievance Policy. The Department recognizes there may be occasions when graduate students have a grievance about their academic training program. It is an objective of the Department and this University that graduate students have prompt and formal resolution of their personal academic grievances. Graduate students who have an academic grievance with a faculty member or administrator are to follow the procedures outlined in the "Objectives and Regulations" section of the Graduate School Catalog. A

copy of the catalog is available online, <http://catalog.uark.edu/graduatecatalog/>. If the student has a grievance against another student or another employee of the University, or if the student has a grievance which is not academic in nature, the appropriate policy may be found by contacting the Office of Equal Opportunity and Affirmative Action (<https://oeoc.uark.edu/reporting/index.php>). Also, see Student Grievances and Appeals website:

<https://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/> for exceptions.

Note that, prior to taking formal steps to report grievances, students are expected to take the following steps:

1. Consult with faculty mentor or another faculty member (if appropriate)
2. Consult with the student's respective program director (if appropriate)
3. Consult with the Chair (if appropriate)
4. Seek support from the graduate school

Students can expect to first be encouraged to take part in informal discussion with the individual with whom they are having difficulties. If that is ineffective or unfeasible, a mediated conversation may be scheduled. Formal reporting follows if resolution is ineffective at the prior two steps.

Policy on Dismissal. Although the general experience of the faculty is that students, in consultation with their advisors, will adequately and realistically monitor their progress through the respective Graduate Training Programs, there are a few occasions when problems may arise that require broader attention. On those occasions the Clinical Training Committee (CTC) or the Experimental Training Committee (ETC) may take actions that include recommendation for dismissal of the student. Should such action be considered, procedures to be followed have been established.

Bases for Consideration for Dismissal. The evaluation of a graduate student in psychology may be based on a number of objective and subjective criteria associated with the goals of the Training Program. In addition to meeting the fundamental requirements of the Training Program outlined in each Program's Handbook, the student must maintain adequate progress toward acquisition of professional skills required by their Training Program. Examples of cause for consideration of dismissal include, but are not limited to:

- (1) failure to make adequate academic progress in course work;
- (2) failure to make adequate progress in the acquisition of independent research skills;
- (3) failure to make adequate progress in the acquisition of clinical skills;
- (4) failure to make adequate progress in the acquisition of teaching skills;
- (5) interpersonal conduct that represents a significant impediment to working effectively and ethically with future clients, students, colleagues, or other possible consumers.
- (6) violations of academic honesty or ethical standards; and
- (7) conviction of a felony.

Please refer to the Clinical Program Handbook or the Experimental Program Handbook for additional details regarding specific dismissal procedures.

Time Extension. It is a requirement of the Graduate School that doctoral students complete the degree within seven consecutive calendar years from the semester in which the student was first admitted to the program. Requests to extend these time requirements must be approved by the Graduate Dean. In the event that a student has taken course work as a non-degree graduate student prior to entering a degree program, the time limitations begin with the earliest coursework used to satisfy degree requirements. Requests for an extension to the time limit require advisor's approval; policies for can be found here: <https://catalog.uark.edu/graduatecatalog/objectivesandregulations/#registrationgraduationenrollmentandrelatedtext>. Note that there is no mechanism in place within the Graduate School that allows a student to "stop the clock" by taking a leave of absence for the program.

Procedures for Waiving or Testing out of Courses. In the event that a student has already passed a graduate-level course that they believe is comparable to one of the courses, they may petition the appropriate course committee in writing to waive the required course. Similarly, students may seek to test out of one or more courses. These activities are facilitated by the relevant Graduate Course Committee. To waive out of a required graduate course, students must submit their syllabus (or syllabi) to the head of that course committee (listed above, see "Department of Psychological Science Administration") along with a formal request to waive out of that specific course. This can be done via email at any point after the student is admitted to the graduate program. The course committee will review the syllabi and request, then render a decision and communicate that to the student (usually within a week). The committee uses a holistic approach in this decision-making process (e.g., reviewing the textbook and supporting materials utilized in the course in question; considering time since the student completed the coursework) and a consensus on the decision is required. The decision could be (a) full waiver of the course; (b) denial of waiver; or (c) a decision to waive but require the student to attend portions of the course or the lab (i.e., to remediate any units or content that was not present in the original course the student took).

Appealing Course Waiver Decisions. Students have the right to appeal the course committee waiver decision. To do so, students must first seek the approval of their primary advisor. If the primary advisor agrees that an appeal is warranted, the student should provide a written rationale for their appeal, as well as any additional supporting materials (e.g., course work) that was not part of the original course waiver request, to the course committee chair and to the chair of the department. If the chair of the department is already a member of the course committee, then the appeal will also go to the vice chair of the department. The course committee chair will then convene the course committee plus the department chair (or vice chair) to evaluate the student's appeal. A similar, holistic decision-making approach will be applied to the appeal as described above, and a consensus is required. One of the three outcomes listed above will then be applied to the student's request.

Undergraduate Program

Degree, with Major in Psychological Science. The undergraduate major in Psychology is required to take a minimum of 33 hours of Psychology. This includes:

- 9 hours of required courses (PSYC 2003 [General Psychology], PSYC 2013 [Statistics], and PSYC 3073 [Research Methods]. **Note: PSYC 2013 [Statistics] must be taken ***prior to*** PSYC 3073 [Research Methods]. See below also that PSYC 3073 [Research Methods] is also required prior to Advanced Seminar/Advanced Research.**
- 6 hours chosen from "Group A" (PSYC 3013 [Social], PSYC 3023 [Abnormal], PSYC 3093 [Developmental], PSYC 4053 [Psychological Tests], or PSYC 4063 [Personality]
- 6 hours chosen from "Group B" (PSYC 3103 [Cognitive], PSYC 4073 [Learning] , PSYC 4123 [Perception], PSYC 4143 [History and Systems], PSYC 4183 [Behavioral Neuroscience], PSYC 4193 [Comparative]
- 3 hours chosen from PSYC 328V [Advanced Research] or PSYC 4283 [Advanced Seminar]. **Note: PSYC 3073 [Research Methods] is required prior to either Advanced Seminar/Advanced Research.**
- Remaining hours are free electives and can be chosen from any psychological science course in the course catalog, with no more than a total of 6 hours in 206V [Directed Readings], 207V [Laboratory Experience] and 399VH [Honors course]

A grade of C or better in all courses taken in the Department that are presented to meet the major requirements, and at least a 2.0 GPA in all Psychology courses.

Writing Requirement: Students majoring in psychology will satisfy the Fulbright College writing requirement by successful completion (a grade of at least a "C") in either PSYC 328V, or PSYC 4283, each of which requires a final research paper written in APA style.

Additional information about the Psychology major can be found on the Psychological Science Department homepage (<https://fulbright.uark.edu/departments/psychological-science/undergraduate-program/majors.php>).

Minor in Psychological Science. The undergraduate minor in Psychology is required to take a minimum of 18 hours. These 18 hours include:

- 6 hours of required courses (PSYC 2003 [General Psychology], and PSYC 2173 [Research Literacy]
- Remaining hours are free electives and can be chosen from any psychological science course in the course catalog, with no more than a total of 3 hours in 206V [Directed Readings], 207V [Laboratory Experience] and 399VH [Honors course] that can be counted toward the minor requirement

Departmental Honors Program. Students who are in the Fulbright College 4-Year Honors Program are referred to honors.uark.edu for information on that program. The following policies are in effect concerning majors who are in the Department's Honors Program:

- A minimum of six and no more than twelve hours of Honors Course (PSYC 399V) are to be required. These credits should reflect the time and effort that a student dedicates to the preparation and completion of an Honor's Thesis.

- Honors students are expected to carry out independent research under the guidance of a Department faculty member. Honors students are also encouraged to enroll in as many honors classes and honors colloquia as possible.
- Faculty should assign an "S" grade for incomplete projects during any given semester and change that grade to a letter grade upon the student's completion of the final Honors project.
- A final level of Honors degree distinction is to be determined by the Honors Council. The level of degree distinction is determined by Honors Council based upon the student's entire academic record, and not simply the quality of the Honors Thesis.

Financial Support

General Policies. In order to provide for effective planning, student recruiting, and equitable allocation of resources, the number of teaching and research assistantships funded by College and Departmental funds (i.e., Howells Fund) will be divided equitably between the Clinical and Experimental Training programs; the Chair, in consultation with the Directors of the graduate training committees, will ensure that both teaching and research positions will be available for students in both programs, although there can be no guarantee that all students will be supported. In addition, the Chair will ensure that the teaching responsibilities of the Department are met by the assignment of teaching assistantships and may suspend the award of other assistantships until those requirements have been satisfied. Additional assistantships, clerkships, and other funded positions secured by the respective training committees will be administered by the appropriate Director or by the faculty member responsible for obtaining the funding (e.g., grant supported research assistantship).

The Graduate Assistantship policies and rules adopted by the Graduate School govern the Department's assistantship policies (see <http://www.uark.edu/depts/gradinfo/dean/>). Departmental policy states that students have 3 consecutive years to (a) complete all required courses and (b) achieve the first major milestone (thesis for students without a Master's degree or without an approved thesis at the Master's level, or Concentration Area Project for students entering with a Master's degree and an approved Master's thesis), after which approval from the relevant training committee is required for eligibility for additional funding from any source administered by the Department. (In practice, this policy has been interpreted so that a student must have completed all requirements for the M.A. by February 15 of the student's third year to be eligible to apply for a clerkship or an assistantship for the following year). Psychological Science Department policy states that students are eligible for financial support for four (4) consecutive years beginning with their initial enrollment as a Psychological Science graduate student. A student may petition their Training Committee for eligibility beyond that time. In general, Teaching Assistantships are awarded in February, Research Assistantships in March, and the Department strives to have all funding decisions for the next academic year made by the 1st of April.

Teaching Assistantships. Teaching Assistantships (TAs), funded through the Dean of the Fulbright College of Arts and Sciences, are provided to graduate students who interact with undergraduate students in the classroom. There are two types of TAs. **Instructors** have full responsibility for teaching their assigned course or courses, usually PSYC 2003 (General). Students having this type of TA must

register for one credit in the Seminar in Teaching (602V) each semester. **Support TA's** are assigned to faculty teaching various courses (e.g., 2003, 2013, 3073, 3093) to help the instructor effectively teach that course. Support TA's are not required to take Seminar in Teaching.

Research Assistantships. Research Assistantships are available from two sources: The Howells Fund and Faculty Research grants. The procedures by which faculty can apply for a Howells Fund Research Assistantship are described in the Howells Fund section.

Clerkships, Internships, and Other Psychological Services. The Department is accountable for clerkship and internship experiences of students in the Clinical Program. The Department is obligated to protect students from exploitation, to satisfy APA accreditation demands, to insure compliance with state law (restricting the practice of psychology to licensed individuals), and to help tailor professional experiences to students' needs and level of competence. For that reason, clinical clerkships available to students are to be supervised by a licensed psychologist and are to be funded as Graduate Assistantships. In this way, students are better protected from exploitation by employers. Students assigned to a clinical clerkship are to enroll in one hour of PSYC 698 (Field Experiences) each semester of their clerkship. Please refer to the Clinical Training Handbook for additional details regarding requirements and policies associated with clinical activities.

Residency Requirements. Residency requirements are delineated here:

<https://registrar.uark.edu/student-records/resident-reclassification/index.php>. To qualify as a full-time student during the regular academic year, a student with a half-time assistantship must enroll for at least 6 hours of coursework, and those not on graduate assistantship appointments must enroll for at least nine (9) hours.

Continuous enrollment. The graduate school maintains a continuous enrollment policy (<https://catalog.uark.edu/graduatecatalog/objectivesandregulations/#registrationgraduationenrollmentandrelatedtext>). Most students are on 9-month appointments. Students on 9-month appointments required to take a summer course (e.g., teaching seminar or practicum), will need to be given a 30-day work assignment and the department or college will cover the cost of tuition. After a doctoral student has passed the candidacy examinations, the student must register for at least one hour of dissertation or graded course work each Fall/Spring semester until the work is completed, whether the student is in residence or away from the campus. Registration in the summer is not required, except if the student is defending in a summer semester. For each semester in which a student fails to register without prior approval of the Dean of the Graduate School, a registration of one hour will be required before the degree is granted. Students who have completed at least 18 hours of dissertation credit and are currently on internship should enroll in PSYC 699 until the internship ends.

Howells Fund

The Psychology Department shares in a bequest from the estate of Marie Wilson Howells, which established an endowment for the support of research and scholarship in Psychology. The funds provided by this bequest are used by the Psychology Department to support psychological study in ways beyond those allowed by regular University funding.

Money from the Howells Fund allows for flexibility and innovation in research and scholarly support. At no time should students or faculty come to expect or rely upon any particular category of use to continue indefinitely. By the same token, all possible uses of the fund should be considered and explored. Faculty and students are encouraged, at any time, to suggest new or additional ways of using the funds.

Administration of the Howells Fund. Administration of money from the Howells Fund will be carried out by the Howells Committee with the approval and direction of the Chair of the Department, with the exception of specific cases outlined below. The Howells Committee consists of four voting members elected by the full faculty to staggered two-year terms. In addition, the Department Chair serves *ex officio* as a non-voting member, and the graduate colloquium is invited to send an elected representative to committee meetings as a non-voting member. All elected members are elected at the end of the spring semester and begin their terms at the beginning of the fall semester.

To facilitate the administration of the Howells Fund, the Howells Committee is empowered to hire, on either an appointed or hourly basis, a part-time Howells Coordinator. In order to recruit and retain quality personnel, this position will be at minimum a half-time appointment, or the equivalent on an hourly basis. The Howells Coordinator's duties are restricted to those activities that are directly related to the administration of the Howells Fund and other duties as determined by the Howells Committee or the Department Chair that further the goals of the Howells bequest.

Use of the Howells Fund. The income from the Howells Fund is to be used in the ways listed below.

1. Graduate Student Research Assistantships

Howells Research Assistantships (RAs) are awarded for the 9-month academic year and carry a stipend comparable to that paid to Teaching Assistants in the Department. The primary purpose of an RA is to facilitate programmatic research within the Department while providing research training for graduate students. All full-time faculty members in the Department are eligible to apply for an RA. A faculty member requesting an RA must submit to the Howells Committee a brief application describing the research program in which the research assistant will participate and stating any preference that the faculty member has for a particular graduate student to fill the position. Applications will be evaluated on the quality of the proposed research, the productivity of the faculty member, and the educational benefit to the student. An RA will be awarded to each faculty member who submits an application that is approved, with the following restrictions: (1) No more than one RA per year may be awarded to a faculty member by this process (although it is possible to apply for an additional RA via a Faculty Research Grant proposal). (2) The award is contingent upon there being a qualified student available to fill the position. (3) If the number of approved RA applications exceeds the number that, in the judgment of the Howells Committee, can be supported in a fiscally responsible manner, the Howells Committee will review all applications and will submit all approved applications to the Department Chair for final assignments and negotiations as needed. The goal of the discussion and negotiations is to amicably determine how to accommodate the needs of the faculty to support their research while maintaining the fiscal integrity of the Howells Fund. The Chair will consider the following information and guidelines during this process: (1) Untenured tenure-track faculty, including newly hired faculty, will be given first priority to be assigned an RA. The RA may be an incoming or continuing student. (2) If sufficient

funds are not available for all the remaining faculty to have a full-time RA, the Chair will have discussions with those faculty to determine which, if any, of those requests can be fulfilled in an alternate way, or perhaps postponed for one year. In making these decisions, the Chair will take into consideration at least the following: the training record of the faculty; the amount, and timing of any prior external funding; the number of students working with that faculty member who have been supported by external agencies; whether the faculty member chose to forego an RA in one or more previous years, and any other information the Chair might find to be pertinent.

An RA position may be filled by an incoming student or by any returning student in good standing. Support provided for an RA position must conform to all Department and Graduate School policies. CTC or ETC may, by previously established policies, declare a student ineligible for financial support due to inadequate past performance in the graduate program. In addition, if the faculty supervisor of an RA reports that an individual is not devoting appropriate effort to an RA position, the Howells Committee will review the situation and, in consultation with the faculty supervisor, take appropriate action, up to and including revoking that student's support for the remainder of the academic year.

2. Faculty Research Grants

Department faculty may submit research grant applications for anything that will promote a successful research program. Examples of legitimate expenses include purchase of laboratory equipment or supplies, release time from teaching responsibilities, open access journal charges, salaries for lab technicians or work-study help, a summer RA position, critical library acquisitions, money to bring in a speaker related to one's research, travel for the purpose of data collection, or other justifiable research expenses. The Howells Committee's criteria for funding an application are (a) the quality of the proposal, (b) the feasibility of the project, (c) the importance of the project to the faculty member's overall research productivity, (d) the record of research productivity with Howell's funds, (e) whether the budget is reasonable given the project and contains only allowable expense, (f) whether the project includes matching funds and/or otherwise leverages other resources available to the investigator, and availability of money. Grants that include summer funding for graduate students will be reviewed at the May meeting. Awarded funds will typically be made available within two weeks of the submission deadline.

Faculty Research Grant proposals require a budget and a detailed research plan, normally limited to 2 pages, but longer proposals are expected for proposals with larger budgets. The proposal is to be submitted electronically to the chair of the Howells committee. Multiple-year requests will be considered, but require appropriate justification. Although there is no formal limit on the amount that may be requested, funding is in practice limited by the availability of funds, the merits of the proposal, and the number of grant applications submitted. Proposals for \$2000 or more must be reviewed by the committee in person at their next scheduled monthly meeting; proposals for less than \$2000 may be reviewed by the committee members via email immediately upon receipt by the chair of the Howells committee.

After award of a grant, some reallocation of funds is allowable. For small grants (under \$2000), faculty may move funds from one budgeted category to another (e.g., if the budget was \$400 for participant payment and \$200 for software, it would be fine to spend only \$300 on participant payment and move

the other \$100 over and have \$300 to spend on software). For larger grants (over \$2000), or for budget categories not included in the original grant proposal (e.g., travel, where only participant payment and software had been budgeted originally), prior approval for reallocation should be sought from the Howells committee. In the latter cases, faculty should email the Howells chair with the proposed plan for reallocation, which may be approved by the Howells chair.

3. Faculty Grant-writing Incentives and Rewards

The goal of the following incentives is twofold. First, to encourage all faculty to write and submit grant proposals to outside funding agencies, particularly those that provide any or all of the following: indirect costs to the university, support for graduate students, and academic- year or summer salary for the faculty member. The second goal is to encourage and enable junior, tenure-track faculty to submit such grant proposals.

A. *Summer Writing Award for Grants (SWAG)*

All junior-level, tenure-track faculty are eligible for a summer stipend to enable them to develop, write, and submit a competitive grant proposal to an external funding agency. Ideally the grant proposal should be submitted to granting agencies that pay indirect costs in the grants it typically funds. Federal granting agencies such as NIA, NIH, and NSF are possible sources for such funds, although many other sources are available. Note that the primary purpose of these awards is to provide incentive and sufficient summer salary so that faculty can devote their time to developing and writing external grants. The purpose of these grants is to replace, rather than supplement summer teaching. Faculty members may receive a SWAG only once.

Because funding for these awards will reduce funds available for other faculty research, a number of restrictions apply. First, except in unusual circumstances, only one SWAG will be funded in any summer. Second, the stipend for these awards is equivalent to the summer salary for two courses, currently 15% of the nine-month salary. Third, while these awards are available for all junior tenure-track faculty, faculty are encouraged to use this mechanism after their first year, and prior to their sixth year in the department prior to applying for funding under this program, faculty members must consult with the Chair of the Department to insure that multiple faculty members are not competing for the funds. After consultation with the Chair, faculty members will then submit an application to the Howells Committee for consideration during the spring funding period.

The grant proposal(s) resulting from this mechanism must be submitted to the granting agency no later than the first published deadline following the summer semester. Copies of submitted proposals must be filed with the Howells office at the time of the submission.

B. *Grant Submission Reward (GSR)*

The purpose of the GSR is to encourage and reward faculty for submitting competitive grant proposals to funding agencies, especially those agencies that pay indirect costs. The GSR is an additional \$1000 in a special Howells account which can be used for any legitimate research expense. This money will remain available indefinitely. Faculty are eligible to receive a GSR if they submit a grant proposal that meets all of the following criteria:

- 1) The faculty member must be either the Principal Investigator or the PI at this site, without any other University of Arkansas co-PIs.
- 2) The grant includes a minimum of \$10,000 in indirect costs to the University of Arkansas across the funding period.
- 3) The grant includes graduate student funding of at least one summer graduate assistantship (3 months).

After faculty members submit a grant proposal that meets these criteria, they must submit the GSR Request Form via email to chair of the Howells committee. There is a limit of one GSR per faculty member per fiscal year.

B1. Pilot Program: Grant Submission Reward (GSR) for Non-Tenure Track Faculty

For Academic Years 2022-23 and 2023-24, the GSR mechanism will be extended to full-time non tenure-track faculty members. Permitted expenses and policies are the same as for tenure-track faculty, with the exception of criterion 3) pertaining to funding a graduate student. The request for a GSR should be made via email to the chair of the Howells committee. The amount of money spent during this pilot program will be assessed by the committee prior to Academic Year 2024-25 to determine whether and how this funding opportunity will proceed in perpetuity.

C. RA Eligibility for Funded PIs

Faculty members who receive funding from an external agency that includes money for a research assistant, will remain eligible for one additional Howells RA to facilitate research on that, or other non-funded research, during the funding period of the grant.

D. Consequences

It is fully expected that individual faculty members will fulfill their obligations regarding any of these funding mechanisms. However, to be consistent with the requirements of the University, the College, and other funding agencies, there are potential financial consequences if the obligations are not met. Whether or not any consequences are appropriate, and the particular consequences to be applied will be determined by the Howells Committee and the Chair of the Department. The consequences may include repayment of the funds, reduction in Research Facilitation funds, or restriction on funding for RAs and faculty grants.

4. Faculty Research Facilitation Fund

Each full-time faculty member will receive an allocation of \$1000 per year to support scholarly activities. Examples of permitted expenses include general office expenses such as computer software and supplies, printer cartridges, paper, transparencies, long-distance telephone calls, and all photocopying except course-related copying covered by the maintenance fund. Other research related purchases could include open access fees, dues, journal subscriptions, travel to meetings, and scholarly publications. However note that any non-expendable items such as books or equipment are the property of the University, not the individual. Misuse of funds may result in repayment of funds, and loss of all facilitation funds. Unspent funds will not accumulate from year to year, and any overages must be repaid, either with money from another non-Howells account or personal funds.

4a. *Pilot Program: Non-Tenure Track Faculty Research Facilitation Fund*

For Academic Years 2022-23 and 2023-24, Each full-time non-tenure-track faculty member or postdoctoral fellow will receive, upon request, a Research Facilitation (RF) fund of \$1000 each year to support research activities. The request should be made via email to the chair of the Howells committee at least 14 days before the requestor's first expenditure for the academic year. Permitted expenses and policies are the same as for tenure-track faculty. In addition, research expenses that are part of a course being taught by the requestor (e.g., Advanced Research) are permitted, but faculty wishing to use their RF funds for these expenses should first contact the Department Chair to see whether TELE or other department funds can be used instead. Ordinary teaching expenses and travel to teaching-related conferences are not permitted. Any publication supported by RF funds must list the University of Arkansas as one of the author's affiliations. The availability of RF funds to non-tenure-track faculty and postdoctoral fellows is a pilot program for Academic Year 2023-2024. The Howells committee will assess the program prior to Academic Year 2024-25 to determine whether and how the program will proceed.

5. Faculty Development Awards

This category of use makes funds available for special faculty development activities, such as course release time to complete research projects, support for research activities during an Off-Campus Duty Assignment, attendance at training workshops, etc. Faculty Development Awards are intended primarily for post-tenure faculty members, with priority given to faculty switching research areas, acquiring new research or analytical skills, or otherwise attempting to give new direction to their scholarly activity. Faculty Development Awards are made by the Chair of the Department, with the advice and consent of the Howells Committee. A maximum of \$10,000 may be expended in this category in a given year.

6. Faculty Travel Allocation

Travel support of up to \$750 per year is available to full-time faculty members for a second trip to a professional conference. This support is available only after use of the travel support awarded by the Dean of Fulbright College for the first conference trip of the year, unless the date of travel occurs before Fulbright travel funds are available. An extra \$250 (\$1000 total) is available for those who can demonstrate that they will have exceptional involvement in the conference (e.g., serving as a keynote speaker, on the planning or executive committee, etc., but NOT simply the program review committee). Presentation of a paper at the conference is not a requirement for this allocation. In extraordinary cases, a faculty member may request that this allocation be used to supplement the Dean's allocation for travel to a first conference (e.g., travel to an international conference or one with extraordinary travel expenses). This allocation may also be used for appropriate faculty development activities (e.g., visiting another laboratory to learn new research techniques). A faculty member seeking travel support must submit a Faculty Travel Allocation request to the Chair of the Howells Committee and receive approval before the date of travel.

7 Graduate Student Support

The Howells Fund will make available a maximum of \$2000 per graduate student for eligible expenses toward their graduate education. These funds will be available throughout each student's tenure as a student in good standing in the program, with a maximum of \$1,000 available in the first 2 years. Eligible expenses include, travel to conferences, supervised independent research, research for MA and

Ph. D. theses. Other uses will be considered by the Howells Committee on an individual (case by case) basis.

Certain restrictions will apply to the use of these funds. All University, department, and Howells Committee procedures for spending these funds must be followed. To access these funds, students must apply for, and obtain Howells Committee approval prior to expenditures. Expenditure limits will be approved by the Committee, and any expenses above those limits will be the students responsibility, and overages may have to be reimbursed to the Howells Fund. Travel funded by the Graduate School requires matching funds from the department. These funds will be the source of this matching money. In general, these funds may not be used to supplement travel funds from the Graduate School. However, the committee will consider requests for supplements for international travel only.

Applications for use of these funds will be reviewed at the regularly scheduled meetings of the Howells Committee, with awarded funds made available shortly after review. All applications must be approved by the faculty member directly supervising the student's research, or the appropriate (i.e., third-year, thesis, dissertation) committee. Application forms, instructions, and guidelines are available from the Howells Coordinator, and on the Howells Fund Blackboard Site.

Educational Experience Guidelines. After their first two years and completion of their MA, students can apply for one extra-curricular educational experience that is directly related to their program and educational goals. The intention of this grant mechanism is to support students taking workshops, courses, or other formal trainings not readily available on campus (not solely for conference attendance and/or presentation). The request must be approved by their advisor and all appropriate committees. A maximum of \$1,000 may be awarded to cover the cost of this experience. In the application, students will need to make a strong case for the program, including how it is related to their educational goals and how it will help them achieve those goals. In addition they will be asked to indicate in their application how they will manage costs and reduce expenditures, including any matching or supplemental funds. This Educational Experience grant may be combined with other funds (e.g., part of the student's \$2000 Howells allotment, travel grants, etc.).

Student travel to conferences is essential for their professional and scholarly development. For graduate students whose conference travel is not eligible for funding by the Graduate School, each student may apply for up to \$1100 for travel to one conference. The student should submit a request using the Student Travel Grant application, providing a budget, a justification for why this conference is important to his or her research development (which should include the title of any paper or talk the student will be giving), and a description of the student's attempts (if any) to gain funding for travel to this conference, as well as the student's plans (if any) to attend other conferences in the current academic year. Priority will be given to students who will be presenting their research, and for whom this conference will be the only funded travel this year. This travel funding may be combined with other funds supporting travel to this conference (e.g., a conference travel award from the organization hosting the conference).

8. Graduate Training Committee Allocations

The amount of \$2000 is available yearly to each of the two graduate training committees in the Department to promote their development and activities. Support of focus area activities and recruiting

of new graduate students (travel, recruiting activities, meals, local housing) are examples of appropriate use of these funds.

9. Colloquia

The Howells Fund supports colloquium speakers via three mechanisms:

A. Howells Colloquium Series

The Howells Fund sponsors a colloquium series to bring major speakers to campus. Up to \$2500 is available each year to each graduate training committee for this purpose. CTC and ETC will select the speakers, with input from graduate students strongly encouraged. The funds will be used to pay for travel, housing, honoraria, and entertainment costs. A faculty member will be selected to host a reception for each speaker, with costs paid from colloquium funds.

B. Research-related Colloquia

Faculty members may apply for funds to bring in a speaker related to their research by means of a Faculty Research Grant.

10. Howells Scholars

Every undergraduate Psychology major graduating with Honors will be designated as a Howells Scholar and will be presented with an appropriate memento upon verification of their graduation.

11. Emergency Equipment Repair

Full-time faculty members may apply to the Chair of the Howells Committee or the Chair of the Department for funds to cover emergency equipment repair. The maximum amount that may be awarded is subject to the availability of funds.

12. Other Uses

This category includes any use consistent with the goals of the Howells bequest that will further research and scholarship within the Department of Psychology in a flexible and innovative manner. Appropriate uses include research support for new faculty and sponsorship by a focus area of a significant event such as a conference.

Allocation of Funds among Categories of Use

Some categories of use listed above have specific dollar limits on spending per year, but most do not. If spending threatens to exceed the total funds available in a year, the Howells Committee is empowered to place limits on spending within specific categories to maintain the fiscal integrity of the Howells Fund. In doing so, the Howells Committee will allocate available funds among the various categories of use to maximize the impact of the funds available. In years when spending does not consume all of the income to the Howells Fund, the unspent portion will go into an Unencumbered Reserve Fund that accumulates across years to provide a financial cushion for the smooth operation of the Howells Fund in the face of fluctuating annual income and level of use.

Operating Procedures

The guidelines set down here are designed to direct the administration of income from the Howells bequest within the restrictions of the bequest and are not meant to constitute or prescribe the particular procedures to be followed. The Howells Committee is empowered to develop and revise the procedures

and forms necessary for the efficient and responsible use of the income from the bequest, and to set specific application deadlines. These procedures, forms, and deadlines shall be published and open to the inspection of any faculty member or graduate student in the Department.

Appendices

Appendix A: Annual Handbook Update and Archiving Checklist

The Department of Psychological Science Handbook will be updated annually no later than the first day of fall classes. This duty is currently designated to the department's vice chair and includes the steps delineated below.

☐ Integrate edits made during the year

**All changes approved by faculty during the year will be posted to the relevant folder in a cloud storage platform such as BOX (e.g., 20XX-20XX Department Handbook Update)*

☐ Update revision date in Handbook header

☐ Double-check that all links are working

☐ Update course committee membership

☐ Re-name file with current date, place in BOX and post on department website

☐ Place old version of the handbook in archive folder on BOX (label with YEAR)

☐ Complete the Annual Handbook Checklist, sign, label with current date, file in BOX

Person completing this form: _____

Date: _____

Signature: _____