

INFORMATION AND OPERATING PROCEDURES

DEPARTMENT OF PSYCHOLOGY

August 2008

DEPARTMENTAL ORGANIZATION AND ADMINISTRATION

The Department of Psychology is organized into three programmatic areas: Clinical Science, Cognition and Cognitive Neuroscience, and Neuroscience.

Chair - Andrew Tomarken

The Chair of the Department of Psychology is responsible for all activities and functions of the Department.

Director of Clinical Training (DCT) - Jo-Anne Bachorowski

The DCT provides basic oversight of the clinical training program. The DCT organizes and leads monthly clinical faculty meetings, organizes interviewing and admissions, and organizes the planning and timing of the teaching of required clinical courses at the graduate level. The DCT is primarily responsible for various facets of our continuing accreditation by APA, and serves as the program representative at national meetings (CUDCUP, Academy of Psychological Clinical Science). A major responsibility of the DCT is oversight of the practicum training of our students. Relevant duties include insuring that practicum sites adhere to our standards, directing students toward appropriate placements, and communicating feedback to students and supervisors. The DCT also helps students throughout the internship application process. The DCT is the primary person responsible for handling interpersonal, ethical, or other problems that arise within the area group and that involve students, faculty, or practicum supervisors. The DCT writes letters of recommendation for graduates of our program who are applying for licensure.

Director of Graduate Studies (DGS) - Thomas Palmeri

The DGS manages the graduate program. The typical duties of the DGS include: coordinating graduate admissions; setting up the graduate scholarship and teaching assistant budget; orientation of new graduate students including teaching and coordinating Psychology 300A (the first semester proseminar); coordinating regular evaluations of graduate student progress; setting up graduate and undergraduate course schedules; assigning teaching assistants to courses; monitoring the effectiveness of the overall graduate program and initiating modifications to reflect changing situations and needs; responding to specific situations with particular graduate students including requests for leaves, monitoring progress in making up deficits in performance, problems that arise in TA situations, and others things as they arise.

Administrative Support Staff

Administrative Officer: [Trisha James] The Administrative Officer (AO) functions as assistant chair of the Department, and is responsible for: the hiring, training, and management of all staff personnel; preparing and maintaining the Departmental budget; the preparation and management of grants and contracts; overseeing purchasing, building, assets, and equipment issues; and developing and maintaining all administrative systems, including personnel, purchasing, budgeting, and student databases.

Administrative Assistant: [Cris Zerface] This position assists the AO with the administrative processes for new hire personnel, management of timesheets, payroll/visa

procedures, travel accounts, and reconciliation of monthly ledger activity. This position also provides support for pre and post grant award management.

Administrative Assistant: [Jerry Hager] This position serves as the manager of the subject participant pool (for credit and PAID) and the Sona System Experiment Management System used to monitor these subjects. This position takes care of subject participation accounts for all human subject labs including monthly reconciliation and processing of cash advances. This position also serves as liaison for animal care protocols/procedures for adding new personnel and access to the animal facility.

Assistant to the Chair [Jennifer Lass]: This position is the Chairman's administrative assistant and is responsible for: maintaining faculty files for promotion and tenure decisions and for searches; coordinating all Departmental functions, such as colloquia, job candidate visits, etc.; managing equipment and space inventories and building operations; and managing teaching evaluations.

Computer Systems Administrator [TBA]: The Computer Systems Administrator configures and maintains faculty/staff desktop systems and connections to the wide-area network and local-area network; troubleshoots and resolves software, hardware, and network problems; upgrades desktop software and hardware, coordinates needed repairs, and handles warranty service; provides formal and informal training to users on LAN operations and software.

Department Education Coordinator [Vay Welch] The Education Coordinator is responsible for preparing the course schedules; assignment of advisors to undergraduate students; coordination of directed and independent study courses; admissions and recruitment of graduate students; maintaining records and databases on all graduate students; and serving as the primary Departmental liaison to graduate and undergraduate students.

Office Assistant [Cheryl Weeks]: This position serves as the central support person for all teaching related work and is also available for typing, duplicating, etc. of classroom, research grant, or other work-related materials. This position manages the front desk and mail room, and maintains the Departmental information boards. This position also serves as travel reimbursement coordinator.

Purchasing Clerk [Dan Stewart] The Purchasing Clerk is responsible for processing all purchase orders; maintaining purchasing activity database and expense files, equipment service contracts, Xerox and fax machines.

DEPARTMENTAL POLICIES

Animals

No animals, other than those used for research purposes, are allowed in the building. This regulation is imposed by the Division of Animal Care.

Colloquium Series and Speakers

The Department sponsors a colloquium series each year, the aim being to bring to campus scientists/scholars involved in exciting, contemporary research of interest Colloquium

speakers will be reimbursed for their expenses and paid a \$300 honorarium. The Department will reimburse a total of \$100 for up to two departmental members to accompany the speaker to dinner.

Graduate Student Grievance Process

If a student believes that violations of ethical principles have arisen in interactions with faculty, other students, or staff members, several avenues of recourse are available. We recommend that initial discussions be held with one of the following: the Director of Graduate Studies, the director of the student's area group (the Director of Clinical Training or the head of the Neuroscience or Cognition and Cognitive Neuroscience areas), or any other faculty member with whom the student feels comfortable. If issues of sexual harassment or discrimination are raised, the student will be encouraged to speak to a representative from the Opportunity Development Center (ODC), the on-campus facility that offers advice to complainants, investigates sexual harassment and discrimination claims, and can serve to mediate disputes. The Psychology Department adheres to Vanderbilt University policy concerning the filing of complaints and grievances. This policy is described in the Student Handbook (pp.79-81). If the student is not able to resolve the complaint satisfactorily at this level, he/she should process the complaint through the level of the Provost or appropriate vice-chancellor and if need be, the Office of the Chancellor.

Graduate Student Travel

Graduate students are entitled to one travel allowance per academic year from the Graduate School, with a \$500 ceiling for domestic travel and \$1000 for foreign travel. This request is submitted through and with the support of the Director of Graduate Studies.

In addition, the Department Chair may approve requests from graduate students (undergraduates, too, on occasion) for support to attend professional meetings to **present their research**. Support is usually limited to approximately \$125 per student, per trip, but not limited to a specific number of trips during their student career. Students should submit a written request to the Chair for Departmental travel support prior to departure for a meeting. This expense is charged to account 61440 "Special Unrestricted Research" in the Departmental Budget.

If the student has support from both the Graduate School and Department, the travel form should be initiated by the Graduate School. The Department will contact the Graduate School with the budget number and amount to be used on their form.

Office Hours

All TA's should set and maintain regular office hours; those hours should be posted on the TA's office door.

Security

It is recommended that all office and lab doors remain closed and locked when no one is present in those rooms. Unfortunately there have been instances where purses, bags or equipment have been stolen from rooms. You should call campus security (2-2745) if you see an unfamiliar individual in a room or an office. All outside doors are supposed to be locked by Security in the evening.

Access to the Animal Care Facility on the ground floor is strictly limited to authorized personnel; the only access point into the facility is controlled by a thumb-print reader. Anna Roe, Director of the Animal Facility, is responsible for authorization and security issues for the facility.

Sexual Harassment-University Policy

Sexual harassment is an increasing problem throughout our society and requires continual awareness to avoid becoming a perpetrator or a victim. The Department of Psychology abides by the University policy on Sexual Harassment.

Smoking

Smoking is not allowed in Wilson Hall.

Usage of Wilson Hall

The first floor and lobby area are controlled by the College of Arts and Science, not the Department of Psychology. The College Registrar's Office (3-3153) handles reservation requests for this area. All other rooms are assigned at the Department of Psychology's discretion. Reservation of seminar rooms should be scheduled through the front desk (301 Wilson Hall).

Vanderbilt Affirmative Action Plan and Program

It is important that everyone understand the importance of our AAP, not just from the legal standpoint, but more importantly from the standpoint of our moral obligation to eliminate discrimination and promote diversity. We need to renew our commitment to affirmative action in employment practices in order to meet the challenges and opportunities of the future.

FACILITIES AND RESOURCES

Administrative Resources (Departmental)

General office supplies are available in the front office (301 Wilson Hall).

A Xerox copier is located in 315 and is open from 7:00am until 4:30pm. Arrangements can be made to accommodate special or unusual circumstances.

A FAX machine is also available for professional and personal use in 315 WH. Please fill out the FAX cover sheet located at the front desk with specific instructions. The staff will process the requests in the morning and the afternoon. A confirmed copy of the transaction will be placed in the faculty mailbox. Personal FAXES, as well as copy charges, will be billed back to the faculty member at the end of each month. Please make payments to the Purchasing Assistant.

Two reserved parking spaces are available directly outside of Wilson Hall. These are reserved for subjects participating in research studies, animal care activities/deliveries, vendors and special functions relating to the Department of Psychology. They are **not** for faculty or staff parking. Special parking permits are available from the AO and must be

placed in the window of the guest vehicle. Vehicles without the permit will be towed at the owner's expense.

The Department has a Box-Light video projector for use in classes, colloquia, and other presentations. The projector is available to faculty, postdoctoral and graduate students, and staff for in-house presentations, on a first-come, first-serve basis. It is kept in 301 Wilson Hall adjacent to the locked cabinet that houses the Psychological Tests (behind the desk of the Purchasing Clerk). There is a usage log book for users to sign out/in. Usage is restricted to Vanderbilt campus. In particular, it may not be checked out overnight to be used at conferences. It is the responsibility of the user to learn how to set it up and troubleshoot problems. A copy of the instructions will be made available to anyone who wants it.

Animal Care Facility

The Department, in concert with the Vanderbilt Vision Research Center, administers a state-of-the-art animal care facility for the maintenance of healthy animals used in experimental research. This facility is maintained in complete compliance with all federal, state and university guidelines for the care and use of animals. Access to the Animal Care Facility is strictly limited to authorized personnel with security clearance and up-to-date TB testing. The facility is monitored 24 hours a day by surveillance cameras. To enter the facility, requires a valid ID card and PIN number. PIN number can be obtained from Jennifer Lass in the Admin Office. Anna Roe, Faculty Director of the Animal Facility, is responsible for authorization and security issues for the facility. The Division of Animal Care is responsible for supervision of technical staff, with the Wilson Hall manager being Paul Sikoski. The DAC website is: <https://medschool.mc.vanderbilt.edu/oor/dac/>

CICN (Center for Integrative and Cognitive Neuroscience)

The Provost and Medical Center initiated the CICN in July of 2000, to integrate and enhance the neuroscience and cognitive programs University wide. Jeff Schall, who played an integral part in it's formation, is the Director of CICN. The CICN mission statement is as follows:

-The CICN sustains programs of research to elucidate how normal and abnormal behavior and cognition arise from the function of the brain. This is accomplished by facilitating the formation of alliances of investigators with common interests, identifying and supporting opportunities for faculty recruitment, facilitating the acquisition of new collaborative grants and maintenance of existing center grants, and facilitating the acquisition and supervising the administration of core services.

Administrative support, provided by Carol Wiley (2-4290), computer support, provided by Sean Jewett (2-7063), and instrumentation support, provided by Roger Williams (2-0074) are available to all participating CICN faculty. More information is at:

<http://cicn.vanderbilt.edu/>

Computer Support Services

The Department maintains a local area network (LAN) within Wilson Hall. Faculty and graduate students are assigned space on the LAN file server; this space may be used for backups. We are currently in the process of recruiting for a replacement for Jody Leavell (3-7669) who was our Computer Systems Administrator in charge of these resources. This position is supported equally by the Department and the VVRC core grant.

Jurnell Cockhren (3-9912) is the Computer Programmer funded by the VVRC core grant and is available to all faculty affiliated with the Vision Core Grant.

Ted Payne (3-5868) is the A&S Computer Systems Administrator and is responsible for the computer classroom. Ted should only be contacted about matters pertaining to teaching and to the College business. All other requests (e.g., research support, computers in labs and offices, problems with the LAN, etc.) should be directed to Jody Leavell.

Subject Pool

Students in *General Psychology* (101 & 115) may elect to participate in experiments to fulfill their research participation requirement (the other mechanism is to write short summaries of published research articles). All researchers must have IRB approval to use the subject pool. In addition, all requests must be approved by the Subject Pool Faculty Administrator (Geoff Woodman) who can provide detailed guidelines. The current subject pool tracking system is Sona Systems Software and is managed by Jerry Hager.

Teaching Support

The Center for Teaching will help faculty improve teaching skills through workshops, small group analysis of courses, and videotaping. The Center webpage is: <http://www.vanderbilt.edu/cft/index.htm>.

The Learning Resource Center supplies audio visual aids, projectors, televisions, etc. in support of classroom teaching. This office telephone number is 2-4855.

Audio-visual resources are available within Department and include videos, tapes, and tests. A list of 25 educational tapes resides within the Department. These tapes can be checked out for class usage. There are also psychological testing devices that can be checked out.

VVRC (Vanderbilt Vision Research Center)

The VVRC, formed in 1989, is a result of the cooperation among faculty from the College of Arts and Science, Peabody College, School of Engineering and School of Medicine, united by the goal of understanding the mechanisms of vision and visual dysfunction. The VVRC mission is to:

- enhance the effectiveness of individual and collaborative vision research at Vanderbilt
- provide pre-and postdoctoral training in vision science
- facilitate the acquisition of resources needed to elucidate the neural mechanisms of vision and develop effective treatments of visual disorders
- sponsor the Vision Research Seminar series
- stimulate recruitment of new and established vision researchers

The *Core Grant in Vision Research* provides primary support for the VVRC. The *Core grant* funds an administrative assistant, *Gale Fox*, and five service modules: *Shop Module*, *Animal Module*, *Image Processing Module*, *Computer Module*, and *Gene and Protein Analysis Module*. More information is available at: <http://vision-research.vanderbilt.edu/>