Article I. Objective

A. Degree(s) offered by the program:

Master of Engineering and Technology Management

B. Discipline:

The discipline of Engineering and Technology Management provides graduates of the program an integrated education in technical decision making and leadership. This is done, in part, by teaching valuable management tools such as performance management, Lean and Six Sigma methodologies, and supply chain principles. By teaching the rudiments of finance, organization and people/project management and by developing skills for managing variability, controlling uncertainty and overcoming obstacles to meet design, production or service goals.

C. Mission:

The Engineering and Technology Management Program mission is to a) provide engineers and other business and technical leaders with state-of-the-art knowledge, tools, and skills in leading and improving projects, people, operations, and quality in technical organizations; b) to help graduates be more effective in their positions of employment through the immediate application of the program principles to their current work; and c) to encourage graduates in the continued pursuit of new opportunities and positions of increased responsibility through knowledge gained in the program. The program seeks to achieve its mission both through offering the graduate degree and offering specialized graduate certificates.

Article II. Membership

A. Criteria for Membership in the Graduate Program:

Faculty of the program must have major professional and academic competence in engineering or an affiliated technical arena, demonstrated by achievement of a doctoral degree or equivalent in engineering, science, law, business, or management. The program will also consider candidates with masters degrees who have considerable experience or credentials in specialty areas of practice. Faculty must also demonstrate considerable experience in the management of engineering and/or other technical activities. Faculty with appointments outside the program, but with special expertise or
experience may serve in the program at the discretion of the Director and with approval of a majority of current faculty members. Membership in the program will be reviewed as needed, at least annually, to insure currency, activity, and continued participation in the program.

1. WSU Campus Participation:
   The Washington State Higher Education Coordinating Board has formally approved the degree to be offered at all campuses of the WSU system. The Engineering and Technology Management Program, headquartered at Washington State University Pullman, is primarily a self-sustaining distance degree program, with minimal state support. Faculty members are located throughout the state, but typically have no formal affiliation with any given campus. Course origination may occur at any WSU-affiliated facility, or faculty may offer specific courses through the use of on-line technologies at locations not associated with the university. The Washington State Higher Education Coordinating Board has formally approved the degree to be offered at all campuses of the WSU system and students enrolled in the program may attend courses at any of the WSU system campuses.

2. Graduate Faculty Participation:
   Membership in the Engineering and Technology Management Graduate Faculty is independent and separate from academic department appointments. All active members of the faculty have equivalent membership rights and are qualified to vote on all issues in the purview of the faculty, subject to the membership criteria defined above.

3. Disciplinary Expertise, Research Area, Graduate Student Mentoring, and Accomplishments Expected for Graduate Faculty Participants:
   Graduate Faculty participants in the ETM program must have demonstrated disciplinary expertise in a field related to the practice of managing engineering and technology. This is measured by their qualifications to teach courses within the ETM curriculum and by their ability to mentor meaningful student projects.

4. Active Research Appropriate to the Discipline Encompassed by the Program:
   Because this is a professional degree program, emphasis is placed on the application of ETM concepts within business and industry. The Graduate Faculty are expected to maintain currency in the discipline by individual study and familiarization with the current relevant literature, by mentoring student projects, by attending academic and professional conferences, and by personal consulting activities. They are encouraged to publish the findings of their student projects when the content and findings are not proprietary or business-sensitive.

5. Non-Tenure Track Graduate Faculty:
   All faculty currently within the department are on non-tenure track appointments. Thus full-time, non-tenure track, graduate faculty may chair graduate student committees, serve on examination committees, vote on individual student programs, and mentor student projects. Adjunct or part-time faculty members may also mentor student projects and serve as the chair or member of individual student committees, at the discretion of the Director.

6. External Individual Committee Members:
Individuals not officially participating as Graduate Faculty within the program (for example, a faculty member from another program or university) may be approved to serve as a committee member for an individual student on a case-by-case basis, with the approval of a majority of the Program Graduate Faculty and with the approval of the Dean of the Graduate School.

B. Application for Membership:

Designation of initial Graduate Faculty in the program includes the Director and those teaching faculty who hold greater than half-time appointments in the program. Faculty external to the program or adjunct faculty may self-nominate, the Director may nominate, or individual faculty members of the program may nominate. Admission is determined by a majority vote of the program’s permanent graduate faculty.

C. Continuation of Active Membership:

Graduate Faculty will continue as active members provided they maintain active participation in the program through teaching or student project mentoring.

D. Discontinuation of Membership:

Faculty without greater than half-time appointments in the program may discontinue their membership at any time at their personal discretion by notifying the Director. Likewise, any member of the Program Graduate Faculty may recommend discontinuation of membership for a member who is deemed to be inactive; upon majority vote, the membership will be discontinued and notification executed.

E. Membership Appeal Process:

Faculty appeal of any membership decision will be made in writing to the Director. The Director will review the appeal and make a recommendation to the entire faculty within two weeks. The full faculty will vote on the recommendation at the next regularly convened session. A two-thirds majority will be required to reverse the previous decision. The appellant will be notified of the outcome of the vote within one week.

Final written appeal must be made to the Dean of the Graduate School within 30 calendar days of the ETM Graduate Faculty vote.

Article III. Administration

Administration of the ETM program and its activities is vested in the Program Director with advice from the members of the ETM faculty.

Article IV. Graduate Program Director

A. Director Appointment Process:

Selection of the ETM Program Director is under the purview of the Dean, College of Engineering and Architecture with consent of the ETM faculty.
B. Duties of the ETM Program Director:

1. Provide overall academic leadership for the program
2. Develop and implement educational or administrative policies related to the program
3. Represent the interests of the program to the campus and University administrators, call and preside at meetings of the program
4. Be responsible for coordinating all administrative matters with the Graduate School
5. Secure revenue and manage program budgets
6. Market the program and recruit students
7. Submit course change or approval forms
8. Be responsible for the accuracy of all publications related to the program including web pages and catalog copy
9. Coordinate program’s graduate course teaching assignments
10. Supervise the activities of the program’s academic coordinator
11. Hire continuing and adjunct faculty
12. Perform annual reviews of faculty and staff

Article V. Committees

Because the ETM Program is a graduate degree program only, all full-time faculty members and selected adjunct faculty assume the duties typically assigned to a Graduate Faculty Committee in more traditional academic programs. On matters requiring faculty consensus, each member of the faculty has one vote and can participate as long as their academic appointment is in place. Their responsibilities include the following:

A. Faculty Membership: Review and approve new faculty nominations and applications
B. Marketing: Market the program and recruit students
C. Admissions: Oversee student applications and admissions
D. Education Policy and/or Curriculum: Determine curricular changes and changes in the program policy
E. Course Scheduling: Set short and long-term course schedules

Article VI. Graduate Student Committees

Graduate student committees shall consist of at least three members of the ETM Program faculty and appropriate adjunct faculty chosen at the discretion of the Director. A majority of the committee members must be WSU faculty or have an adjunct appointment. The performance of each graduate student shall be reviewed annually by the program coordinator; action items shall be brought to the attention of the student’s graduate committee for resolution.

Article VII. Student Representatives

In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students. Due to the distributed nature of the program, there are no standing student committees.
Article VIII. Faculty Meetings

The program will have at least one meeting per spring and fall semester, called by the Director. Faculty may call for meetings at any time, subject to approval by the director. The director will notify all members of scheduled meetings at least two weeks in advance, by email or telephone. Reasonable accommodations will be made for faculty away from campus.

Article IX. Quorum

The quorum for meetings of the graduate faculty shall be all qualified persons in attendance at regularly scheduled and announced meetings. Motions shall pass by majority vote unless otherwise specified in these bylaws.

Article X. Amendments

Any program graduate faculty member may propose amendments to the bylaws by submitting the proposed amendment in writing to the Director. The Director will review the amendment, make any desired recommendation, and forward the proposal—with comments and recommendation—to the members of the faculty. The faculty will vote on the amendment at the next regularly scheduled faculty meeting, unless a majority of the members appeal to the Director for an earlier vote. In no case shall this process extend beyond six months. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and approval.

Article XI. Initial Graduate Faculty Members

A. List of initial ETM Graduate Faculty Participants:

Rick Cherf, Clinical Assistant Professor
Robert H. Crick, Adjunct Faculty
William J. Gray, Clinical Associate Professor
David E. Gunderson, Associate Professor
James Holt, Clinical Professor Emeritus
Russell Johnson, Clinical Associate Professor
Max Kirk, Associate Professor
Luna Magpili, Clinical Associate Professor
David Paulus, Clinical Associate Professor
Jason B. Peschel, Clinical Assistant Professor
John V. Pricco, Adjunct Faculty
Hal A. Rumsey, Associate Professor
Alice Squires, Clinical Associate Professor
Kim D. Zentz, Director

B. The Director of the ETM Program is responsible for submitting an updated list of active and inactive ETM Graduate Faculty participants to the Dean of the Graduate School whenever changes occur.