

Molecular Biosciences Graduate Program Bylaws

Washington State University

Administrative Home: School of Molecular Biosciences (SMB)

Last Revised: May 12, 2014

Faculty Senate Approval Date: _____

I. Objectives

A. Degrees offered: Ph.D., M.S.

B. Disciplines: Molecular biosciences are a dynamic continuum of disciplines that use approaches derived from chemistry, physics and biology to understand the fundamental mechanisms of living organisms. Representative disciplines include biochemistry, biophysics, cell biology, genetics, microbiology, molecular biology and structural biology.

C. Mission of the Program: Research and service frame the training mission of SMB. The research mission employs molecular, cellular, and structural techniques to provide new biological insights that contribute to the intellectual and physical well-being of society. The service mission of faculty and trainees includes efforts to support numerous programs housed within the College of **Veterinary Medicine** and across WSU as well as regional and national scientific societies, local and federal funding agencies, non-profit foundations, and other national and international educational programs. Finally, SMB embraces the challenge of communicating the importance of research and the broader area of science to lay and professional audiences in a reasonable, accountable, and responsible manner. With research and service as the foundation, the SMB training mission arms undergraduate, graduate, and post-graduate students with the necessary skills and tools to: identify and solve modern biological problems at cellular, molecular, and structural levels; communicate effectively both orally and in writing; pursue a life-time of scientific learning; and achieve the highest levels of professionalism and humanism.

II. Membership

A. Graduate Faculty of the Molecular Biosciences program may be WSU tenured and tenure track faculty, WSU non-tenure track clinical or research faculty or WSU adjunct faculty, subject to the limitations and definitions detailed in this document. Currently approved Graduate faculty are listed in Section XI. Additional faculty can be subsequently approved as Graduate Faculty through the process outlined in section II.B.

1. Graduate Faculty participation

- a. Permanent Graduate Faculty are those with tenured or tenure-track appointments within the School of Molecular Biosciences.
- b. All permanent Graduate Faculty are eligible to vote on program issues and serve as chair or co-chair (if research active), or member of Ph.D. and M.S. graduate student committees; teach graduate courses; supervise research; and act as the program director or program committee member.
- c. SMB non-tenure track clinical faculty are non-permanent SMB Graduate Faculty. They are eligible to: vote on program issues; serve as chair of non-thesis M.S. committees; serve as a member of Ph.D. and M.S. graduate student committees; teach graduate courses; act as a program committee member or act as director for non-thesis M.S. programs.

- d. Non-permanent non-SMB Graduate Faculty also include approved associate faculty, *i.e.* tenured or tenure-track faculty from other WSU departments and schools and officially approved adjunct faculty including USDA-ARS faculty. Approval for membership is described in section II.B. These Graduate Faculty will be appointed for three year terms that are renewable based on participation in the Molecular Biosciences graduate program training mission. Associate faculty are eligible to vote on program issues and serve as chair, co-chair, or member of Ph.D. and M.S. graduate student committees; teach graduate courses; supervise research; and act as a program committee members.
- e. SMB non-tenure track research faculty (**Research Assistant or Associate Professors**) can be appointed as non-permanent SMB Graduate Faculty with an approving vote from the permanent SMB graduate faculty and SMB clinical faculty. Upon approval, they are eligible to serve as committee members for non-thesis M.S. students and, with the following caveats, as committee members on thesis M.S. and Ph.D. committees.
 - i. Research faculty can participate unofficially on graduate student committees for students from the lab in which they work (and their employer is chair of the committee). To avoid real or perceived conflicts of interest, the research faculty will not have a vote on committee deliberations and thus will not be listed on the official Program of Study.
 - ii. Research faculty can participate as official, voting members of committees (and listed on the official Program of Study) for SMB graduate students in other labs if his/her employer is not also a member of the thesis/dissertation committee.

2. WSU campus participation

- a. The Ph.D. and M.S. degrees in Molecular Biosciences are offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver, Spokane, and Tri-Cities support these programs but are not approved and authorized by the HECB to directly advertise and offer the degree as individual branch campuses.
- b. If approved by the SMB Graduate Faculty, tenured and tenure-track faculty at all regional campuses and other affiliated university sites may participate equally in the Molecular Biosciences graduate degree programs as supporting site faculty with full program rights and responsibilities. As such they are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; and act as program committee members.

3. Disciplinary expertise

Molecular Biosciences Graduate Faculty are expected to have a Ph.D. or equivalent doctoral-level degree in a field related to the disciplines described in section I.B. Furthermore, they must have demonstrated expertise in a field related

to molecular biosciences, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active research appropriate to Molecular Biosciences

Molecular Biosciences Graduate Faculty must be actively involved in research and graduate level teaching related to the disciplines of molecular biosciences as evidenced within the last five years by recent external grant or contract support, peer-reviewed research publications, graduate student mentoring, teaching relevant graduate level courses, or other relevant professional accomplishments.

5. Participation of additional faculty in Molecular Biosciences graduate training

a. Internal to WSU

Faculty that do not participate officially as Molecular Biosciences Graduate Faculty (e.g. faculty from another WSU department or school) may serve as members of graduate student thesis/dissertation committees if they are a member of the Graduate Faculty in their own program or discipline, and their discipline is germane to the research program of the graduate student. Their appointment as a committee member is subject to approval by the SMB Associate Director for Graduate Studies, in consultation with the SMB Graduate Affairs Committee as necessary.

b. External to WSU

Tenured or tenure-track research active faculty at other institutions, such as University of Idaho, or research active professionals with relevant scientific expertise (such as a scientist at a national laboratory) may be approved to serve on the thesis/dissertation committees of individual students on a case-by-case basis. The chair of the graduate student's committee should forward the name and curriculum vitae of the proposed individual to the SMB Associate Director for Graduate Studies. After consultation with the SMB Graduate Affairs Committee, the nomination will be forwarded to the Dean of the Graduate School for final approval.

B. Application for membership as Graduate Faculty

1. Current Molecular Biosciences Graduate Faculty are listed in section XI, and have been approved by the faculty and Director of the School of Molecular Biosciences as well as the Dean of the Graduate School.
2. Candidates for participation as Molecular Biosciences Graduate Faculty should follow the protocol set forth in the SMB Policy and Procedures by-laws, as summarized below.
3. SMB Graduate Faculty will vote to approve an applicant for associate status after a meeting of the full faculty to discuss the candidacy of that applicant. The meeting will allow for a thoughtful evaluation of the qualifications of any applicant for training of SMB graduate students. Appointment as an associate faculty will be based on the following criteria:
 - a. An active, funded research program that can plausibly be relied upon as a source of continuing support for an SMB graduate student, including RA support as long as the student remains in good academic standing.

- b. An essay from the applicant describing his/her philosophy of graduate student training.
 - c. A stated willingness to participate in collegial and training functions of the Molecular Biosciences graduate program.
 - d. Documentation that research by previously trained graduate students (if any) has been published.
 - e. Ideally, the applicant should present a research seminar to SMB.
- 4. Approval of an application for associate status will require a majority vote (either by voice, paper or electronic ballot) of the SMB Graduate Faculty.
- 5. By accepting an appointment as associate faculty with Graduate Faculty training status, the faculty member agrees to the conditions and expectations for graduate student support and training as outlined in the SMB Graduate Handbook. Furthermore, SMB students in the labs of associate faculty will be supported by the associate faculty at stipend levels at least equal to the level determined by SMB.

C. Continuation of active Graduate Faculty membership

- 1. The appointments of non-permanent Molecular Biosciences Graduate Faculty will be reviewed every three years by the SMB Director, the Associate Director for Graduate Studies, and the Graduate Studies Committee. Evaluations will be based on participation and contributions to the Molecular Biosciences graduate training mission. Expectations for active membership are detailed in the SMB Graduate Handbook, and representative examples of participation and contributions are summarized below:
 - a. Interacting with each student on a regular basis to supervise the student's thesis/dissertation research and actively guiding each student through the requirements of the Molecular Biosciences program and the Graduate School in a timely manner. This guidance includes making sure that his/her student has regular committee meetings, particularly before the faculty annual review of graduate students in May.
 - b. Participating in graduate student recruiting activities.
 - c. Participating in the annual review of graduate students.
 - d. Attending SMB student seminars, especially when their student is presenting, as well as outside speaker seminars when possible.
 - e. Participating in other SMB activities that promote the education of SMB graduate students, such as the annual retreat and Molecular Biosciences Graduate Student Association (MBGSA) organized activities.
 - f. Encouraging their SMB students to participate in all SMB activities, such as seminars, graduate student recruiting, MBGSA activities, the annual retreat and other scholarly and social activities sponsored by the school.
 - g. Serving as a chair, co-chair or member of SMB graduate student committees.
 - h. Serving as a member on Molecular Biosciences graduate program committees.
 - i. Teaching or co-teaching graduate level SMB courses.

2. Associate faculty who do not make reasonable efforts to participate and contribute as listed above for three consecutive years may not be renewed as Molecular Biosciences Graduate Faculty.

D. Discontinuation of Graduate Faculty membership

1. Upon request of a Graduate Faculty member, that individual membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply to participate as Graduate Faculty.
2. The SMB Graduate Faculty reserve the right to discontinue the membership of any non-permanent graduate faculty member after review of their contributions and participation in the Molecular Biosciences training mission. Such an action will require a simple majority vote of the SMB Graduate Faculty.

E. Membership appeal process

Faculty appeal of any decision regarding Molecular Biosciences Graduate Faculty membership must be made in writing to the Director of SMB within 30 calendar days of the decision. The response to the appeal will be determined by a majority vote of all SMB Graduate Faculty.

III. Administration

Administration of the Molecular Biosciences graduate degree program and its activities is vested in the Director of the School of Molecular Biosciences in consultation with the SMB Associate Director for Graduate Studies, with advice from the Graduate Studies Committee.

IV. Graduate Program Director

- A. The Graduate Program Director of the Molecular Biosciences graduate program is the Director of the School of Molecular Biosciences, with delegation of day-to-day management to the SMB Associate Director for Graduate Studies. The Associate Director is appointed at the discretion of the SMB Director.

B. Duties of the Director of SMB

1. Provide academic leadership for SMB with the responsibilities detailed in the SMB policy and procedures by-laws.
2. Develop and implement policies for SMB.
3. Represent the interests of SMB to the campus and University administrators.
4. Manage the budgets of SMB.
5. Call and preside at meetings of the Molecular Biosciences Graduate Faculty.
6. Coordinate all administrative matters regarding the Graduate School.
7. Submit course or curriculum changes or approval forms.
8. Submit changes and approval forms for the SMB by-laws.
9. Supervise the activities of the Associate Director for Graduate Studies.
10. Appoint *ad hoc* committees as needed.

11. In consultation with the Associate Director of Graduate Studies, appoint members to the Graduate Studies, Graduate Affairs, and Graduate Recruiting Committees.

C. Duties of the Associate Director of Graduate Studies

1. Serve as Chair of the Graduate Studies and Graduate Affairs Committees, and as an *ex officio* member of the Graduate Recruiting Committee.
2. Direct the duties of the Academic Coordinator.
3. Report decisions by Graduate Studies and Graduate Affairs Committees to Molecular Biosciences Graduate Faculty in a timely manner.
4. Prepare annual reports for all graduate students and present to the Molecular Biosciences Graduate Faculty. Provide students with individualized reports in a timely manner following their Annual Review.
5. In consultation with the Graduate Recruiting Committee, make recommendations to the SMB Director regarding the mechanisms of financial support for prospective first year graduate students.
6. Nominate graduate students for University awards.
7. Make teaching assistant assignments for Fall, Spring and Summer sessions.
8. Perform Graduate Program Assessment; update Graduate Handbook; update Bylaws annually. Bylaws update, as detailed in Section X.B., requires approval of the Graduate Studies Committee and a majority vote of the faculty prior to submission to the Graduate School.
9. Maintain a list of primary and associate SMB plus any other IID or Neuroscience faculty doing molecular based research who have the funding to take SMB graduate students into their lab for dissertation research. Input from the SMB Director, and Chairs of IPN and IID is required. List needs to be up-dated every 3 months. This list will be used by Bill Davis for the STARs students, by the GAC for laboratory rotations, and by the GRC to determine matriculation goal for SMB.

V. Committees

- A. Appointment of committee members will be reviewed and up-dated annually by the SMB Director and Associate Director for Graduate Studies.

B. Graduate Studies Committee (GSC)

1. Responsible for design, formulation and review of policies and procedures for the SMB graduate program. Recommendations of the GSC for program changes are presented to the Molecular Biosciences Graduate Faculty for discussion and vote.
2. The Associate Director for Graduate Studies shall call and preside over meetings of the GSC. The Graduate Program Academic Coordinator is responsible for taking meeting minutes that are then reviewed and approved by the GSC.
3. In addition to the Associate Director and Academic Coordinator, the GSC shall be composed of six to eight Molecular Biosciences Graduate Faculty, including the chair of the Graduate Recruiting Committee and at least one associate (non-permanent) Graduate Faculty member, as well as an MBGSA officer. Committee

membership assignments will be made by the SMB Director in consultation with the Associate Director for Graduate Studies. All committee members have equal voting rights.

4. Specific areas in which the GSC guides the evolution of the SMB graduate program:
 - a. Review, develop and update long-range goals for the graduate program and plans for their attainment.
 - b. Serve as a sounding board for new ideas and changes in academic or administrative issues related to the graduate program.
 - c. Evaluate and propose revisions for graduate program curriculum, including course requirements and examination procedures.
 - d. Assist in the preparation, revision and review of documents related to the graduate program, including the SMB Graduate Handbook, program assessments, and bylaws.
5. The Associate Director for Graduate Studies is responsible for timely reporting of GSC activities to the Molecular Biosciences Graduate Faculty.

C. Graduate Affairs Committee (GAC)

1. A sub-committee of the GSC, responsible for monitoring programmatic details, especially as pertains to individual students.
2. The Associate Director for Graduate Studies shall call and preside over meetings of the GAC. The Graduate Program Academic Coordinator is responsible for taking meeting minutes that are then reviewed and approved by the GAC.
3. In addition to the Associate Director and Academic Coordinator, the GAC will be shall be composed of three permanent Molecular Biosciences Graduate Faculty who serve on the GSC, including the chair of the Graduate Recruiting Committee. Committee membership assignments will be made by the SMB Director in consultation with the Associate Director for Graduate Studies. All faculty committee members have equal voting rights.
4. Specific areas in which the GAC provides program oversight:
 - a. Orientation and advising of first year graduate students.
 - b. Assessment of student progress.
 - c. Nomination of students for school, college and university awards.
 - d. Evaluation of applications for travel grant funds.
 - e. Evaluation of applications for CMB Training Grant slots.

D. Graduate Recruiting Committee (GRC)

1. Responsible for coordination of all activities related to evaluation of applicants to the SMB graduate program and recruitment of prospective graduate students.
2. The chair of the GRC, who calls and presides over committee meetings, is appointed by the SMB Director in consultation with the Associate Director of Graduate Studies. The Associate Director for Graduate Studies serves as an *ex officio* member.
3. In addition, the GRC shall be composed of five or more Molecular Biosciences Graduate Faculty, and shall generally include at least one associate (non-permanent) Graduate Faculty member. Committee membership assignments will

be made by the SMB Director in consultation with the GRC chair and the Associate Director of Graduate Studies.

4. Specific responsibilities of the GRC include:

- a. Develop, maintain and distribute recruiting materials.
- b. Review all student applications and make decisions about interview offers to qualified applicants.
- c. Number of offers will be guided by the SMB Director in consultation with the Associate Director of Graduate Studies.
- d. Organize and manage the annual recruiting weekend in consultation with the Associate Director of Graduate Studies and an Academic Coordinator.
- e. Solicit faculty and student input on interviews of visiting applicants, and make final decisions on the acceptance or rejection of applicants.
- f. Nominate accepted applicants for stipend supplements, such as University or College scholarships, and training grant consideration. Make recommendations to the SMB Director regarding the mechanism of financial support for prospective first year graduate students.

E. Other Committees

Additional *ad hoc* committees may be appointed by the SMB Director or the Associate Director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of the bylaws.

VI. Graduate Student Committees

A. The initial selection of, and subsequent changes to, a graduate student's dissertation/thesis committee shall be determined jointly by the student and the student's advisor. Final approval of the committee's membership is at the discretion of the Associate Director for Graduate Studies, who will sign the necessary Graduate School forms on behalf of SMB.

B. Committees for Ph.D. and thesis M.S. students:

1. The committee must be chaired by an approved Molecular Biosciences Graduate Faculty member (either permanent or non-permanent).
2. The committees of students pursuing a Ph.D. or thesis M.S. should consist of at least four faculty members. At least two of the committee members must be permanent SMB Graduate Faculty. If two of the committee members are married to each other, the committee should consist of five faculty members.
3. Clinical or adjunct (non-tenure track) faculty may serve as committee members, as detailed in II.A.1.e., but shall not constitute more than one quarter of the committee membership.
4. A student's committee should meet annually, at a minimum, to review and assist the research progress of the student. This meeting should be held prior to the annual faculty review of students at the end of each Spring semester.

C. Committees for non-thesis M.S. students:

1. Non-thesis M.S. students may have a three person committee.

2. The chair of the committee must be an approved Molecular Biosciences Graduate Faculty member; this includes clinical faculty, but not non-tenure track research faculty.

VII. Student Representatives

- A. At the discretion of the SMB Director and SMB Graduate Faculty, graduate student representation may be added or deleted from any committee structure.
- B. The graduate student representative to the Graduate Studies Committee will be the President or Vice-president of the MBGSA, officers which are elected by the SMB graduate student body.
- C. Where student representation on *ad hoc* committees is appropriate, representatives will be selected by the MBGSA according to the MBGSA bylaws.
- D. The Chair of any committee with student members must excuse the student representatives from meetings during discussions about other students, personnel actions or disciplinary issues relating to faculty, rankings of existing or prospective students for funding or student-related disciplinary issues.

VIII. Graduate Faculty Meetings

- A. The Director of SMB shall call meetings of the Molecular Biosciences Graduate Faculty as needed, but at least once every fall and spring semester. An agenda as well as articles for discussion will be provided electronically (either by email or via a common server) prior to each meeting.
- B. Faculty not present on the Pullman campus at the time of a Graduate Faculty meeting may participate by telephone or video conference call.
- C. A special meeting of Molecular Biosciences Graduate Faculty may be called by petition of five or more Graduate Faculty members.
- D. There will be an annual meeting in May of the Molecular Biosciences Graduate Faculty for the review of the progress and academic standing of each individual SMB graduate student.

IX. Quorum

Unless otherwise specified, a quorum for purposes of voting and other decision making is defined as the majority of Molecular Biosciences Graduate Faculty with primary appointments in SMB, *i.e.* tenured and tenure-track permanent Graduate Faculty and SMB clinical faculty appointed as non-permanent Graduate Faculty.

X. Amendments to Program Bylaws

- A. The bylaws document shall be reviewed every fifth year by the Graduate Studies Committee and annually by the Associate Director for Graduate Studies and the SMB Director.

- B. Amendments to the Bylaws may originate from any permanent Molecular Biosciences Graduate Faculty member. Proposed amendments must be forwarded to the Associate Director for Graduate Studies who will present the proposal to the Graduate Studies Committee for discussion. After discussion, amendments shall be forwarded to the SMB Graduate Faculty electronically at least 1 week prior to the faculty meeting at which the amendments will be discussed. A minimum 2 week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or by paper or electronic ballot. Amendments to the program bylaws require a positive vote from the majority of all SMB Graduate Faculty.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee of the Faculty Senate for review and final approval.

XI. List of Graduate Faculty Members

- A. Permanent Molecular Biosciences Graduate Faculty (tenured or tenure-track with appointments in SMB)

Alderete, John F.	Her, Chengtao	Reeves, Raymond*
An, Wenfeng	Hunt, Patricia	Roberts, Kenneth P.
Black, Margaret	Hunzicker-Dunn, Mary	Shelden, Eric A.
Brosemer, Ronald W.*	Jones, Jonathan C.	Smerdon, Michael J.
Chai, Weihang	Kahn, Michael L.	Sylvester, Steve*
Cooper, Cynthia D.	Kim, Kwan Hee	Wang, Susan C.
Davis, William B.*	Konkel, Michael E.	Watts, Jennifer
Gloss, Lisa M.	Magnuson, Nancy S.*	Wyrick, John J.
Griswold, Michael D.	Muralidharan, Subra *	Xun, Luying
Haseltine, Cynthia A.	Nilson, John H.*	Ye, Ping
Hassold, Terry	Oatley, Jon	

*Currently inactive graduate trainers, still eligible to serve on committees

- B. Non-permanent Molecular Biosciences Graduate Faculty

1. Clinical assistant/associate faculty with appointments in SMB

Brothers, Kay**	Mixter, Phil
Farmerie, Todd	Rolfsmeier, Michael
Helmick, Consetta	Sanchez-Lanier, Mary
McCabe, Norah	Vithayathil, Rosmarie

**Currently ineligible to serve on graduate student committees.

2. Associate faculty (tenured or tenure-track with appointments outside of SMB)

Aguilar-Carreno, Hector	Celli, Jean
Bankhead, Troy	Chandra, Murali
Brayton, Kelly	Cornejo, Omar
Brown, Wendy	Harding, Joseph
Browse, John A.	Michele Hardy
Call, Doug	Kang, Chul Hee

Karatsoreos, Iliia
Kelly, Joanna
Knodler, Leigh
Lange, B. Mark
Lau, Audrey
Nicola, Anthony
Pru, James
Rodgers, B. Dan

Spencer, Thomas
Tanner, Bertrand
Thomashow, Linda
Trobridge, Grant
Vadyvaloo, Viveka
Wayman, Gary
Xu, Jun

3. Assistant or associate research faculty with appointments in SMB who are approved to serve on graduate student committees.

Hinz, John
Yurgel, Svetlana

- C. The Director of SMB is responsible for submitting annual up-dates of these lists to the Dean of the Graduate School for approval.