

Bylaws of the Graduate Program in Animal Sciences

Animal Sciences Program Bylaws

Washington State University

Administrative Home: Clark 116

Last Revised – by Faculty 7/10/09

Faculty Senate Approval Date: _____

**Graduate Program in Animal Sciences
Bylaws**

**Department of Animal Sciences
116 Clark Hall**

7/10/09

Article I. Objectives

- A. The Department of Animal Sciences (AS) offers two graduate degrees:
 - a. Master of Science in Animal Sciences
 - b. Doctor of Philosophy in Animal Sciences

- B. Discipline: The Animal Science graduate program is designed to seek an understanding of the biology of domesticated and managed populations of animals. The program integrates studies ranging from biochemical processes to holistic studies of animal populations and their impact on the environment. Animal science disciplines include physiology, growth, nutrition, reproduction, genetics, and behavior. Emphases include the application of biology to enhance the production, health and well-being of farm and companion animals, as well as the safety and quality of food and other products derived from animals. The animal sciences also contribute to human well-being through the application of basic and discovery science.

- C. Mission of the program: The ultimate goal of the Graduate Program in Animal Sciences (AS) is to train animal scientists to contribute meaningfully to animal and human well-being. The graduate program in the Department of Animal Sciences is designed to provide fundamental training in basic and applied animal and biological sciences. Upon completion of their graduate program, graduate students in animal sciences will be able to read, listen, and observe accurately, to question intelligently, to apply classical and modern scientific principles to the animal and biological sciences, to judge and interpret data objectively, and to communicate effectively in oral and written form.

Article II. Membership

- A. Criteria for Membership in the Graduate Program: Graduate Faculty within the Animal Sciences program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be “Initial Program Faculty” (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 1. WSU Campus Participation
 - a. The Higher Education Coordinating Board (HECB) has approved and authorized graduate degrees offered by AS to be offered from the Pullman campus. The campuses at Vancouver, Spokane, and Tri-Cities are not approved or authorized by the HECB to advertise and offer AS degrees.

 - b. Supporting campuses include the Puyallup Research and Extension Center and the Irrigated Agriculture Research and Extension Center located in Prosser. Approved tenured and tenure track AS Graduate Faculty at all regional campuses, WSU extension sites where agricultural research is conducted, and

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affiliated university sites may participate equally in the AS program as supporting site faculty with full program rights and responsibilities. As such these faculty members may participate as chairs, co-chairs, or members of graduate student committees; may participate in offering graduate courses; supervise research; and act as AS Graduate Committee members.

2. Graduate Faculty Participation.

- a. Graduate Faculty participation in the AS Graduate Program is independent and separate from academic department, school or college affiliations.
- b. All active members of the Graduate Faculty of AS are eligible to vote on program issues such as, but not limited to, degree requirements, applications for membership to the AS Graduate Faculty and assessment criteria.

3. Graduate Faculty within AS are expected to have a Ph.D. or equivalent doctoral-level degree in a field related to Animal Sciences. In addition, they must have demonstrated disciplinary expertise in a field related to animal sciences, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Animal Sciences Graduate Faculty must be actively involved in research and graduate level teaching related to AS as evidenced by recent external grant or contract support, peer-reviewed publications within the last 3 years, graduate student mentoring within the last 3 years, teaching of relevant graduate level courses, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty

- a. *Internal to WSU.* Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. This category of Graduate Faculty also includes USDA-ARS researchers. These researchers are classified as WSU adjunct faculty but may function in the same roles as WSU tenured and tenure-track faculty. USDA-ARS faculty are entitled to act as chairs, co-chairs, or members of graduate student committees; teach graduate courses; supervise research; and act as AS Graduate Committee members. Other non-tenure track faculty, (faculty with titles defined by the Faculty Manual), internal to WSU may be active AS Graduate Faculty and entitled to act as co-chairs or members of graduate student committees; teach graduate courses; and supervise research. When serving as a co-chair of a student committee, a faculty member in this category must work with a tenured or tenure-track or USDA-ARS faculty member who is also an active member of the AS Graduate Faculty.

- b. *External to WSU.* Professionals who are not WSU faculty may be granted Graduate Faculty participation within AS if they are first officially approved as adjunct faculty for WSU. The process used to grant adjunct faculty status is that outlined by the Faculty Manual. Adjunct faculty who are approved as active AS Graduate Faculty are entitled to act as a member of graduate student

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committees; teach graduate courses; and supervise research. They may not serve as graduate student committee chair or co-chair or as an AS Graduate Committee member.

6. **Internal Individual Committee Members**
Individuals not officially participating as Graduate Faculty within Animal Sciences (for example, a faculty member from another WSU department or program) may serve on graduate committees as long as they are a member of the Graduate Faculty in their own program or discipline.
7. **External Individual Committee Members**
Individuals not officially participating as Graduate Faculty within Animal Sciences (for example, a faculty member from another program or university) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and a curriculum vitae of the desired committee member to the Animal Sciences Chair. With approval of the Animal Sciences Chair, the nomination is then forwarded to the Dean of the Graduate School for final approval.

B. Application for membership

1. Initial Graduate Faculty within AS are listed in Section XI of this document and have been approved by the Animal Sciences existing faculty, Animal Sciences Chair, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within AS should be nominated by an existing Animal Sciences Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Chair will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of Graduate Faculty.
3. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants include one or more of the following:
 - a. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of an Animal Sciences graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Animal Sciences graduate program. This may include serving on AS Graduate Committee; serving as a thesis or dissertation committee member or chair; and/or providing graduate level instruction.

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- c. History of publication of peer-reviewed manuscripts in a discipline related to Animal Sciences.

C. Continuation of Active Membership

1. Graduate Faculty appointments to Animal Sciences will be reviewed for continuation of active membership by the Department Chair every 3 years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Animal Sciences program shall be a requirement for continued active membership. Contributions may take the form of any of the following:
 - a. Committee chair, co-chair or member for graduate students in Animal Sciences
 - b. Teaching or co-teaching graduate courses in Animal Sciences
 - c. Supervising research for graduate students in Animal Sciences
 - d. Serving on the AS Graduate Committee.
2. Faculty who do not make any of the contributions as stated in C.1 above to the Animal Sciences program for three consecutive years will be designated as *Inactive Graduate Faculty*. Inactive Graduate Faculty do not have voting rights. Initiation of any of these activities described in C.1 above will result in restoration of active Graduate Faculty designation.

D. Discontinuation of Membership

Should inactive graduate faculty members wish to discontinue their membership in the AS Graduate Faculty they may submit a written request for discontinuation to the Chair. If an individual's research and graduate training activity should change, he or she may reapply for AS Graduate Faculty participation at any time.

E. Membership Appeal Process

Faculty appeal of any membership decision in Animal Sciences must be made in writing to the Chair of Animal Sciences within 30 calendar days of the decision. The appeal is determined by a majority vote of all Animal Sciences Graduate Faculty (see Section IX for definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the Animal Sciences Graduate Faculty vote.

F. Emeritus status

Graduate faculty in the AS Graduate Program who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty of the Program provided they continue to participate in the Program as outlined above under Continuation of Membership (Article II. Section C. Sub-section 1.).

III. Administration

Administration of the program and its activities is vested in the Department Chair with advice from the AS Graduate Committee and members of the AS Graduate Faculty.

IV. Graduate Program Director/Department Chair

- A. Because the majority of the faculty and programmatic resources emanate from the Department of Animal Sciences, the Chair of AS will automatically serve as the Director of the Graduate Program in AS. Final approval of the Chair resides with the Dean of the College of Agriculture, Human and Natural Resource Sciences and the Dean of the Graduate School.
- B. Duties of the Department Chair related to the Graduate Program in AS.
 - 1. Provide overall academic leadership for the Graduate Program in AS.
 - 2. Develop and implement policies for the AS Graduate Program in conjunction with the AS Graduate Faculty.
 - 3. Represent the interests of the AS Graduate Program to the campus and University administrators.
 - 4. Be responsible for coordinating all AS Graduate Program administrative matters within the Graduate School.
 - 5. Manage the departmental resources for graduate student support in AS.
 - 6. Coordinate AS graduate course teaching assignments.
 - 7. Appoint an AS Graduate Committee and a Chair of that committee.

V. Committees

- A. Departmental Graduate Committee
 - Coordinates and advises the AS Department Chair in administering the AS graduate program. The Chair of the Graduate Committee shall record and distribute minutes of each meeting to the faculty and maintain one copy in program records.
 - 1. The Departmental Graduate Committee shall be composed of 4 to 6 active Graduate Faculty members of AS with representation across disciplines and faculty ranks.
 - 2. The Committee Chair will be appointed by the AS Department Chair
 - a. Responsibilities of the Chair of the Departmental Graduate Committee
 - i. Submit course or curriculum change or approval forms.
 - ii. Submit bylaws change or approval forms.
 - iii. Be responsible for the accuracy of all publications related to AS including web pages and catalog copy.
 - iv. Supervise the activities of the AS graduate secretary as they relate to the graduate program.
 - 3. Areas in which the Graduate Committee shall assist and advise the Department Chair include:
 - a. Review, develop and update long-range goals for the AS graduate program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.

- b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
- c. Provide guidance on administration of the AS Graduate Program.
- d. Lead the AS graduate program assessment process.
- e. Coordinate all activities related to recruitment of AS graduate students.
- f. Develop and maintain recruiting materials, including web materials, as required.
- g. Review all student applications and, in conjunction with the Department Chair after consultation with appropriate AS Graduate Faculty, determine the appropriate disposition of applications (acceptance or rejection) in a timely manner.
- h. Make recommendations regarding the use of departmental resources for providing financial support to graduate students, including assistantships, scholarships and awards.
- j. Regularly (at least annual) review the AS graduate curriculum.
- k. Make recommendations to AS Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Department Chair to be presented to the Graduate Faculty for approval by majority vote.
- l. Prepare drafts of course or curricular change forms for revision and submission by the AS Department Chair.
- m. With approval by the AS Department Chair, other ad hoc committees may be appointed as needed. Changes to the existing Graduate Committee responsibilities must be approved by amendment of bylaws.

VI. Graduate Student Committees

- A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor and approved by the Department Chair.
- B. The graduate committee of each student shall have a minimum of three members for MS and four members for Ph.D. At least half of committee members shall be active Animal Sciences Graduate Faculty members.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually by the student's graduate committee and a report submitted to the Department Chair.

VII. Student Representatives

At the discretion of the Chair of Animal Sciences and Graduate Faculty, student representation may be added or deleted from any committee structure. 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.

Article VII. Graduate Faculty Meetings

- A. The Animal Sciences Chair shall call AS Graduate Faculty meetings as needed but at least once annually in the fall semester. All attempts will be made to provide a written agenda in advance.

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- B. Other meetings may be called at the discretion of the Department Chair or the AS Graduate Committee.
- C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty by email or other electronic means. General AS Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- E. Faculty not present on the Pullman campus at the time of a general AS Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

Article VIII. Quorum

Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the majority of *active* Animal Sciences Graduate Faculty.

Article IX. Amendments

- A. The AS Graduate Program Bylaws document shall be reviewed every fifth year by the AS Graduate Committee and annually by the Department Chair to identify needed changes.
- B. Amendments to the Bylaws may originate from any eligible AS Graduate Faculty member. Proposed amendments must be forwarded to the AS Graduate Committee and Department Chair. After discussion, amendments shall be forwarded to the AS Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2 week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the AS Bylaws require a positive vote from the majority of all active AS Graduate Faculty.
- C. All amendments and revisions must be submitted to the University Graduate Studies Committee and Faculty Senate for review and final approval.

Article X. List of Initial Graduate Faculty Participants

- A. List of initial AS Graduate Faculty Participants:

Tenured and tenure-track faculty

Margaret E. Benson	Professor and Chair, Animal Sciences
Jan R. Busboom	Professor, Animal Sciences
Judith L. Capper	Assistant Professor, Animal Sciences
Michael V. Dodson	Professor, Animal Sciences
Lawrence K. Fox	Professor, Veterinary and Clinical Sciences and Animal Sciences
Charles T. Gaskins	Professor, Animal Sciences
Joseph H. Harrison	Professor, Animal Sciences
Zhihua Jiang	Associate Professor, Animal Sciences

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Kristen A. Johnson	Professor, Animal Sciences
Ronald L. Kincaid	Professor, Animal Sciences
Derek J. McLean	Associate Professor, Animal Sciences
John P. McNamara	Professor, Animal Sciences
Holly L. Neibergs	Assistant Professor, Animal Sciences
Donald D. Nelson	Professor, Animal Sciences
Mark L. Nelson	Associate Professor, Animal Sciences
Ruth K. Newberry	Associate Professor, Animal Sciences and VCAAP
James K. Pru	Assistant Professor, Animal Sciences
Buel D. Rodgers	Associate Professor, Animal Sciences
Raymond W. Wright, Jr.	Professor, Animal Sciences

- B. The Chair of the AS Department is responsible for submitting an updated list of active and inactive AS Graduate Faculty participants to the Dean of the Graduate School annually, each fall, for approval.