

School of Music Program Bylaws
Washington State University
Administrative Home: College of Liberal Arts
Last Revised by Faculty: September 22, 2009
Faculty Senate Approval Date:

I. Objectives

A. Degrees offered: Master of Arts in Music

B. Discipline: The field of music has generally accepted divisions among which WSU offers theory, history, performance, composition and music education. While these divisions may be further divided, the applicable subdivisions at WSU are instrumental and vocal performance, conducting, and jazz studies. WSU offers courses in undergraduate degree options that cover other divisions of the field of music: eg. music business and recording. Occasionally graduate students in music at WSU take courses in these areas.

C. Mission of the Program: The School of Music prepares students for careers in music with (graduate) degrees in music education, performance, and composition. It promotes a life-long passion for music in its students by developing their scholarly, intellectual, creative, and technical abilities. Essential to fulfilling this mission is our understanding that each facet of the study of music culminates in the performance and creation of music. The faculty's teaching and scholarship, including performance, creative work, professional activity and research, provide significant contributions to the field of music that are recognized internationally, nationally, regionally and in the local community. Within the broad range of musical styles, the School of Music continuously develops its strengths in classical music and jazz and explores the rich diversity of music reflective of our contemporary world.

II. Membership

A. Graduate Faculty for the School of Music 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

The Master of Arts degree in Music is 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 are not approved nor authorized by the HECB to directly advertise and offer the degree.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in the School of Music is independent and separate from academic department, school, or college affiliations.
- b. All active members of the School of Music Graduate Faculty on at least a 50% appointment are eligible to vote on program issues.
- c. The participation of emeriti faculty will be determined by the Graduate Program Director on a case by case basis.

3. Disciplinary Expertise

Graduate Faculty for the School of Music are expected to have a DMA, PhD or equivalent doctoral-level degree in a field related to music. Faculty with a master's degree in music will be considered on an individual basis. In addition, they must have demonstrated disciplinary expertise in a field related to music, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to School of Music

School of Music Graduate Faculty must be actively involved in research and graduate level teaching in music as evidenced by recent external grant or contract support, related peer-reviewed research and creative activity within the last 5 years, graduate student mentoring within the last 5 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. They may be active School of Music Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research and creative activity. When serving as co-chairs of a student committee they must work with a tenured or tenure-track faculty member who is also an active member of the School of Music Graduate Faculty.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within the School of Music if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active School of Music Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research and creative activity. They may not serve as student committee chair or co-chair; Program Director; or as a School of Music Program committee member.

6. External Individual Committee Members

a. Individual Committee Members Internal to WSU: Individuals not officially participating as Graduate Faculty within the Music Program (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 and their committee appointment is approved by the Program Director of the Music Program.

b. External Individual Committee Members: Individuals not officially participating as Graduate Faculty within any program at WSU (for example, a faculty member from another university or external entity) may be approved to serve as a 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 Music Program Director. With approval of the Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within the School of Music are listed in Section XI of this document and have been approved by the current School of Music faculty, School of Music Program Director, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within the School of Music should be nominated by a current School of Music Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Program Director will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of faculty who respond to the vote.

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. Evidence of an active, funded research program that can plausibly be relied upon as the source of continuing support of a School of Music graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the School of Music graduate program. This may include serving on graduate program administrative committees; serving as a committee member or chair; or providing graduate level instruction.
 - c. History of significant visibility of peer-reviewed research and creative activity.

C. Continuation of Active Membership

1. Graduate Faculty appointments to the School of Music will be reviewed for continuation of active membership by the Program Director every 3 years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research and creative activity, and teaching. Contributions to the School of Music graduate program shall be a requirement for continued active membership. Contribution may take the form of:
 - a. Committee chair, co-chair or member for graduate students in the School of Music
 - b. Teaching or co-teaching a graduate course in music
 - c. Supervising research and/or creative activity for graduate students in music
 - d. Serving in the administrative and committee structure of the School of Music
2. Faculty who do not make any of the contributions as stated in C.1 above to the music 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

Upon request of an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research and creative activity, and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.

E. **Membership Appeal Process**

Faculty appeal of any membership decision in the School of Music must be made in writing to the Director of the School of Music within 30 calendar days of the decision. The appeal is determined by a majority vote of all School of Music 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 School of Music Graduate Faculty vote.

III. Administration

The Director of the School of Music is also the Graduate Program Director. Administration of the program and its activities is vested in the Director of the School of Music with assistance from the Graduate Program Coordinator, a faculty member chosen by the director. The Departmental Program Coordinator, a staff member, provides administrative support but is a non-voting member.

IV. Graduate Program Director

Duties of the Director of the School of Music

1. Provide overall academic leadership for the School of Music graduate program.
2. Develop and implement policies for the School of Music graduate program.
3. Represent the interests of the School of Music graduate program to the campus and University administrators.
4. Call and preside at meetings of the Graduate Faculty of the School of Music.
5. Be responsible for coordinating all School of Music administrative matters within the Graduate School.
6. Manage the budgets of the School of Music graduate program.
7. Submit course or curriculum change or approval forms.
8. Submit bylaws change or approval forms.
9. Be responsible for the accuracy of all publications related to the School of Music graduate program including web pages and catalog copy.
10. Coordinate School of Music graduate course teaching assignments with relevant department chairs.
11. Supervise the activities of the School of Music Graduate Coordinator as they relate to the program.

V. Graduate Program Coordinator

The Graduate Program Coordinator advises the Director in administering the School of Music Graduate Program and performs duties delegated by the Director. Areas in which the coordinator shall assist and advise the Director include:

1. Review, develop and update long-range goals for the School of Music Graduate Program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.
2. Serve as a sounding board for new ideas, changes as well as other academic or administrative issues.
3. Provide guidance on administration of the program.
4. Assist with the graduate program assessment process.
5. Work to develop and maintain recruiting materials as required.
6. Coordinate all recruitment efforts with the Graduate Faculty.
7. Review all student applications in conjunction with the Director; after consultation with appropriate Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
8. Make recommendations to the Director regarding graduate teaching assistantship offers which will then be taken to the Graduate Faculty for discussion and balloting.
9. Regular (at least annual) review of the graduate curriculum.
10. Make recommendations to Graduate Faculty regarding curricular revisions. Such recommendations are forwarded to the Director of the School of Music to be presented to the Graduate Faculty for approval by majority vote.
11. Prepare drafts of course or curricular change forms for revision and submission by the Director.
12. Provide guidance to graduate students on program of study, committee selection, and other issues related to their success within the School of Music Graduate Program.
13. Assure that all students in the program receive timely written annual reviews.
14. Coordinate the graduate assessment documentation and activities.

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. 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.

- B. The graduate committee of each student shall have a minimum of three members, chosen from the WSU School of Music Graduate Faculty as listed in Section XI. At least one of the members must be tenured within the WSU School of Music. A second member must be a tenured or tenure track graduate faculty member. The third member may be a non-tenure track graduate faculty member.
- C. All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.
- D. An additional (fourth) committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. This might be a faculty from another graduate program at WSU or from another university, or an individual from an appropriate government, business or industry organization, who is not designated as an official graduate faculty of a program; such an individual may be nominated and approved to serve on a graduate student committee on a case-by-case basis by the program upon written request by the program chair to the Dean of the Graduate School. A current curriculum vita must be included with the written request.
- E. The chair of the committee must be a tenured or tenure-track graduate faculty member within the WSU School of Music. If they have not previously chaired a graduate committee, a co-chair must be chosen from the tenured or tenure-track graduate faculty list who has served before as a chair.
- F. Non-tenure track WSU School of Music graduate faculty members (research, clinical, adjunct or affiliate faculty) may serve as co-chairs on graduate committees with a qualified chair as outlined above. Eligibility will be determined by the School of Music Graduate Program Director.
- G. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually by the School of Music Graduate Faculty.

VII. Student Representatives

At the discretion of the School of Music Program Director and Faculty, student representation may be added or deleted from any committee structure. However, 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.

VIII. Graduate Faculty Meetings

- A. The School of Music Program Director or designee shall call Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda in advance.
- B. A special meeting of Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.
- C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- D. Faculty not present on the Pullman campus at the time of a general Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. For all general graduate faculty votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- B. For programmatic committees, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. Unless otherwise indicated, a simple majority of ballots cast are required to pass a motion.
- D. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Program Director will decide the outcome of the vote. For tie votes that occur within programmatic committees, the committee chair will decide the outcome of the vote.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Graduate Program Coordinator and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible School of Music Graduate Faculty member. Proposed amendments must be forwarded to the School of Music Graduate Program Coordinator and Director. After discussion, amendments shall be forwarded to the 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 School of Music Graduate Program Bylaws require a positive vote from the majority of all active and eligible-to-vote Graduate Faculty.

- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

The Director of the School of Music Graduate Program is responsible for submitting an updated list of active and inactive Graduate Faculty participants to the Dean of the Graduate School for approval annually. Eligibility for participation as committee members, chairs or co-chairs is defined in Section VI.

Tenured or Tenure Track Faculty – May serve as committee chairs, co-chairs or members

Dr. Gerald Berthiaume, Professor; Director of the School of Music
Dr. Meredith Arksey, Associate Professor
Dr. Ruth Boden, Assistant Professor
Dr. Ryan Hare, Associate Professor
David Jarvis, Professor
Dr. Erich Lear, Professor
Dr. Keri McCarthy, Assistant Professor
Dr. Jeffrey Savage, Assistant Professor
Dr. David Turnbull, Associate Professor
Dr. Julie Anne Wieck, Associate Professor
Dr. Lori Wiest, Associate Professor
Dr. Gregory Yasinitsky, Regents Professor

Non-Tenure Track (Clinical or Adjunct) Faculty – May serve as co-chairs or members

Dr. Sheila Converse, Clinical Assistant Professor
Don Hower, Clinical Assistant Professor
Dr. Timothy Robblee, Instructor
Dr. Karen Savage, Clinical Assistant Professor
Dr. Shannon Scott, Instructor
Ann Yasinitsky, Clinical Assistant Professor

Non-Tenure Track (Clinical or Adjunct) Faculty – May serve as members

Dave Hagelganz, Instructor

Kathleen Hollingsworth, Instructor

Heidi Jarvis, Instructor

Richard Kriehn, Instructor

Michelle Mielke, Instructor

Dr. William Payne, Library Specialist

Dr. Jill Schneider, Instructor

Dave Snider, Instructor

Aleks Sternfeld-Dunn, Instructor