

Program Bylaws Review Template Draft

Program Bylaws Reviewed:		Contact:	
Faculty Reviewer:		Review Date:	

Reviewer Comments

Checklist for Inclusion of:

Name of program for which the bylaws are being proposed	_____ Yes	_____ No	_____ Not
Clear			
Name of administrative home of program	_____ Yes	_____ No	_____ Not
Clear			
Date that the bylaws were last revised by faculty	_____ Yes	_____ No	_____ Not
Clear			
Date that the Faculty Senate approved the bylaws	_____ Yes	_____ No	_____ Not
Clear			

Bylaws Components and Clarity

Bylaw Components	Elements	Evident/Clearly Described: EC Evident/Somewhat Clear: ES Not Clearly Described: NC Not Evident: NE
I. Objectives	Degrees Offered Discipline Mission of Program	
II. Membership	Graduate Faculty Description -WSU campus participation -Graduate faculty participation -Disciplinary expertise -Active Research Appropriate to Program -Non-Tenure Track Graduate Faculty Internal/External -External Individual Committee Members Internal/External	
	Application for Membership -Initial graduate faculty -Process for candidate participation -Mentoring/Active Active in funded research Expectations for administration, teaching, other functions of program Publication expectations	
	Continuation of Active Membership -Review and evaluation of active membership Committee chair, co-chair	

	Teaching graduate courses Supervising research Serving in administration/structural functions of program -Description of non-active and process	
	Discontinuation of Membership	
	Membership Appeal Process	
III. Administration	Administration of Program and Its Activities	
IV. Graduate Program Coordinator/Director	Process for Graduate Program Nomination, Voting, and Final Approval of Coordinator/Director	
	Terms of Service and Final Approval	
	Removal from Position	
	Duties of Coordinator	
V. Committees	Faculty Committees - How faculty committees assist and advise the Program Coordinator/Director - Other committees	
VI. Graduate Student Committees	Initial Selection Process	
	Graduate Committee: Required Members -Doctoral -Master's -Annual review of students	
VII. Student Representatives	Description of Student Representative Involvement	
VIII. Graduate Faculty Meetings	Calling Meetings, Frequency of Program Meetings, Agenda for Meetings	
	Other Meetings	
	Special Meeting Criteria	
	Notice of Meetings	
	Campus Faculty Participation in Meetings	
IX. Quorum	Quorum Number	
	Programmatic Committees Quorum Number	
	Number Required to Pass a Motion	
	Tie Vote Process	
X. Amendments to Program Bylaws	Frequency of and Involvement in Bylaws Review	

	Process of and Votes for Amendments (e.g., timelines for, communication lines)	
	Submission of Amended Bylaws to Graduate Studies Committee and Faculty Senate	
XI. List of Initial Graduate Faculty Participants	List of Initial Program Faculty Participants	
	Submission Process for Updated List of Active and Inactive Program Faculty Participants to the Dean of the Graduate School Annually	