

Cultural Studies and Social Thought in Education Program Bylaws
Department of Teaching and Learning, College of Education
Washington State University

Last Revised by Faculty May 2013

Faculty Senate Approval Date: GSC Approved on 2.17.2015

I. Objectives

- A. Degrees offered: Ph.D.
- B. Discipline: Cultural Studies and Social Thought in Education (CSSTE) addresses issues of culture and power as they play out in contemporary and historical contexts of education and schooling.
- C. Mission of the Program Specialization: To develop scholars and practitioners who will stimulate positive change in schools and the communities that schools serve.

II. Membership

- A. Graduate Faculty within the CSSTE 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 doctor of philosophy degree specialization in Cultural Studies and Social Thought in Education (CSSTE) is offered through the Pullman campus of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver, Spokane, and Tri-Cities support this program but are not approved nor authorized by the HECB to directly advertise and offer the degree as individual campuses.
 - b. For the doctoral specialization, approved tenured and tenure track Cultural Studies and Social Thought in Education Graduate Faculty at all regional campuses may participate equally in the Cultural Studies and Social Thought in Education program 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; and supervise research.

2. Graduate Faculty Participation
 - a. Graduate Faculty participation in Cultural Studies and Social Thought in Education is independent and separate from academic department, school, or college affiliations.
 - b. All active members of the Graduate Faculty of Cultural Studies and Social Thought in Education are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within Cultural Studies and Social Thought in Education are expected to have a PhD or equivalent doctoral-level degree in a field related to Cultural Studies in Education. In addition, they must have demonstrated disciplinary expertise in a field related to Cultural Studies, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.

4. Active Research Appropriate to CSSTE

Cultural Studies and Social Thought in Education Graduate Faculty must be actively involved in research and graduate level teaching related to Cultural Studies in Education as evidenced must be actively involved in research and graduate level teaching related to Cultural Studies in Education as evidenced by recent external grant or contract support, related peer-reviewed publications 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. These non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Cultural Studies and Social Thought in Education Graduate Faculty and entitled to act as co-chair or member of doctoral graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a Ph.D. student committee, they must work with a tenured or tenure-track faculty member who is also an active member of the Cultural Studies and Social Thought in Education Graduate Faculty.
 - b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Cultural Studies and Social Thought in Education if they are first officially approved as adjunct faculty for

WSU. Adjunct faculty who are approved as active Cultural Studies and Social Thought in Education Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may not serve as student committee chair or co-chair; Program Coordinator; or as a Cultural Studies and Social Thought in Education Program committee member.

6. External Individual Committee Members

a. Individual Committee Member Internal to WSU

Individuals not officially participating as Graduate Faculty within CSSTE (for example, a faculty member from another WSU department or program) may serve on graduate committees for CSSTE students 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 Graduate Program Coordinator of CSSTE.

b. Individual Committee Member External to WSU

Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) 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 vita of the desired committee member to the CSSTE Graduate Program Coordinator. With approval of the Program Coordinator, 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 Cultural Studies and Social Thought in Education are listed in Section XI of this document and have been approved by the Cultural Studies and Social Thought in Education existing faculty, Cultural Studies and Social Thought in Education Program Coordinator, Teaching and Learning Department Chair, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Cultural Studies and Social Thought in Education should be nominated by an existing Cultural Studies and Social Thought in Education Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and a curriculum vitae for the nominee. The Program Coordinator 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 two or more of the following:
 - a. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Cultural Studies and Social Thought in Education graduate program. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
 - b. History of publication of peer-reviewed manuscripts in a discipline related to Cultural Studies and Social Thought in Education

C. Continuation of Active Membership

1. Graduate Faculty appointments to Cultural Studies and Social Thought in Education will be reviewed for continuation of active membership by the program Coordinator 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 Cultural Studies and Social Thought in Education 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 CSSTE
 - b. Teaching or co-teaching a graduate course in CSSTE
 - c. Supervising research for graduate students in CSSTE
 - d. Serving in the administrative and committee structure of CSSTE
 - e. Peer-reviewed publication or grant procurement related to the CSSTE program.
2. Faculty who do not make any of the contributions as stated in C.1 above to the Cultural Studies and Social Thought in Education 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 by an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research 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 Cultural Studies and Social Thought in Education must be made in writing to the Coordinator of CSSTE within 30 calendar days of the decision. The appeal is determined by a majority vote of all CSSTE Graduate Faculty (see Section IX for definition of quorum). Final written appeal may be made to the Teaching and Learning Department Chair and the Dean of the Graduate School within 30 calendar days of the CSSTE Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Coordinator with advice from the active CSSTE Graduate Faculty.

IV. Graduate Program Coordinator

- A. The Coordinator of Cultural Studies and Social Thought in Education will be accepted by majority vote of the active CSSTE Graduate Faculty. Final approval of the Program Coordinator resides with the Teaching and Learning Department Chair and Dean of the College of Education.
- B. The Coordinator shall serve a term of 2 years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the Teaching and Learning Department Chair and Dean of the College of Education as described in IV.A above.
- C. The Coordinator may be removed from office by a majority vote of all active CSSTE Graduate Faculty and with the approval of the Teaching and Learning Department Chair and College of Education Dean as described in IV.A above.
- D. Duties of the Coordinator
 1. Provide overall academic leadership for CSSTE.
 2. Develop and implement policies for CSSTE.
 3. Represent the interests of CSSTE to the campus and University administrators.
 4. Call and preside at meetings of the Graduate Faculty of CSSTE.
 5. Be responsible for coordinating all CSSTE administrative matters within the Graduate School.
 6. Submit course or curriculum change or approval forms.
 7. Submit bylaws change or approval forms.
 8. Be responsible for the accuracy of all publications related to CSSTE including student handbooks, recruitment materials, web pages and catalog copy.
 9. Coordinate CSSTE graduate course teaching assignments with the department chair.
 10. Communicate program changes/updates/ etc., with the Graduate Office Academic Coordinators.

V. Committees

A. Faculty Committee

1. All CSSTE Graduate Faculty comprise the Faculty Committee which shall assist and advise the Coordinator in the following ways:
 - a. Review, develop and update long-range goals for CSSTE and plans for their attainment.
 - b. Provide guidance on administration of the Program.
 - c. Provide guidance on the academic curriculum of the Program.
 - d. Nominate members for service on other committees.
 - e. Assist with CSSTE program assessment processes.
 - f. Develop an annual recruitment plan, set goals, implement and assess the plan.
 - g. Review all student applications and in conjunction with the Coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - h. Make recommendations to the Coordinator regarding the financial support of graduate students for their first year.

2. Other Committees

Other ad hoc committees may be appointed by the Faculty Committee and Program Coordinator as needed. Addition of new, or changes to the existing, standing committees 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. No change in the graduate student's committee may occur without consultation first between 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 for the Ph.D. A majority of committee members shall be both active CSSTE Graduate Faculty members and WSU tenured or tenure-track status.
- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VII. Student Representatives

At the discretion of the CSSTE Program Coordinator and 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.

VIII. Graduate Faculty Meetings

- A. The CSSTE Program Coordinator shall call CSSTE Graduate Faculty meetings as needed but at least once per academic semester. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Coordinator.
- C. A special meeting of CSSTE Graduate Faculty may be called by petition of 3 or more Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General CSSTE 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 CSSTE Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the majority of **active** CSSTE Graduate Faculty.
- B. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- C. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Coordinator 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 Faculty Committee and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible CSSTE Graduate Faculty member. Proposed amendments must be forwarded to the CSSTE Program Coordinator and shall be forwarded to the CSSTE 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 CSSTE Bylaws require a positive vote from the majority of all active CSSTE 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 Coordinator of the CSSTE Graduate Program is responsible for submitting an updated list of active and inactive CSSTE Graduate Faculty participants to the Dean of the Graduate School for approval annually.

Active CSSTE Graduate Program Faculty_(2014)

Pamela Bettis (Program Coordinator)

Paula Groves Price

A.G. Rud

John Lupinacci

Jane Kelley

Francene Watson

Brenda Barrio