**Biological and Agricultural Engineering Graduate Program Bylaws**

**Washington State University**

**Administrative Home: Department of Biological Systems Engineering**

**Last Revised –** August 2014

# Faculty Senate Approval Date: \_\_\_\_\_\_\_\_\_\_

1. **Objectives**
2. Degrees offered: The Department of Biological Systems Engineering offers M.S. and Ph.D. degreesin Biological and Agricultural Engineering.
3. Department mission: The mission of the Department of Biological Systems Engineering (BSE) is to deliver high-quality engineering research, teaching, and outreach programs to support the state, national, and global bio-economy, with emphasis on applications in the agricultural, food, energy, natural resource, and environmental sectors.
4. The educational objective of the Biological and Agricultural Engineering (BAE) Graduate Program is to prepare our students for professional careers in government, academia, private sector or combination of these three. Given the international composition of our graduate student body, we also expect that our students will be taking positions worldwide.
5. **Membership**
6. Graduate Faculty within the BAE 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.
7. WSU Campus Participation
8. The doctoral and master degrees in BAE are offered through the Pullman campus of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State or by the current program approval process. BSE tenured and tenure-track faculty at all regional campuses, agricultural research and extension centers, and other affiliated university sites are members of the BAE program with full program rights and responsibilities. Only approved WSU affiliate faculty are members of the BAE program. Other tenured or tenure-track faculty from other WSU departments can participate in graduate student committees but are not members of the BAE program.
9. Graduate Faculty Participation
	1. Graduate Faculty participation in BAE is independent and separate from academic department, school, or college affiliations.
	2. Only BSE tenured and tenure-track faculty members of the Graduate Faculty of BAE are eligible to vote on program issues.
10. Disciplinary Expertise

Graduate Faculty within BAE are expected to have a PhD or equivalent doctoral-level degree in a field related to BAE.

1. Non-Tenure Track Graduate Faculty
	1. Internal to WSU

Non- tenure track research faculty internal to WSU include research and clinical faculty. This category of Graduate Faculty also includes USDA-ARS researchers. These faculty may be active BAE Graduate Faculty if approved by the BSE faculty, and are entitled to act as co-chair or member of graduate student committees and supervise research.

* 1. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within BAE if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active BAE 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.

1. Individual Committee Members
	1. ***Individual Committee Member Internal to WSU***: Individuals not officially participating as Graduate Faculty within BAE (for example, a faculty member from another WSU department or program) may serve on graduate student 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 BSE Chair, who acts as Graduate Program Director of BAE.
	2. ***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 member of another 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 current curriculum vitae of the desired committee member to the BAE 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 BAE are listed in Section XI of this document and have been approved by the BAE existing faculty, BAE Program Director, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within BAE should be nominated by an existing BAE 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 BSE 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:
	1. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of a BAE graduate student.
	2. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the BAE 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.
	3. History of publication of peer-reviewed manuscripts in a discipline related to BAE

C. Continuation of Active Membership

1. Graduate Faculty appointments to BAE will be reviewed for continuation of active membership by the Program Director. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the BAE program shall be a requirement for continued active membership. Contribution may take the form of:
	1. Committee chair, co-chair or member for graduate student committees in BAE
	2. Teaching or co-teaching a graduate course in BAE
	3. Supervising research for graduate students in BAE
	4. Serving in the administrative and committee structure of BAE
2. Faculty who do not make any of the contributions as stated in C.1 above to the BAE program for three consecutive years may be designed as inactive Graduate Faculty. 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 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 BAE must be made in writing to the Graduate Program Director of BAE within 30 calendar days of the decision. The appeal is determined by a majority vote of all BSE 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 BSE Graduate Faculty vote.

## **Administration**

Administration of the program and its activities is vested in the BSE Chair, who acts as Program Director, with advice from the BAE Graduate Program Steering Committee.

## **Steering Committee**

* 1. Coordinates and advises the BSE Chair in administering BAE. The Chair shall record and distribute minutes of each meeting to the faculty.
	2. The Steering Committee shall be composed of the BSE Chair and a representative of each of four BSE research emphasis areas.
	3. Areas in which the Steering Committee shall assist and advise the BSE Chair include:
		1. Review, develop and update long-range goals for BAE and plans for their attainment.
		2. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
		3. Provide guidance on administration of the Program.
		4. Assist with BAE program assessment process.

## **Graduate Student Committees**

* 1. The initial selection, or subsequent changes, of a graduate student’s committee shall be determined by the student’s advisor with student’s input. 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.
	2. The graduate student committees in Ph.D. and M.S. degree programs in BAE will have a minimum of three committee members; a minimum of two members will be tenured/tenure-track faculty in BSE, and other members may be tenured/tenure-track WSU faculty members in another department. Approved professionals not officially participating as Graduate Faculty within any graduate program at WSU can participate as committee members in addition to the minimum three committee members defined above.
	3. Tenured and tenure-track BSE faculty and BAE Graduate Affiliate Faculty can serve as chair or co-chair of student committees. BAE Graduate Adjunct Faculty and non-tenure-track BSE research faculty may serve as co-chairs.
	4. As specified in the Graduate School’s Policies and Procedures, the performance of each graduate student shall be reviewed annually.

## **Student Representatives**

At the discretion of the BSE Chair, student representation may be added or deleted from any committee structure.

## **Quorum**

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

## **Amendments to Program Bylaws**

* 1. The Program Bylaws document shall be reviewed every fifth year by the Steering committee and annually by the BSE Chair.
	2. Amendments to the Bylaws may originate from any eligible BAE Graduate Faculty member. Proposed amendments must be forwarded to the BAE Steering Committee and Chair.
	3. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

## **List of Initial Graduate Faculty Participants**

* 1. List of initial BAE Graduate Faculty:

**BSE Faculty**

**Tenured:**

Birgitte Ahring, Ph.D.

Gustavo Barbosa-Canovas, Ph.D.

Shulin Chen, Ph.D.

Manuel Garcia-Perez, Ph.D.

Gerrit Hoogenboom, Ph.D.

Pius Ndegwa, Ph.D.

R. Troy Peters, Ph.D.

Shyam Sablani, Ph.D.

Claudio Stöckle, Ph.D.

Juming Tang, Ph.D.

Joan Wu, Ph.D.

Qin Zhang, Ph.D.

**Tenure-track:**

Craig Frear, Ph.D.

Manoj Karkee, Ph.D.

Lav Khot, Ph.D.

Hanwu Lei, Ph.D.

Sindhuja Sankaran, Ph.D.

Bin Yang, Ph.D.

**Non-tenure:**

Melba Salazar-Gutierrez, Ph.D.

Usama Zaher, Ph.D.

Affiliate Faculty

Markus Flury, Ph.D.

Girish Ganjyal, Ph.D.

Su Ha, Ph.D.

Donald McCool, Ph.D.

Barbara Rasco, Ph.D., JD

Vikram Yadama, Ph.D.

Adjunct Faculty

James Amonette, Ph.D.

Erin Brooks, Ph.D.

William Elliott, Ph.D.

Peter Robichaud, Ph.D.

Melvin Tucker, Ph.D.

Jeffrey Ullman, Ph.D.

* 1. The BSE Chair is responsible for submitting an updated list of active and inactive BAE Graduate Faculty participants to the Dean of the Graduate School for approval annually.