

Bylaws Review Check-List

Program Name: Speech and Hearing Science

Degrees: MA

Faculty Review: not listed

All recommended components present: YES

Membership:

Spokane is main site. **Does not specify supporting campuses. How is Pullman campus involved? All faculty (including adjunct) participate equally and have voting rights according to this section, but EWU faculty cannot vote.**

Approved tenured and tenure-track faculty at all sites may chair or serve on student committees; supervise research; teach courses; and serve on program committees. They are only ones approved to act as Grad program Coordinator.

Non-tenure track faculty internal to WSU: Research, clinical, and affiliate faculty may chair, co-chair, or serve on committees; teach courses; supervise research; serve on program committees; and vote. They may not serve as Grad program Coordinator. **Non-tenure track faculty who are not members of the Dept. of Speech and Hearing Science may not serve on program committees or vote on program issues.**

Non-tenure track faculty external to WSU: Must be adjunct. May chair or co-chair, teach courses, and supervise research. Faculty from EWU may serve on program committees but may not serve as Grad program Coordinator nor vote on grad program issues.

Internal individual committee members: **Not clearly addressed.**

External individual committee members: Individuals external to WSU (e.g. from another university) may be approved to serve as a committee member on a case-by-case basis. Approval through Department Chair and Dean of Graduate School.

Application for Membership:

Nominated by an existing Graduate Faculty member or may self-nominate. Application materials circulated. **Acceptance requires a majority vote of current Graduate Faculty who are members of the Dept. of Speech and Hearing Sciences.**

Continuation of Membership:

Reviewed every 3 years by the Department Chair. Become inactive if fail to meet criteria.

Governance: Administered by Chair of Department of Speech and Hearing Sciences with advice from the Grad program Coordinator. **Grad Program Coordinator is nominated by Chair and accepted by majority vote of grad faculty who are department members.** Serves a 4 year term. Program

Committee members are self-nominated and approved by department chair. Serve 3 year terms.

Admissions Committee restricted to department members. Quorum is defined by majority of

Graduate Faculty who are members of the department. Bylaws reviewed by department faculty.

Amendments proposed and voted on by department faculty.

Speech and Hearing Sciences Graduate Program Bylaws
Washington State University
Administrative Home: Department of Speech and Hearing Sciences
Last Revised – by Faculty _____
Faculty Senate Approval Date: _____

I. Objectives

- A. Degrees offered: M.A.
- B. Discipline: Speech and Hearing Sciences is a general reference to the fields of speech-language pathology, audiology, and communication sciences and disorders.
- C. Mission of the Program: The graduate program provides students with a thorough understanding of disorders of hearing, speech, voice, and language across the lifespan and across diverse clinical populations. By applying science and research to clinical practice, graduate students develop proficiency in reasoning and problem solving relative to clinical principles and procedures in diagnosis and treatment. The academic teaching and learning culture is student-centered, research-based, and writing intensive. The graduate professional education program prepares students to meet the requirements for the American Speech-Language-Hearing Association’s Certificate of Clinical Competence in Speech-Language Pathology and state licensure.

II. Membership

- A. Graduate Faculty within the Speech and Hearing 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 X of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.

1. WSU Campus Participation

- a. The Master of Arts degree in Speech and Hearing Sciences is offered through the Spokane campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State.
- b. Approved tenured, tenure track, non-tenure track, and adjunct graduate faculty members of the Department of Speech and Hearing Sciences at all regional campuses may participate equally in the Speech and Hearing Sciences Graduate 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; supervise research; act as Graduate Program Coordinator or committee member; and vote on graduate program issues.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in the Speech and Hearing Sciences Graduate Program is independent and separate from academic department, school, or college affiliations.

3. Disciplinary Expertise

Graduate Faculty within Speech and Hearing Sciences are expected to have a PhD in speech and hearing sciences, an equivalent doctoral-level degree in a field related to speech and hearing sciences, or the terminal master's degree in speech-language pathology or the clinical doctorate in audiology or master's degree in audiology, if the latter was granted prior to 2007. In addition, they must have demonstrated disciplinary expertise in a field related to speech and hearing sciences, interest and experience in mentoring and teaching graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to Speech and Hearing Sciences

Speech and Hearing Sciences Graduate Faculty must be actively involved in research and graduate level teaching related to speech and hearing sciences as evidenced by peer-reviewed publications or presentations at national scientific and professional meetings, or external grant or contract support, or graduate student mentoring, or teaching of relevant graduate level courses, or other relevant professional accomplishments within the last 5 years.

5. Non-Tenure Track Graduate Faculty

- a. Internal to WSU

Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. Non-tenure track graduate faculty members of the Department of Speech and Hearing Sciences may function in many of the same roles as WSU tenured and tenure-track faculty. These faculty are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; supervise research; serve on Graduate Program committees, and vote on graduate program issues. They may not act as Graduate Program Coordinator. Non-tenure track graduate faculty members who are not members of the Department of Speech and Hearing Sciences may act as chair, co-chair, or member of graduate student committees; teach graduate courses; and supervise research. They may not serve on Graduate Program committees nor act as Graduate Program Coordinator.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Speech and Hearing Sciences if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active Speech and Hearing Sciences Graduate Faculty are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; and supervise research. In addition to these privileges, faculty members of the Department of Communication Disorders at Eastern Washington University with whom we cooperate in offering our master's graduate program in Spokane (i.e., the University Programs in Communication Disorders or UPCD) and who are approved as adjunct faculty for WSU may serve on Speech and Hearing Sciences Graduate Program committees. They may not serve as Graduate Program Coordinator nor vote on graduate program issues.

6. External Individual Committee Members

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 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 Speech and Hearing Sciences Department Chair. With approval of the Speech and Hearing Sciences Department Chair, the nomination (with accompanying CV or other documentation of expertise) is then forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Speech and Hearing Sciences Graduate Faculty are listed in Section X of this document and have been approved by the Speech and Hearing Sciences existing faculty, Speech and Hearing Sciences Department Chair, and Dean of the Graduate School.
2. Candidates for Speech and Hearing Sciences Graduate Faculty participation should be nominated by an existing Speech and Hearing Sciences Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and a curriculum vita for the nominee. The Department Chair will circulate application materials to all active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences 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. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Speech and Hearing Sciences graduate program. This may include serving on graduate program administrative committees; serving as a thesis committee member or chair; or providing graduate level instruction.
 - b. History of publication of peer-reviewed manuscripts, presentations at national scientific and professional meetings, or external grant or contract support in speech and hearing sciences or a related discipline.

C. Continuation of Active Membership

1. Graduate Faculty appointments to Speech and Hearing Sciences will be reviewed for continuation of active membership by the Department Chair every 3 years. Graduate Faculty will be evaluated for contributions to research and graduate education. Contributions to the Speech and Hearing Sciences Graduate Program shall be a requirement for continued active membership. Contribution may take the form of:
 - a. Committee chair or member for graduate students in Speech and Hearing Sciences
 - b. Teaching or co-teaching a graduate course in Speech and Hearing Sciences
 - c. Supervising research for graduate students in Speech and Hearing Sciences
 - d. Serving in the administrative and committee structure of Speech and Hearing Sciences
2. Faculty who do not make any of the contributions as stated in C.1 above to the Speech and Hearing 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

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, that individual may reapply for Graduate Faculty participation at any time.

E. Membership Appeal Process

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

III. Administration

Administration of the Speech and Hearing Sciences Graduate Program and its activities is vested in the ~~Department~~ Chair of the Department of Speech and Hearing Sciences with advice from the Graduate Program Coordinator.

IV. Graduate Program Coordinator

- A. The Graduate Program Coordinator of Speech and Hearing Sciences will be nominated by the Department Chair and accepted by majority vote of the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences. Final approval of the Graduate Program Coordinator resides with the Speech and Hearing Sciences Department Chair.
- B. The Graduate Program Coordinator shall serve a term of 4 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 Department Chair as described in IV.A above.
- C. The Graduate Program Coordinator may be removed from office by a majority vote of all active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences and with the approval of the Department Chair as described in IV.A above.
- D. Duties of the Graduate Program Coordinator
 - 1. In collaboration with the Department Chair, represent the Speech and Hearing Sciences graduate program to the WSU Spokane campus and the community on operational and functional issues and future needs.
 - 2. In consultation with the Department Chair, develop and implement policies for the Speech and Hearing Sciences Graduate Program.
 - 3. Coordinate recruitment of Speech and Hearing Sciences graduate students.
 - 4. Chair the Admissions Committee responsible for processing of applications for admission to the Speech and Hearing Sciences Graduate Program.
 - 5. Coordinate Speech and Hearing Sciences new graduate student orientation and advising.
 - 6. Assist the Department Chair in compiling materials for the Council on Academic Accreditation (CAA) accreditation, site visits, and annual reports, etc.

7. Mediate Speech and Hearing Sciences student grievances in consultation with the Department Chair, student's advisor, and course instructor (if grievance is related to a specific course).
8. In consultation with the Department Chair, review program extension and reinstatement requests.
9. Serve as program representative to the Council of Academic Programs in Communication Sciences and Disorders.
10. Be responsible for the accuracy of all publications related to the Speech and Hearing Sciences Graduate Program including web pages and catalog copy.

V. Committees

A. Program Committee

Coordinates all activities related to review and revision of the Speech and Hearing Sciences graduate curriculum.

1. The Program Committee consists of 4 to 6 active members of the Speech and Hearing Sciences Graduate Faculty self-nominated and approved by the Department Chair.
2. Members of the Program Committee shall serve 3 year terms.
3. The Chair of the Program Committee shall be nominated by the committee members and appointed by the Speech and Hearing Sciences Department Chair.
4. Duties of the Program Committee include:
 - a. Regular (at least annual) review of the Speech and Hearing Sciences curriculum.
 - b. Make recommendations to Speech and Hearing Sciences Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the Speech and Hearing Sciences Department Chair to be presented to the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences for approval by majority vote.

B. Admissions Committee

Coordinates all activities related to graduate admissions in the Department of Speech and Hearing Sciences.

1. The Admissions Committee consists of 3-4 active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences self-nominated and approved by the Department Chair.
2. Members of the Admissions Committee shall serve 3 year terms.
3. The Graduate Program Coordinator chairs the Admissions Committee.
4. Duties of the Admissions Committee include:
 - a. Review of all student applications, ranking applications, and recommending admissions to the tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members

of the Department of Speech and Hearing Sciences and the Department Chair.

C. Other Committees

Other ad hoc committees may be appointed by the Department Chair as needed. Addition of new or changes to 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. 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 master's student shall have a minimum of three members. A minimum of three committee members shall be active Speech and Hearing 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 Chair of the Department of Speech and Hearing Sciences with input from the Speech and Hearing Sciences Graduate Faculty.

VII. Graduate Faculty Meetings

A. The Speech and Hearing Sciences Department Chair shall call Speech and Hearing Sciences 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. Other meetings may be called at the discretion of the Graduate Program Coordinator.

C. A special meeting of Speech and Hearing Sciences Graduate Faculty may be called by petition of 3 or more active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences .

D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. Speech and Hearing Sciences Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.

E. Faculty not present on the Spokane campus at the time of a Speech and Hearing Sciences Graduate Faculty meeting may participate by telephone conference call or other electronic means.

VIII. Quorum

For all general Graduate Faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences.

For committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.

Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.

In the event of a tie vote in which either the entire active Graduate Faculty is eligible to vote or the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences are eligible to vote, the Chair of the Department of Speech and Hearing Sciences will decide the outcome of the vote.

IX. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences and annually by the Department Chair.
- B. Amendments to the Bylaws may originate from any active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty member of the Department of Speech and Hearing Sciences . Proposed amendments must be forwarded to the Speech and Hearing Sciences Department Chair and Graduate Program Coordinator. After discussion, amendments shall be forwarded to the active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences 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 Speech and Hearing Sciences Bylaws require a positive vote from the majority of all active tenured, tenure track, and non-tenure track Speech and Hearing Sciences Graduate Faculty who are members of the Department of Speech and Hearing Sciences.
- C. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

X. List of Initial Graduate Faculty Participants

A. List of initial Speech and Hearing Sciences Graduate Faculty Participants:

Sandra Bassett, M.A.
Gail D. Chermak, Ph.D.
Lesli Cleveland, Ph.D.
Susan Forbes, Au.D.
Donald Fuller, Ph.D.
Jon Hasbrouck, Ph.D.
Ella Inglebret, Ph.D.
Roberta Jackson, M.A.
Charles Madison, Ph.D.
Amy Meredith, Ph.D.
Doreen Nicolaus, M.A., M.P.A.
Jeffrey Nye, M.S.
Barbara Peregoy, Au.D.
Jane Pimentel, Ph.D.
Nancy Potter, Ph.D.
Leslie Power, M.SLP.

B. The Speech and Hearing Sciences Department Chair is responsible for submitting an updated list of active and inactive Speech and Hearing Sciences Graduate Faculty participants to the Dean of the Graduate School for approval annually.