

# DRAFT

**Experimental Psychology Program Bylaws**  
**Washington State University**  
**Administrative Home: Department of Psychology**  
**Last Revised – by Faculty \_\_\_5/29/09\_\_\_**  
**Faculty Senate Approval Date: \_\_\_\_\_**

## **I. Objectives**

- A. Degree offered: Ph.D.
- B. Discipline: The scientific study of human behavior, including specialty areas such as behavior analysis, biological psychology, cognitive psychology, industrial/organizational psychology, social psychology, and visual and auditory perception & attention.
- C. Mission of the Program: The doctoral program in experimental psychology at Washington State University is designed to produce highly skilled experimental psychologists who have a strong background in general psychology as well as in-depth knowledge of their specialty area. Graduates will be well-prepared to identify significant research problems, and will be conversant with a wide variety of strategies for generating and testing hypotheses within their specialty area.

## **II. Membership**

- A. Graduate Faculty within the Experimental Psychology 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 doctoral degree in Experimental Psychology is offered through the Pullman and Vancouver campuses of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Spokane and Tri-Cities support this program but are not approved and authorized by the HECB to directly advertise and offer the degree as individual campuses.
    - b. Approved tenured and tenure track Experimental Psychology Graduate Faculty at all regional campuses and other affiliated university sites

may participate equally in the Experimental Psychology 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; and act as a program director or committee member.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in Experimental Psychology is independent and separate from academic department, school, or college affiliations.
- b. All active members of the Graduate Faculty of Experimental Psychology are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within Experimental Psychology are expected to have a PhD or equivalent doctoral-level degree in a field related to Psychology. In addition, they must have demonstrated disciplinary expertise in a sub-field of Experimental Psychology, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments (detailed description of graduate faculty requirements is provided below in section B. 3.)

4. Active Research Appropriate to Experimental Psychology

Experimental Psychology Graduate Faculty must be actively involved in research related to Experimental Psychology as evidenced by one or more of the following within the last 4 years: external grant or contract support, peer-reviewed publications, graduate student mentoring, teaching of relevant graduate level courses, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty

a. Internal to WSU

Non-tenure track Experimental Psychology Graduate Faculty internal to WSU include research and clinical faculty. These faculty may function in most of the same roles as WSU tenured and tenure-track faculty, including acting as co-chair or member of graduate student committees; teaching graduate courses; supervising research; and acting as a committee member. When serving as co-chair of a student committee they must work with a tenured or tenure-track faculty member who is an active member of the Experimental Psychology Graduate Faculty.

b. External to WSU

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

are approved as active Experimental Psychology 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 Director, or as an Experimental Psychology Program committee member.

6. External Individual Committee Members

Individuals not officially participating as Graduate Faculty within Experimental Psychology (for example, a tenured or tenure-track faculty member from another program or university) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. If the faculty member is recently departed from the WSU Experimental Psychology faculty and is chair of a student's thesis or dissertation committee at the time of their departure, the faculty member may serve as co-chair of that student's committee after they depart WSU (if they are willing); however, another faculty member in residence at WSU must be added to the committee at the time of the exiting faculty member's departure from WSU, and new co-chair assignments specified. The Chair of Psychology must approve the co-chair or committee member status of all external individual committee members, and the nomination (with curriculum vitae of the faculty member) is then forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within Experimental Psychology are listed in Section XI of this document and have been approved by the Experimental Psychology existing faculty, Experimental Psychology Program Director, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Experimental Psychology should be nominated by an existing Experimental Psychology Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae for the nominee. The Experimental Psychology 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. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support for an Experimental Psychology graduate student's research.
- b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Experimental Psychology graduate program. This may include serving on graduate program administrative committees (e.g., admissions, awards, etc.); serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
- c. History of publication of peer-reviewed manuscripts in a discipline related to at least one specialty area in Experimental Psychology.

C. Continuation of Active Membership

- 1. Graduate Faculty appointments to Experimental Psychology will be reviewed for continuation of active membership by the Program Director every 4 years, concurrent with appointment (or re-appointment) of the Program Director. They will be evaluated for contributions to graduate instruction, research, and administration. Contributions to the Experimental Psychology program shall be a requirement for continued active membership. Contribution may take the form of:
  - a. Committee chair, co-chair or member for Experimental Psychology graduate students
  - b. Teaching or co-teaching a graduate course in Experimental Psychology
  - c. Supervising research for graduate students in the Experimental Psychology Program
  - d. Serving in the administrative and committee structure of the Experimental Psychology Graduate Program
- 2. Faculty who do not make any of the contributions as stated in C.1 above to the Experimental Psychology program for 4 consecutive years will be designated as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of the 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 Experimental Psychology must be made in writing to the Psychology Department Chair within 30 calendar days of the decision. The appeal is determined by a majority vote of all Experimental Psychology 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 Experimental Psychology Graduate Faculty vote.

### **III. Administration**

Administration of the program and its activities is vested in the Program Director with advice from the Executive Committee and subject to final approval by the Department Chair and Dean of the College of Liberal Arts.

### **IV. Graduate Program Director**

- A. The Director of Experimental Psychology will be nominated by the Executive Committee and accepted by majority vote of the active Experimental Psychology Graduate Faculty. Final approval of the Program Director resides with the Psychology Department Chair and the Dean of the College of Liberal Arts.
- B. The Director 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 deans as described in IV.A above.
- C. The Director may be removed from office by a majority vote of all active Experimental Psychology Graduate Faculty and with the approval of the deans as described in IV.A above.
- D. Duties of the Director
  1. Provide overall academic leadership for the Experimental Psychology Graduate Program.
  2. Develop and implement policies for Experimental Psychology Graduate Program.
  3. Represent the interests of Experimental Psychology Graduate Program to University administrators.
  4. Call and preside at meetings of the Graduate Faculty of Experimental Psychology Program.
  5. Be responsible for coordinating all Experimental Psychology Graduate Program 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 the Experimental Psychology Graduate Program including web pages and catalog copy.
  9. Coordinate graduate course teaching assignments with relevant faculty and the Department Chair.
  10. Coordinate graduate student admissions and recruitment process.
  11. Coordinate annual review of graduate students.

12. Coordinate periodic program assessment.
13. Maintain program records regarding tracking of student progress.
14. Supervise the activities of the Psychology Academic Coordinator (should there be one, in the future) as they relate to the program.

## **V. Committees**

### **A. Executive Committee**

Coordinates and advises the Director in administering the Graduate Program in Experimental Psychology. The Academic Coordinator shall record and distribute minutes of each meeting to the faculty and maintain one copy in Program Records.

1. The Executive Committee shall be composed of all active, tenured and tenure-track Graduate Faculty members in the Experimental Psychology Program at WSU.
2. Areas in which the Executive Committee shall assist and advise the Director include:
  - a. Developing and reviewing long-range goals for Experimental Psychology. These ideas shall be presented at least once biannually to a meeting of all faculty.
  - b. Serving as a sounding board for new ideas, changes, etc., in academic or administrative issues.
  - c. Providing guidance on administration of the Program.
  - d. Nominating members for service on other (ad hoc) committees.
  - e. Participating in Experimental Psychology program assessment (annually).
  - f. Reviewing the Experimental Psychology curriculum (at least every other year); make recommendations regarding curricular revision. Such recommendations shall be presented to all Graduate Faculty for approval by majority vote.
  - g. Participating in annual review of graduate students.
  - h. Preparing drafts of course or curricular change forms for revision and submission by the Experimental Psychology Program Director.
  - i. Annual recruitment of new graduate students.

### **B. Other Committees**

Other ad hoc committees may be appointed by the Executive Committee and Program Director 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 her/his 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 3 members for the M.S. and for the Ph.D. (no more than 4 are recommended). At least half of the committee members (i.e., 2) shall be active Experimental Psychology Graduate Faculty members.

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 Experimental Psychology Program Director 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 Experimental Psychology Program Director shall call Experimental Psychology 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 the Experimental Graduate Faculty may be called by 2 or more Graduate Faculty members.
- C. All items of interest, including notification of faculty meetings and voting on all curriculum changes and other issues relevant to administration of the program, will be communicated to the faculty via e-mail. Experimental Graduate Faculty Meetings shall be called with a minimum of 1 week's notice; faculty are expected to reserve the standard meeting time for such meetings until 1 week before.
- D. Faculty not present on the Pullman campus at the time of an Experimental Psychology Graduate Faculty Meeting are encouraged to participate by video- or telephone conference or other electronic means.

## **IX. Quorum**

Unless specified otherwise, a quorum for purposes of voting and other decision making is defined as the simple majority of *active* Experimental Psychology Graduate Faculty.

## **X. Amendments to Program Bylaws**

- A. The Program Bylaws document shall be reviewed every 4<sup>th</sup> year by the Executive committee and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible Experimental Psychology Graduate Faculty member. Proposed amendments must be forwarded to the Experimental Psychology Executive Committee and Program Director. After discussion, amendments shall be forwarded to the Experimental Psychology Graduate Faculty electronically at least 1 week prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 1-week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Experimental Psychology Bylaws require a positive vote from a simple majority of all active Experimental Psychology 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**

- A. List of initial Experimental Psychology Graduate Faculty Participants:
  - Cclestina Barbosa-Leiker (Pullman)
  - Greg Belenky (Spokane)
  - Thomas Brigham (Pullman)
  - Rebecca Craft (Pullman)
  - Brian Dyre (U Idaho)
  - Armando Estrada (Vancouver)
  - Lisa Fournier (Pullman)
  - John Hinson (Pullman)
  - Susan Ingram-Osborn (Vancouver)
  - Randy Kleinhesselink (Vancouver)
  - Steve Lakatos (Vancouver)
  - Frances McSweeney (Pullman)
  - Mike Morgan (Vancouver)
  - Craig Parks (Pullman)
  - Robert Patterson (Pullman)
  - Dee Posey (Tri-Cities)
  - Tahira Probst (Vancouver)
  - John Roll (Spokane)
  - Samantha Swindell (Pullman)
  - Sarah Tragesser (Tri-Cities)
  - Hans Van Dongen (Spokane)

Brendan Walker (Pullman)  
Paul Whitney (Pullman)  
Jay Wright (Pullman)

- B. The Director of the Experimental Psychology Graduate Program is responsible for submitting an updated list of active and inactive Experimental Psychology Graduate Faculty participants to the Dean of the Graduate School for approval annually.