

Apparel, Merchandising, and Textiles Program Bylaws

Washington State University

Administrative Home: College of Agriculture, Human and Natural Resource Sciences

Last Revised by Faculty: May 2010

Faculty Senate Approval Date:

I. Objectives

- A. Degrees offered: Master of Arts in Apparel, Merchandising and Textiles
- B. Discipline: Apparel, Merchandising, and Textiles is a general reference to the fields of merchandising, apparel design, and textiles. The discipline generally has multiple areas of specialization among which WSU offers merchandising, design, consumer studies, apparel/textile product development and textile sciences.
- C. Mission of the Program: The mission of graduate education in the Department of Apparel, Merchandising, Design, and Textiles is to produce professionals for whom the master's degree may or may not be their final terminal degree and who will leave the program with professional level expertise in one or more of our departmental specializations within the discipline: Apparel/Textile Product Development, Creative Scholarship and Design, Merchandising, Consumer Studies, and Textile Sciences. Specifically, the graduate program is dedicated to the advancement of knowledge and development of theory related to textiles, clothing, and appearance. In an atmosphere of collegiality, faculty and students assimilate, evaluate, develop and implement theoretical and applied research that addresses relevant issues of the textile/apparel/retail industry, consumers and individuals. Graduates enter positions in business and industry, higher education, museums, and public and private agencies.

II. Membership

- A. Graduate Faculty within the Apparel, Merchandising and Textiles 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 Master's of Arts degree in Apparel, Merchandising and Textiles is offered through the Pullman campus of Washington State University as approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State. The campuses at Vancouver,

Spokane, and Tri-Cities are not approved and authorized by the HECB to directly advertise and offer the degree as individual campuses.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in Apparel, Merchandising and Textiles is independent and separate from academic department, school, or college affiliations.
- b. All active members of the Graduate Faculty of Apparel, Merchandising and Textiles are eligible to vote on program issues.
- c. The participation of emeriti faculty will be determined by the Graduate Program Director on a case by case basis.

3. Disciplinary Expertise

Graduate Faculty within Apparel, Merchandising and Textiles are expected to have a PhD or equivalent doctoral-level degree in a field related to Apparel, Merchandising and Textiles. In addition, they must have demonstrated disciplinary expertise in a field related to Apparel, Merchandising and Textiles, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to Apparel, Merchandising and Textiles

Apparel, Merchandising and Textiles Graduate Faculty must be actively involved in research and graduate level teaching related to Apparel, Merchandising and Textiles 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 faculty may be active Apparel, Merchandising, and Textiles Graduate Faculty and they entitled to act as co-chair or members of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a student committee they must work with a chair who is an active tenured or tenure-track member of the Apparel, Merchandising and Textiles Graduate Faculty.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within Apparel, Merchandising and Textiles if they are first officially approved as adjunct faculty for WSU. Adjunct

faculty who are approved as active Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles Program committee member.

6. External Individual Committee Members

- a. ***Individual Committee Member Internal to WSU:*** Individuals not officially participating as Graduate Faculty within Apparel, Merchandising and Textiles Program (for example, a faculty member from another WSU department or program) may serve on graduate 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 Program Director of Apparel, Merchandising and Textiles Program.
- 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 vitae of the desired committee member to the Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles are listed in Section XI of this document and have been approved by the current Apparel, Merchandising and Textiles faculty, Apparel, Merchandising and Textiles Program Director, and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within Apparel, Merchandising and Textiles should be nominated by a current Apparel, Merchandising and Textiles 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 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. Evidence of an active, funded research program that can plausibly be relied upon as the source of continuing support of an Apparel, Merchandising and Textiles graduate student.
 - b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Apparel, Merchandising and Textiles graduate program. This may include serving on graduate program administrative committees; serving as a committee member or chair; or providing graduate level instruction.
 - c. History of significant visibility of peer review research and creative scholarship in a discipline related to Apparel, Merchandising and Textiles.

C. Continuation of Active Membership

1. Graduate Faculty appointments to Apparel, Merchandising and Textiles will be reviewed for continuation of active membership by the program Director 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 Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles
 - b. Teaching or co-teaching a graduate course in Apparel, Merchandising and Textiles
 - c. Supervising research for graduate students in Apparel, Merchandising and Textiles
 - d. Serving in the administrative and committee structure of Apparel, Merchandising and Textiles
2. Faculty who do not make any of the contributions as stated in C.1 above to the Apparel, Merchandising and Textiles program for three consecutive years will be designed 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 creativity

activity, 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 Apparel, Merchandising and Textiles must be made in writing to the Graduate Program Director of Apparel, Merchandising and Textiles within 30 calendar days of the decision. The appeal is determined by a majority vote of all Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles Graduate Faculty vote.

III. Administration

The Chair of the Apparel, Merchandising, Design and Textiles Department is also the Graduate Program Director. Administration of the program and its activities is vested in the Chair of Apparel, Merchandising, Design and Textiles Department with assistance from the Graduate Program Coordinator, a faculty member chosen by the director and input from members of the Apparel, Merchandising and Textiles Graduate Faculty. The Departmental Program Assistant, a staff member, provides administrative support but is a non-voting member.

Other ad hoc committees may be appointed by the Program Director as needed including those to address recruiting activities and curriculum review. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

IV. Graduate Program Director

Duties of the Chair of the Apparel, Merchandising, Design & Textiles Department

1. Provide overall academic leadership for the Apparel, Merchandising, & Textiles graduate program.
2. Develop and implement policies for the Apparel, Merchandising, & Textiles graduate program.
3. Represent the interests of the Apparel, Merchandising, & Textiles graduate program to the campus and University administrators.
4. Call and preside at meetings of the Graduate Faculty of the Apparel, Merchandising, & Textiles.
5. Be responsible for coordinating all Apparel, Merchandising, & Textiles administrative matters within the Graduate School.
6. Manage the budgets of the Apparel, Merchandising, & Textiles graduate program.
7. Submit course or curriculum change or approval forms.
8. Submit bylaws change or approval forms.

9. Be responsible for the accuracy of all publications related to the Apparel, Merchandising, & Textiles graduate program including web pages and catalog copy.
10. Coordinate Apparel, Merchandising, & Textiles graduate course teaching assignments.
11. Supervise the activities of the Apparel, Merchandising, & Textiles Graduate Coordinator as they relate to the program.

V. Graduate Program Coordinator

The Graduate Program Coordinator advises the Director in administering the Apparel, Merchandising, & Textiles Graduate Program and performs duties delegated by the Director. Active AMT Graduate Faculty are encouraged to express interest in being Coordinator and will be appointed by the Director. The coordinator will serve a three year term subject to review by the AMT Graduate Faculty.

Areas in which the coordinator shall assist and advise the Director include:

1. Review, develop and update long-range goals for the Apparel, Merchandising, & Textiles Graduate Program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.
2. Serve as a sounding board for new ideas, changes as well as other academic or administrative issues.
3. Provide guidance on administration of the program.
4. Assist with the graduate program assessment process.
5. Work to develop and maintain recruiting materials as required.
6. Coordinate all recruitment efforts with the Graduate Faculty.
7. Review all student applications in conjunction with the Director; after consultation with appropriate Graduate Faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
8. Make recommendations to the Director regarding graduate teaching assistantship offers.
9. Regular (at least annual) review of the graduate curriculum.
10. Make recommendations to Graduate Faculty regarding curricular and handbook revisions. Such recommendations are forwarded to the Apparel, Merchandising, Design & Textiles Chair to be presented to the Graduate Faculty for approval by majority vote.
11. Prepare drafts of course or curricular change forms for revision and submission by the Director.
12. Provide guidance to graduate students on program of study, committee selection, and other issues related to their success within the Apparel, Merchandising and Textiles Graduate Program.
13. Assure that all students in the program receive timely written annual reviews.
14. Coordinate the graduate assessment documentation and activities.

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 student shall have a minimum of three graduate faculty members. A majority of committee members shall be active Apparel, Merchandising and Textiles Graduate Faculty members as listed in Section XI. At least one member must be tenured within the WSU Apparel, Merchandising, Design and Textiles Department.
- C. Additional individuals that are not active WSU Graduate Faculty at WSU be included from students committee chair and the Graduate Program Director.
- D. 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 Apparel, Merchandising and Textiles Program Director and Faculty, student representation may be added or deleted from any committee structure. However, 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 Apparel, Merchandising and Textiles Graduate Program Director shall call Apparel, Merchandising and Textiles 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 Director or the Coordinator.
- C. A special meeting of Apparel, Merchandising and Textiles Graduate Faculty may be called by petition of 4 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 Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. For all general graduate faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- B. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- D. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Program Director will decide the outcome of the vote. For tie votes that occur within programmatic committees, the committee chair 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 Graduate Program Coordinator and annually by the Director.
- B. Amendments to the Bylaws may originate from any eligible Apparel, Merchandising and Textiles Graduate Faculty member. Proposed amendments must be forwarded to the Apparel, Merchandising and Textiles Program Director and Graduate Coordinator. After discussion, amendments shall be forwarded to the Apparel, Merchandising and Textiles 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 Apparel, Merchandising and Textiles Bylaws require a positive vote from the majority of all active Apparel, Merchandising and Textiles 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 Director of the Apparel, Merchandising and Textiles Graduate Program is responsible for submitting an updated list of active and inactive Graduate Faculty participants to the Dean of the Graduate School for approval annually. Eligibility for participation as committee members, chairs or co-chairs is defined in Section VI.

List of initial Apparel, Merchandising and Textiles Graduate Faculty Participants – Tenure or Tenure-Track Faculty:

Dr. Linda B. Arthur, Professor
Dr. Catherine M. Black, Associate Professor
Dr. Ting Chi, Assistant Professor
Dr. Meriem Chida, Assistant Professor
Dr. Joan L. Ellis, Associate Professor
Dr. Yoo Jin Kwon, Assistant Professor
Dr. Karen K. Leonas, Professor
Dr. Carol J. Salusso, Associate Professor