I. Objectives

A. **Degree Offered:** Ph.D. in Prevention Science

B. **Discipline:** Prevention Science is an interdisciplinary field that applies basic research on individuals, families, and their communities to the development, evaluation, and dissemination of scientifically-based programs to promote the physical, social, and psychological well-being of individuals and their families. Prevention scientists: a) conduct basic research on risk and protective factors; b) design theory-based prevention programs; c) evaluate programs under natural and controlled conditions; and 4) make recommendations for social policy and the improvement of existing programs.

C. **Mission of the Graduate Program:** To provide Prevention Science graduate students with the interdisciplinary training they need to develop, evaluate, and disseminate scientifically-based programs to address the complex multidimensional problems that face today’s individuals and families. As a result of integrated training in human development, health communication, community-based nursing, and educational psychology, students will be well equipped for positions as program evaluators, research analysts, extension faculty, and tenure-track faculty members in a wide range of academic disciplines.

II. Membership

A. **Criteria for Membership in Graduate Program:** Graduate faculty within the program may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct and affiliate faculty, subject to the limitations and definitions in this document.

1. **WSU Campus Participation**

   The Higher Education Coordinating Board (HECB) has approved and authorized the Ph.D. in Prevention Science to be offered at the Pullman, Spokane, and Vancouver campuses. Currently it can be offered at the Pullman and Spokane campuses; if approved by the Vancouver Faculty Senate, it will be offered through this campus as well. Until such time, however, Vancouver faculty can participate equally in the program with full program rights and responsibilities (e.g., advising students, serving
on committees, teaching classes, and serving on programmatic committees), but Vancouver students will need to enroll through the Pullman or Spokane campuses.

2. Graduate Faculty Participation

   a. Graduate faculty participation in the program is independent and separate from departmental, school, or college affiliations.

   b. All active members of the Graduate Faculty of Prevention Science are eligible to vote on program issues, but only tenure and tenure track Prevention Science Graduate Faculty can vote on membership as outlined in Section B below.

3. Graduate Faculty

Members of the Graduate Faculty are expected to have a Ph.D. or equivalent doctoral level degree in a Prevention Science related discipline. In addition, they must have documented expertise in prevention science related research. Graduate Faculty must have interest and/or experience in mentoring or teaching graduate students and relevant professional accomplishments. Graduate Faculty participants must be actively involved in research and graduate level teaching, as evidenced by recent (i.e., last five years): external grant or contract support, peer-reviewed publications, graduate student mentoring, teaching of relevant graduate-level courses, or other relevant professional accomplishments.

4. Non-Tenure Track Graduate Faculty

   a. Internal to WSU:

Non-tenure track Graduate Faculty participants (internal to WSU) include research, clinical, and affiliate faculty, but not post-doctoral researchers. These individuals are expected to have a Ph.D. or equivalent doctoral level degree in a Prevention Science related discipline. They are entitled to act as co-chair of graduate committees, to serve as members of graduate committees, to serve on programmatic committees, and to teach graduate courses. When serving as a co-chair of a student committee, non-tenure track Graduate Faculty members must work with a tenure track faculty member who is a member of the Prevention Science Graduate Faculty.

   b. External to WSU:

Professionals who are not WSU faculty may participate as Graduate Faculty within the program if they are first officially approved as adjunct faculty for WSU and then approved as Prevention Science faculty through the process described below. These individuals are expected to have a Ph.D. or equivalent doctoral level degree in a
Prevention Science related discipline. Like other non-tenure track Graduate Faculty, these individuals are entitled to act as co-chair of graduate committees, to serve as members of graduate committees, to serve on programmatic committees, and to teach graduate courses. When serving as a co-chair of a student committee, non-tenure track Graduate Faculty members must work with a tenure track faculty member who is a member of the Prevention Science Graduate Faculty.

B. Application for Membership

1. Initial Graduate Faculty

Initial Graduate Faculty within Prevention Science are listed in Section XI of this document and have been approved by the existing faculty, the Prevention Science Program Director, and the Dean of the Graduate School.

2. Candidates for Graduate Faculty Participation

Candidates for Graduate Faculty participation within Prevention Science should be nominated by an existing Prevention Science Graduate Faculty member or by self-nomination. The nomination should include a letter of recommendation and curriculum vitae. The Program Director will circulate the application materials to all active Prevention Science Graduate Faculty prior to voting. Acceptance as a Prevention Science Graduate Faculty member requires a positive vote from a majority of Prevention Science Graduate Faculty participants.

3. Standards

In addition to a commitment to maintain the highest standards of mentoring graduate students, anticipated contributions or qualifications for all successful Prevention Science Graduate Faculty participants 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 a source of support for Prevention Science graduate students.

b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the Prevention Science graduate program. This may include serving on programmatic committees; serving as a thesis or dissertation committee member or chair; and/or providing graduate level instruction.

c. History of publication of peer-reviewed journals in one or more of the prevention science disciplines.
C. Continuation of Active Membership

1. Graduate Faculty Appointments

Participation in the Prevention Science Graduate Faculty will be reviewed for continuation of active membership by the Prevention Science Program Director every three years with one-third of the membership reviewed each year. Beginning on the 4th year of the program, 1/3 of the faculty will be randomly selected to be reviewed that year, 1/3 of the remaining faculty will be randomly selected for review the next year, and the remaining faculty will be reviewed the year after that. This cycle will be repeated every three years and new faculty will be randomly assigned to one of the three cohorts as they join the program.

Prevention Science Graduate Faculty members will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the program shall be a requirement for continued active membership. Contributions may take the form of any of the following:

a. Chair, co-chair, or serve as a member of Prevention Science graduate student committees
b. Teaching or co-teaching Prevention Science graduate courses
c. Supervising research for Prevention Science graduate students
d. Serving on programmatic committees

2. Inactive Graduate Faculty

Faculty who do not make any of the contributions as stated in C.1. above for three consecutive years will be designated as Inactive Graduate Faculty for the program. 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

Prevention Science Graduate Faculty participants may submit a written request for discontinuation to the Prevention Science Program Director if they no longer wish to participate. If their research and graduate activity should change, the individual may reapply for Prevention Science Graduate Faculty participation.

E. Membership Appeal Process

Faculty appeal of any participation decision in Prevention Science must be made in writing to the Prevention Science Program Director within 30 days of the decision.
The appeal is determined by a majority vote of all Prevention Science 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 Prevention Science Graduate Faculty vote.

F. Emeritus Status

Graduate Faculty in the Prevention Science program who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty provided they continue to participate in the program as outlined above under Continuation of Membership (Article II. Section C. Sub-section 1.).

III. Administration

Administration of the program and its activities is vested in the Human Development Department Chair with advice from the Prevention Science Graduate Committee and members of the Prevention Science Graduate Faculty.

IV. Graduate Program Director

A. Prevention Science Program Director

Because the majority of the faculty and programmatic resources emanate from the Department of Human Development, the Prevention Science Program Director will be appointed by the Chair of the Department of Human Development. Final approval of this appointment rests with the Dean of the College of Agricultural, Human, and Natural Resource Sciences and the Dean of the Graduate School. The Program Director’s responsibilities include:

1. Providing overall academic leadership for the Graduate Program in Prevention Science.

2. Developing and implementing policies for the Prevention Science Graduate Program in conjunction with the Prevention Science Graduate Faculty.

3. Representing the interests of the Prevention Science Graduate Program to the campus and University Administrators.

4. Being responsible for coordinating all Prevention Science Graduate Program administrative matters with the Graduate School.
5. Submitting bylaws changes or approval forms.

6. Appointing a Prevention Science Graduate Committee and chairing that committee.

V. Committees

A. Program Graduate Committee

This committee advises the Program Director of the Prevention Science graduate program in administering the Prevention Science graduate program. The Program Director shall record and distribute the minutes from each meeting to the faculty and maintain one copy in program records.

1. The Prevention Science Program Graduate Committee shall be composed of 12 - 14 active Prevention Science Graduate Faculty members, with the make-up of the committee representative of the larger Prevention Science Graduate Faculty in terms of unit affiliation (Department of Human Development, College of Communication, College of Nursing, College of Education, WSU Extension, and other units when added). The number of slots on the Graduate Committee for each unit will be roughly proportional to the total number of tenured or tenure track Graduate Faculty from that unit.

2. The committee will be chaired by the Program Director who will be appointed by the Human Development Chair.

3. Areas in which the Graduate Committee shall assist the Program Director include:

   a. Reviewing, developing, and updating long-range goals for the Prevention Science graduate program and plans for attainment. These ideas shall be presented at least once annually to a meeting of all faculty.

   b. Serving as a sounding board for new ideas, changes, etc., in administrative issues.

   c. Providing guidance on administration of the Prevention Science Graduate Program.

   d. Leading the Prevention Science Graduate Program assessment process.

   e. Coordinating all activities related to recruitment of Prevention Science graduate students.
f. Developing and maintaining recruiting materials, including web materials, as required.

g. Establishing and implementing a process through which student applications are reviewed and determine the appropriate disposition of applications (acceptance or rejection) in a timely manner.

h. Making recommendations to the Program Director regarding the use of program resources for providing financial support to graduate students.

i. Annually reviewing the Prevention Science graduate curriculum.

j. Making recommendations to the Prevention Science Graduate Faculty regarding curricular revision. Such recommendations are presented to the Graduate Faculty for approval by a majority vote.

k. Preparing and submitting, in cooperation with the appropriate unit administrators, drafts of course or curricular change forms.

l. Other ad hoc committees may be appointed as needed. Changes to the existing Prevention Science Graduate Committee responsibilities must be approved by amendment of the 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 and approved by the Program Director.

B. The graduate committee of each student shall have a minimum of three members for the M.A. thesis committee and four members for the Ph.D. committee. The chair must be a member of the Prevention Science Graduate Faculty. Committee members should come from two (preferably three disciplines) and at least half of the committee members should be members of the active Prevention Science Graduate Faculty. At least two members of the M.A. thesis committees and three members of the Ph.D. committees must have a Ph.D. or equivalent.

C. External Committee Members

   a. Individual Committee Members Internal to WSU (Members of the Graduate Faculty of Other Ph.D. Programs): Faculty members not officially participating as Graduate Faculty within Prevention Science (for example, a faculty member from another WSU program) may serve on
graduate committees for graduate students as long as the faculty member is a member of the Graduate Faculty in his or her own program or discipline and his or her committee appointment is approved by the Program Director of the Prevention Science Ph.D. program.

b. **Individual Committee Members Internal to WSU (Not Members of the Graduate Faculty of Another Ph.D. Program):** Faculty members not officially participating as Graduate Faculty within Prevention Science and not a member of another graduate faculty (for example, county-based Extension faculty, clinical faculty from another WSU program) may serve on graduate committees for graduate students as long as long as the faculty member has a Master’s degree or higher and his or her committee appointment is approved by the Program Director of the Prevention Science Ph.D. program.

c. **External Individual Committee Members:** Individuals outside of WSU not officially participating as a Graduate Faculty member in any graduate program at WSU (e.g., a faculty member from other university or a 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 curriculum vitae of the desired committee member to the Prevention Science Program Director. With approval of the Program Director, the nomination is forwarded to the Dean of the Graduate School for final approval.

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 Program Director and the Prevention Science 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 Program Director shall call Prevention Science Graduate Faculty meetings as needed but at least once annually in the fall semester.
B. Other meetings may be called at the discretion of the Program Director or the Prevention Science Graduate Committee.

C. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty by email or other electronic means. General Prevention Science Graduate Faculty meetings shall be called with a minimum of one week’s notice.

D. Faculty not present on the Pullman campus at the time of a general Prevention Science Graduate Faculty meeting may participate by telephone conference call or by other electronic means.

IX. Quorum

For all general faculty meetings and votes, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the program membership. For programmatic 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 numbers of ballots cast are required to pass a motion. 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 Prevention Science Graduate Program Bylaws document shall be reviewed every fifth year by the Prevention Science Graduate Committee to identify needed changes.

B. Amendments to the bylaws may originate from any eligible Prevention Science Graduate Faculty member at any time. Proposed amendments must be forwarded to the Prevention Science Program Director. After discussion, amendments shall be forwarded to the Prevention Science Graduate Faculty electronically at least two weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum two week period will follow the faculty meeting prior to the vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Prevention Science Bylaws require a positive vote from the majority of all active Prevention Science 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 Prevention Science Graduate Faculty (Faculty members indicated with an asterisk are initial members of the Prevention Science Graduate Committee).

1. Tenured and Tenure Track Faculty (can chair graduate student committees, serve on graduate student committees, serve on programmatic committees, and teach graduate courses)

College of Communication

*Erica Austin
Douglas Hindman
*Stacey Hust
Bruce Pinkleton
Changmin Yan

Department of Human Development

Cory Bolkan
*Matthew Bumpus
Marcelo Diversi
*Laura Hill
Jane Lanigan
Jenifer McGuire
*Patricia Pendry
*Thomas Power
Kathleen Rodgers
Yoshie Sano
*Suzanne Smith
*Nicole Werner

College of Nursing

Ruth Bindler

Department of Psychology

*Bruce Wright
WSU Extension

Mary Katherine Deen
*Louise Parker

College of Education

Susan Finley
*Brian French
Laurie McCubbin
Mike Trevisan
*Sarah Ullrich-French

2. **Clinical Faculty** (can co-chair graduate student committees, serve on graduate student committees, serve on programmatic committees, and teach graduate classes)

Department of Human Development

Deborah Handy

College of Nursing

*Carol Allen
Janet Lohan

B. The Program Director of the Prevention Science Graduate Program is responsible for submitting an updated list of active and inactive Prevention Science Graduate Faculty participants to the Dean of the Graduate School annually, each fall, for approval.