M.S. in Geology  
Program Bylaws  
Washington State University  

Administrative Home: School of the Environment (SoE)  


I. Objectives  

Degree offered: M.S. in Geology  
(related degree: Ph.D. in Geology)  

Discipline: Geology refers to the science of the solid Earth and its interactions with the hydrosphere, atmosphere and biosphere, and the record thereof during the 4.5 billion years since Earth formed.  

Mission of the Program: To provide fundamental, professionally useful training in basic and applied geological sciences.  

II. Membership  

A. Criteria for Membership in the Graduate Program: Graduate Faculty 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 Higher Education Coordinating Board (HECB) has approved and authorized graduate degrees in Geology to be offered from the Pullman campus. The campuses at Vancouver, Spokane, and Tri-Cities are not approved or authorized by the HECB to advertise and offer Geology degrees.  

   b. Approved tenured and tenure track SoE Graduate Faculty at all campuses, agricultural extension sites, and other affiliated university sites may participate equally in the M.S. in Geology 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 the Geology graduate program is independent and separate from academic department, school or college affiliations.

b. All active members of the Graduate Faculty are eligible to vote on program issues such as, but not limited to, degree requirements, applications for membership to the Graduate Faculty and assessment criteria.

3. Graduate Faculty Disciplinary Expertise.

Graduate Faculty within the School of the Environment are expected to have a Ph.D. or equivalent doctoral-level degree in a field related to the geological sciences. Graduate Faculty must have interest and experience in mentoring and teaching of graduate students and be actively involved in research and graduate-level teaching as evidenced by recent peer-reviewed publications, graduate student mentoring, teaching of relevant graduate level courses, external grant or contract support, or other relevant professional accomplishments.

4. Non-Tenure Track Graduate Faculty

a. Internal to WSU. Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. This category of Graduate Faculty are entitled to act as chairs, co-chairs, or members of graduate student committees; teach graduate courses; supervise research; and act as Graduate Studies Committee members. Emeritus faculty internal to WSU may be granted Graduate Faculty status by following the process in the Faculty Manual. Once they have attained Graduate Faculty status, these individuals are also entitled to act as chairs, co-chairs or members of graduate student committees, teach graduate courses, and supervise research.

b. External to WSU. Professionals who are not WSU faculty may be granted Graduate Faculty status if they are first officially approved as adjunct faculty for WSU. The process used to grant adjunct faculty status is explained in the Faculty Manual. Like other members of the Graduate Faculty, these individuals are entitled to act as co-chair of M.S. committees, to serve as a member of graduate committees, teach graduate courses, and supervise research. They may not serve as independent chair of graduate committees. Adjunct faculty who are not members of the Graduate faculty may serve as a member of graduate committees and teach graduate courses, but they may not serve as chair or co-chair of graduate committees.

5. Internal Individual Committee Members

Individuals not officially participating as Graduate Faculty within the School of the Environment (for example, a faculty member from another WSU department) may, with the approval of the SoE Associate Director for Graduate Studies, serve on
graduate committees as long as they are a member of the Graduate Faculty in their own program or discipline.

6. External Individual Committee Members

Individuals outside of WSU may serve as members of MS committees (but not as a chair or co-chair). These individuals would most likely be selected to add professional expertise to the committee. They would be approved on a case-by-case basis, with the committee chair forwarding their name and curriculum vitae to the School of the Environment Graduate Studies Committee. With approval of the Committee, the nomination is then forwarded to the Dean of the Graduate School for final approval.

B. Application for membership

1. Initial Graduate Faculty.

Initial Geology Graduate Faculty within the School of the Environment are listed in Section X of this document and have been approved by the existing faculty, the SoE Graduate Studies Committee, SoE Director and Dean of the Graduate School.

2. Candidates for Graduate Faculty participation

Candidates for Graduate Faculty participation should be nominated by an existing Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and a curriculum vitae. The Associate Director for Graduate Programs will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires a positive vote from a majority of Graduate Faculty and the support of the SoE Director.

3. Standards

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 graduate students.

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

c. History of publication of peer-reviewed publications in a Geoscience discipline.
C. Continuation of Active Membership

1. Graduate Faculty appointments

Appointments to the Graduate Faculty will be reviewed for continuation of active membership by the Associate Director for Graduate Studies 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 graduate program shall be a requirement for continued active membership. Contributions may take the form of any of the following:

   a. Committee chair, co-chair or member for graduate students
   b. Teaching or co-teaching graduate courses.
   c. Supervising research for graduate students.
   d. Serving on the SoE Graduate Studies Committee.

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. 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

School of the Environment Graduate Faculty may submit a written request for discontinuation to the Director and Associate Director for Graduate Programs if they wish to discontinue membership. If an individual’s research and graduate training activity should change, he or she may reapply for Geology Graduate Faculty participation at any time.

E. Membership Appeal Process

Faculty appeal of any membership decision in Geology must be made in writing to the Associate Director for Graduate Programs within 30 calendar days of the decision. The appeal is determined by a majority vote of all SoE 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 SoE Graduate Faculty vote.

F. Emeritus status
Graduate faculty in SoE Graduate Programs who are granted Emeritus faculty status, as defined by WSU policy, shall be afforded all the rights and privileges of Graduate Faculty of the Program 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 SoE Director with advice from the Associate Director for Graduate Programs, the SoE Graduate Studies Committee and members of the Graduate Faculty.

IV. Graduate Program Director

Because the majority of the faculty and programmatic resources emanate from the School of the Environment, the SoE Associate Director for Graduate Programs will automatically serve as the Director of the Graduate Program in Geology. Final approval rests with the SoE Director, Dean of the College of Sciences and the Dean of the Graduate School.

A. Duties of the Associate Director for Graduate Programs related to the Graduate Program in Geology.

1. Provide overall academic leadership for the Graduate Program in Geology.

2. Develop and implement policies for the Graduate Program in conjunction with the Graduate Faculty.

3. Represent the interests of the Graduate Program to the campus and University administrators.

4. Be responsible for coordinating all Graduate Program administrative matters within the Graduate School.

5. Manage SoE resources for graduate student support.

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 graduate program including web pages and catalog copy.
9. Supervise the activities of the Student Services Manager as they relate to the graduate program.

V. Graduate Studies Committee

A. The Associate Director for Graduate Programs will serve as the Chair of the SoE Graduate Studies Committee. This committee advises the Associate Director in administering the graduate program. The Chair of the Graduate Studies Committee shall record and distribute minutes of each meeting to the faculty and maintain one copy in program records.

1. The School’s Graduate Studies Committee shall be drawn from active Graduate Faculty Members with representation across disciplines, faculty ranks and campuses.

2. Areas in which the Graduate Studies Committee shall assist and advise the School Director include:

   a. Review, develop and update long-range goals for the graduate program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all faculty.

   b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.

   c. Provide guidance on administration of the graduate program.

   d. Lead the graduate program assessment process.

   e. Coordinate all activities related to recruitment of graduate students.

   f. Develop and maintain recruiting materials, including web materials, as required.

   g. Review all student applications and, in conjunction with the Associate Director after consultation with appropriate Graduate Faculty, determine the disposition of applications (acceptance or rejection) in a timely manner.

   h. Make recommendations regarding the use of departmental resources for providing financial support to graduate students, including assistantships, scholarships and awards.

   j. Regularly review the graduate curriculum.
k. Make recommendations to Graduate Faculty regarding curricular revision. Such recommendations are forwarded to the School Director to be presented to the Graduate Faculty for approval by majority vote.

l. Prepare drafts of course or curricular change forms for revision and submission by the School Director.

m. With approval of the SoE Director, other ad hoc committees may be appointed as needed. Changes to the existing Graduate Committee responsibilities 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 and approved by the Associate Director for Graduate Programs. 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 members. At least half of committee members shall be active Graduate Faculty members. One member of a master's committee must be a permanent, WSU tenured or tenure-track faculty member and a member of the SoE graduate faculty.

C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually by the student's graduate committee and a report submitted to the Associate Director.

VII. Student Representatives

At the discretion of the Director and Graduate 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 Director shall call Graduate Faculty meetings as needed but at least once annually in the fall semester. All attempts will be made to provide a written agenda in advance.
B. Other meetings may be called at the discretion of the Director, Associate Director or the Graduate Studies 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 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 Graduate Faculty Meeting may participate by telephone conference call or other electronic means.

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

F. 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 the entire graduate faculty is eligible to vote, the Director will decide the outcome of the vote. For tie votes that occur within ad hoc committees, the committee chair will decide the outcome of the vote.

IX. Amendments to Program Bylaws

A. The Graduate Program Bylaws documents shall be reviewed every fifth year by the Graduate Studies Committee and annually by the Associate Director to identify needed changes.

B. Amendments to the Bylaws may originate from any eligible Graduate Faculty member. Proposed amendments must be forwarded to the Graduate Studies Committee and Associate Director for Graduate Studies. Following discussion in the Graduate Studies Committee, amendments must then be discussed in a meeting of the full Graduate Faculty. After discussion, a minimum two-week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the Bylaws require a positive vote from the majority of the active Graduate Faculty.

C. All amendments and revisions must be submitted to the Graduate School and Faculty Senate for review and final approval.

X. List of Initial Graduate Faculty Participants

A. At least one members of the Masters committee must be permanent WSU tenured or tenure-track faculty as well as a members of SoE Graduate Faculty. List of initial Graduate Faculty Participants follows (campus in parentheses); Graduate Faculty external to WSU are indicated by *:
Tenured and tenure-track faculty:
Blatner, Keith (P)
Bollens, Stephen (V)
Carroll, Matt (P)
Chappell, Jahi (V)
Cooper, Catherine (P)
Felsot, Allan (T-C)
Ford, Andrew (P)
Fremier, Alex (P)
Gaylord, David (P)
Goldberg, Caren (P)
Hampton, Stephanie (P)
Hardesty, Linda (P)
Harrison, John (V)
Henderson, Stephen (V)
Katz, Stephen (P)
Keller, Kent (P)
Larson, Peter (P)
Moore, Barry (P)
Orr, Cailin Huyck (P)
Ostrom, Marcia (P)
Pratt, James (T-C)
Robbins, Charlie (P)
Sayler, Rod (P)
Schulze-Makuch, Dirk (P)
Shipley, Lisa (P)
Swanson, Mark (P)
Tissot, Brian (V)
Vervoort, Jeffrey (P)
Watkinson, John (P)
Wielgus, Rob (P)
Wolff, John (P)
Zamora, Ben (P)

Clinical and research faculty:
Beall, Allyson (P)
Neill, Owen (P)
Rollwagen-Bollens, Gretchen (V)
Thornton, Daniel (P)

Affiliate faculty (incomplete)
Bishop, John (V)
Norton, Todd (P)
Phillips, Ruth (V)
Schultz, Cheryl (V)
Sylevstor, Steve (V)

Adjunct faculty (incomplete)
Conrey, Rick (P)
*Cook, Rachel (P)
*Dauble, Dennis (T-C)
*Patton, Regan (P)
*Rachlow, Janet (P)
*Reidel, Stephen (T-C)
*Rowe, Michael (P)
Rupp, Rick (P)
*Schallenberger, Edward (P)
*Self, Stephen (P)
*Strand, John (V)

Emeritus faculty
Baumgartner, David (P)
Budd, William (P)
Chapman, Roger (P)
Foit, Franklin (P)
Hanley, Donald (P)
Hinman, George (P)
Rosenberg, Philip (P)
Shew, Dick (P)
Webster, Gary (P)

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