Materials Science and Engineering Program Bylaws
Washington State University

Administrative Home: Graduate School
Academic Homes: College of Engineering and Architecture (CEA) & College of Sciences (COS)

Original drafted on: _____ December 3, 2010_____
Last revised on: ___ N/A _____
Approved by Dean of Graduate School on: __12/21/2010___
Approved by Faculty Senate on: Approved by GSC 2.1.2011

I. Objectives

A. Degree offered: Ph.D in Materials Science and Engineering (MSE).

B. Discipline: Materials Science and Engineering.

C. Mission of the Program: The Materials Science and Engineering Program (“Program”) seeks to provide an atmosphere to foster intellectual growth, quantitative reasoning, and interdisciplinary research in the area of materials discovery, development, and refinement to address great challenges in our society. Our Program offers an educational environment to develop the skills, knowledge, and tools for critical thinking necessary for our graduates to lead the science and engineering workforce of the future.

II. Participation

A. Graduate Faculty participating in the MSE doctoral program may be tenured, tenure track or non-tenure track WSU faculty. Appointments of non-tenure track faculty are subject to the limitations and definitions in this document under section A.5 below. All Graduate Faculty shall be appointed for a 3-year, renewable term as per the process outlined in section B below. All Graduate Faculty of MSE with active 3-year appointments are eligible to vote on program issues.

1. WSU Campus Participation

   a. The MSE doctoral program 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 support this program but are not approved and authorized by the HECB to directly advertise and offer the degree as individual campuses.
b. Appointed tenured and tenure track MSE Graduate Faculty at all regional campuses and other affiliated university sites may participate equally in the MSE program as supporting site faculty. 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 committee member.

2. Departmental Affiliation
Graduate Faculty appointments to the MSE program are independent and separate from academic department, school, or college affiliations.

3. Disciplinary Expertise
Graduate Faculty participants within MSE are expected to have a PhD or equivalent doctoral-level degree in a field related to materials science and engineering. In addition, they must have demonstrated disciplinary expertise in materials science and engineering, interest in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Appointment as MSE Graduate Faculty
MSE Graduate Faculty must be actively involved in research and teaching relevant to Materials Science and Engineering. Evidence of this activity should include recent external grant or contract support, related peer-reviewed publications within the last 3 years, graduate student mentoring in the MSE program within the last 3 years, teaching of relevant graduate level courses for the MSE program, or other relevant professional accomplishments.

5. Non-Tenure Track Graduate Faculty
a. Internal to WSU
Non-tenure track faculty appointments internal to WSU include research, clinical, and affiliate faculty. These faculty may be appointed as MSE Graduate Faculty if appropriately qualified by their academic and research achievements. Once appointed, they are entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of a student committee they must work with a tenured or tenure-track faculty member who has a current appointment as MSE Graduate Faculty. These faculty members may vote on Program matters but may not serve on the Advisory Council or serve as Program Director.

b. External to WSU
Qualified adjunct faculty external to WSU may co-chair or serve on MSE graduate student doctoral committees, but may not vote on Program matters, serve on the Advisory Council, or serve as Program Director.
Director. These individuals may be approved to serve as MSE committee members on doctoral committees on a case-by-case basis through the process described below in section II.A.6. When serving as co-chair of a student committee they must work with a tenured or tenure-track faculty member who has a current appointment as MSE Graduate Faculty. Upon being approved to serve as co-chair of a doctoral committee, these individuals will be appointed as Adjunct MSE Graduate Faculty following the same procedure as that for Graduate Faculty appointments, as described in sections II.B and II.C below.

6. External Individual Committee Members
   a. Individual Committee Member Internal to WSU: Individuals not officially participating as Graduate Faculty within MSE (for example, a faculty member from another WSU department or program) may serve on graduate committees for MSE students as long as they are an active participant within the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Program Director of MSE.

   b. 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/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 MSE 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. All external individuals must be appointed as adjunct faculty at WSU before they will be allowed to serve on graduate student committees.

B. Application for Qualification for Graduate Faculty Participation

Approval for Graduate Faculty participation in the MSE program is a two step process. In the first step, candidates are qualified for participation. In the second step, candidates are appointed as Graduate Faculty. The steps for qualification are as follows.

1. Candidates for MSE Graduate Faculty should submit an application to the Program Director that includes the following:
a. Letter of intent indicating commitment to supervise at least one PhD student in the MSE Program, and a willingness to participate as appropriate in administrative, teaching, and other functions of the MSE graduate program;
b. Current curriculum vitae that includes academic experience, honors, peer-reviewed publications, external funding history, teaching history, graduate student mentorship, and professional service; and
c. Narrative outlining proposed research focus that will produce and support MSE Program students with reasonable expectation of an active, funded research program.

2. The Program Director will submit the application materials and written ballot to the MSE Graduate Faculty and allow a minimum of 5 working days for submission of votes.

3. The applicant will be qualified for potential appointment to the Graduate Faculty if a simple majority of submitted votes is positive. Candidates who are qualified for appointment as MSE Graduate Faculty, but not appointed as Graduate Faculty, do not have voting rights, and may not chair or co-chair a dissertation committee, or serve on Program committees or as Program Director.

C. Appointment of Graduate Faculty:

Appointment to the Graduate Faculty for a three-year term will be made upon completion of the following steps:

1. Successful application for qualified status as described in Section B above; and  
2. Commitment to mentor and financially support at least one active MSE Program student. 
3. After appointment as Graduate Faculty in MSE, faculty have rights and responsibilities as described in section II.A. above.

D. Continuation of Participation

1. Graduate Faculty participation in MSE shall continue for a period of three years following initial appointment. After that period and every three years thereafter the Program Director shall request a written statement of past activity and future commitment from the participant. Re-appointments as Graduate Faculty in MSE will be contingent on the following:

   a. The faculty member must have served as the primary dissertation supervisor of a graduate student in MSE during the past 3 years; and/or
b. Has been the principal course coordinator for a MATS numbered course during the past 3 years.

2. Past participant faculty with lapsed appointments may be re-appointed by the MSE Program Director upon:
   a. Enrolling a graduate student in MSE along with demonstration of a reasonable expectation of continued support of the student; and/or
   b. Becoming the primary course coordinator for a MATS-designated course.

i. Discontinuation of Participation
   Upon request of a Graduate Faculty participant, that individual’s appointment in the MSE Program may be terminated. If that individual’s research and graduate training activity should change, they may apply for re-appointment as Graduate Faculty at any time.

ii. Participation Appeal Process
   Faculty appeal of any participation decision in MSE must be made in writing to the Director of MSE within 30 calendars of the decision. The outcome of the appeal is determined by a majority vote of all MSE 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 MSE Graduate Faculty vote.

III. Administration

A. The MSE doctoral program is administered through the Graduate School at Washington State University and reports to the Dean of the Graduate School. Its academic home resides primarily with the College of Engineering and Architecture and the College of Sciences.

B. The MSE Program Director (see next section) is responsible for leadership of the Program with advice from the Advisory Council.

C. Advisory Council: The Advisory Council shall serve to advise the Director on academic and administrative issues.

1. The Advisory Council shall consist of the Director and four faculty members. The Director shall name two participants from COS and two from CEA in consultation with the Deans of COS and CEA and the Dean of the Graduate School. At least one of the committee members from CEA will be a Materials Science and Engineering (MSE) faculty from the School of Mechanical and Materials Engineering (MME).
2. The Program will be represented in at least one meeting of the University Materials Council (UMC) annually. Either the Director or an Advisory Council member nominated by the Director will serve as the MSE Program representative to the UMC. The Program’s UMC representative will be a member of the School of MME.

3. The MSE Director shall preside at all meetings of the Advisory Council.

4. Members of the Advisory Council shall serve a two-year term, which will be renewable upon mutual consent of the committee member and the Director.

5. Areas in which the Advisory Council shall assist and advise the Director include:
   a. Review, develop and update long-range goals for MSE 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 or proposed changes in academic or administrative issues.
   c. Provide guidance on administration of the Program.
   d. Nominate members for service on other committees.
   e. Assist with MSE program assessment process.

D. Staff Support: The Program will maintain an office in a CEA or COS facility in addition to any at the Graduate School. This office will be regularly used by the MSE academic coordinator and any administrative support personnel to maintain contact with, and assist the Director, faculty, and students of MSE as necessary.

IV. Graduate Program Director

A. The Director of the MSE graduate program shall be appointed jointly by the Dean of the Graduate School, Dean of COS, and Dean of CEA in consultation with the program faculty. The appointment will be for a four year period, and will be renewable upon satisfactory performance as deemed by the Deans of the Graduate School, CEA and COS, in consultation with the program faculty.

B. Program faculty may file a written petition with the Dean of the Graduate School to consider termination of the appointment of the Director if such petition is supported by at least 33% of the active Program faculty. The final decision on whether to revoke the Director’s appointment will be made by the Dean of the Graduate School in consultation with the Deans of CEA and COS.

C. The appointment of the Director is not subject to a term-limit; however, the Director shall preferably alternate between the CEA and the COS.

D. Duties of the MSE Program Director
   1. Provide overall academic leadership for MSE.
2. Develop and implement policies for MSE.
3. Represent the interests of MSE to the campus and University administrators.
4. Call and preside at meetings of the Advisory Council.
5. Call and preside at meetings of the Graduate Faculty of MSE.
6. Be responsible for coordinating all MSE administrative matters within the Graduate School.
7. Manage the budgets of MSE.
8. Submit course or curriculum change or approval forms.
9. Submit bylaws change or approval forms.
10. Be responsible for all publications related to MSE including web pages and catalog copy.
11. Coordinate MSE graduate course teaching assignments with relevant department chairs.
12. Coordinate annual review of all graduate students within the MSE program.
13. Supervise the activities of the MSE Academic Coordinator.

V. Committees

A. Advisory Council
   Selection and duties of the Advisory Council are discussed in Section III.

B. Admissions Committee
   1. The Admissions Committee shall consist of 4 active participants of the MSE doctoral program who are nominated by the Advisory Council and approved by the Director.
   2. Members shall serve 1 year terms.
   3. The Chair of the Admissions Committee shall be appointed by the MSE Director.
   4. Duties of the Admissions Committee include:
      i. Work with the Academic Coordinator to develop and maintain recruiting materials as required.
      ii. Coordinate all recruitment efforts with the MSE Director and Graduate Faculty participants.
      iii. Organize annual recruiting events including any campus visitations.
      iv. Review all student applications and, in conjunction with the Director and the Academic Coordinator, after consultation with appropriate MSE faculty, decide the disposition of applications as to acceptance or rejection in a timely manner.
      v. Make recommendations to the Director regarding the financial support of graduate students for their first year.
C. Other Committees

Other ad hoc committees may be appointed by the Program Director and/or Advisory Council as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

VI. Ph.D. 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 Ph.D. committee shall consist of a minimum of three members, following the rules outlined in the Graduate School’s Policies and Procedures. At least one of the committee members must be a Graduate Faculty from the Pullman campus with a current appointment in the Program.

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 Director, 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. Faculty Meetings

A. The Director shall call Program faculty meetings as needed, but at least once per semester.

B. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail.

C. Program faculty may request that the Director call a special meeting if the request is supported by at least 25% of the program faculty.

IX. Quorum

A. For all general graduate faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 33 percent of the Program membership. Votes cast via proxy, e-mail or phone, communicated to the Director prior to a
meeting, shall be equivalent to voting by attendees of the meeting, and shall count towards satisfying the quorum requirement.

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 annually by the Director and every 3 years by the Advisory Council.

B. Amendments to the Bylaws may originate from the Director or Advisory Council or by petition of any 5 MSE Graduate Faculty participants. Proposed amendments must be forwarded to the MSE Advisory Council and Program Director. After discussion, amendments shall be forwarded to the MSE 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 MSE Bylaws require a positive vote from the majority of all MSE Graduate Faculty.

XI. List of Graduate Faculty Participants

The Director of the MSE Graduate Program will maintain a current list of MSE Graduate Faculty participants and give an annual update to the Dean of the Graduate School.
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